



কৃষিই সমৃদ্ধি

**Program on Agricultural and Rural Transformation for Nutrition,
Entrepreneurship, and Resilience in Bangladesh**

PARTNER, APCU-BARC

Bangladesh Agricultural Research Council
New airport Road, Farmgate, Dhaka-1215

Ref: PARTNER/APCU-BARC-03/proc/2023. 2033

Date: 29/08/2023

Request for Expressions of Interest (EOI) for Selection of Individual Consultants

The Government of Bangladesh designed a new "Program on Agricultural and Rural Transformation for Nutrition, Entrepreneurship, and Resilience in Bangladesh (PARTNER)" to promote diversification, food safety, entrepreneurship, and resilience in the agri-food value chains of Bangladesh. The Program implementation commenced in July 2023 and will continue until December 2028. The Program is being implemented under the Ministry of Agriculture (MoA) through the lead implementing agency the Department of Agricultural Extension (DAE). Others are, the Department of Agricultural Marketing (DAM), the Bangladesh Agricultural Research Council (BARC), the Bangladesh Agricultural Development Corporation (BADC), the Bangladesh Agricultural Research Institute (BARI), the Bangladesh Rice Research Institute (BRRI), and the Barind Multipurpose Development Authority (BMDA). A Program Coordination Unit (PCU) has been established under the DAE with Agency Program Coordination Units (APCUs) at each implementing agency. In addition, there will be another eight agencies (BINA, BIRTAN, BJRI, BWMRI, SRDI, BSRI, CDB, and Hortex Foundation) as strategic partners of the PCU-DAE. The Government has received a credit from the International Development Association (IDA) Credit No. IDA 7299 - BD for US\$500 million and IFAD for US\$43 million towards the cost of PARTNER. APCU-BAARC component is going to engage individual consultants under this Program. Positions, qualification & experiences and scope of services /duties & responsibilities of the individual consultants are given below:

Sl.	Name of position	Qualification and Experiences	Scope of Services /Duties and Responsibilities
1.	Consultant for GAP Protocol development & training Position-01 (one) (Package: SD/PARTNER/BARC-01)	a. Academic: <ul style="list-style-type: none">•Minimum Master Degree in any discipline of Agricultural science. Candidates having PhD degree may have an added advantage b. Experience <ul style="list-style-type: none">•Minimum 10 years work experience in Agricultural Research / Research Management /Agricultural Extension.•ISO authorized training. Training on ISO 17065 may have an added advantage.•Proven experience in IPM/ICM, GAP related protocol development, field demonstration, research activities, policy implementation, training on GAP related activities;•Minimum 3 years work experience in donor/IDA funded/ development projects;•Experience in database management;•Scientific publications on GAP are desirable;•High level of proficiency in written and spoken English and report writing;•Computer literacy and skills (MS Word, Excel, and Power Point etc.) are essential.	The scope of service of the Consultant GAP Protocol development & training will include, but not limited to: <ul style="list-style-type: none">•Identify and prioritize the value chains and develop GAP standards and protocols for the selected 5 fruits and 10 vegetables (farm and post-harvest management) in consultation with relevant government and value-chain actors;•Support implementation of GAP protocol development research and arranging GAP field demonstrations;•Develop GAP training modules and materials, organize ToT for scientists and Officers, assist to organize local and overseas GAP training/study visit and workshop;•Assist to prepare 'GAP policy 2020' Implementation plan for MoA;•Assist to execute and monitoring GAP program in the field;•Assist to prepare GAP practice information database;•Maintain GAP database of field activities/practice;•Collection of GAP data on key performance indicators and report preparation;•Assist to prepare reports on training activities;•Work independently and maintain all relevant files, documents and records; prepare letters and notes for office correspondence; and

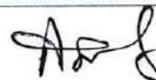
			<ul style="list-style-type: none"> • Any other works as assigned by the authority of APCU-BARC.
2.	<p>Consultant for Need assessment, monitoring framework and policy development</p> <p>Position-01 (one)</p> <p>(Package: SD/PARTNER/BARC-02)</p>	<p>Academic:</p> <ul style="list-style-type: none"> • Minimum Master Degree in any discipline of Agricultural science/Development Studies. Candidates having PhD degree may have an added advantage <p>b. Experience</p> <ul style="list-style-type: none"> • Minimum 10 years of work experience in Agricultural Research and Development/ Research Management/institutional capacity and performance assessment/evaluation; • Minimum 3 years of work experience in donor/IDA funded/ development projects; • Proven experience in agriculture related policy and plan development and their implementation; • Work experience in R&D monitoring and MIS system development • High level of proficiency in written and spoken English and report writing; • Computer literacy and skills (MS Word, Excel, and Powerpoint, access, etc.) is essential. 	<ul style="list-style-type: none"> • Conduct NARS capacity gaps and needs assessments related to R&D activities, coordination with extension agencies and private sectors, R&D monitoring and institutional performance evaluation; • Support establishment of a well-functioning R&D monitoring and a performance evaluation system for NARS and MoA extension bodies; • Prepare a Terms of Reference for the evaluation of NARS; • Facilitate NARS institutes' performance evaluation; • Develop collaboration framework with all stakeholders of PARTNER/MoA agencies; • Draft policy documents for MoA; • Assist in modification needed for any existing policy of the organization; • Prepare policy briefs/notes for arranging dialogues and exchange of views; • Assist in preparing/improving/updating different Agriculture policies and plans; • Prepare training, seminar / workshop programmes on policy planning; • Assist to prepare reports on need assessment, monitoring framework and policy development activities; • Prepare letters and notes for office correspondence, maintain office files and records; • Work independently and maintain all relevant files and documents; Maintain implementation database; • Assist in functions of APD, APCU-BARC in related meetings and other management issues; • Any other works as assigned by the authority.
3.	<p>Consultant for Human Resources Development (HRD)</p> <p>Position-01 (one)</p> <p>(Package: SD/PARTNER/BARC-05)</p>	<p>a. Academic:</p> <ul style="list-style-type: none"> • Minimum Master Degree in any discipline of Agricultural science, Education science, Project management. Candidates having PhD degree may have an added advantage <p>b. Experience</p> <ul style="list-style-type: none"> • Minimum 10 years of work experience in Agricultural Research and Research Management; • Minimum 5 years of work experience in donor/IDA funded/ development projects; • Experience in academic capacity development at the university level; • Sound knowledge of agriculture sector transformation and development in Bangladesh; • Practical experience in HRD activities; 	<ul style="list-style-type: none"> • The scope of service of the Consultant Human Resources Development (HRD) will include, but is not limited to: • Review existing documents and prepare a HRD plan for NARS under PARTNER; • Conduct need assessments, prepare training, workshop and study visit plans, • Assist to prepare training manuals/modules, organize local and overseas training/study visits; • Assess the requirements of discipline based human resource requirements prepare a higher study plan and candidate selection procedure; • Support implementation of international and in-country higher study (PhD) programs; • Review and identify available lab/research facilities of the national and international universities/institutes and private sectors for collaboration with NARS, support in signing MOUs • Organize joint meetings/exchange

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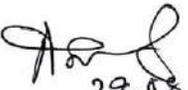
		<ul style="list-style-type: none"> • At least five scientific papers/articles publications in peer reviewed journals as first author; • High level of proficiency in written and spoken English and report writing; • Computer literacy and skills (MS Word, Excel, and PowerPoint, access etc.) is essential. 	<ul style="list-style-type: none"> visits/workshops/seminars • Prepare progress reports on HRD activities and maintain the database • Prepare letters and notes for office correspondence, maintain office files and records; • Day to day documentation of the field implementation and performance; • Work independently and maintain all relevant files and documents; • Assists in all functions of APCU-BARC in organizing HRD related activities; and • Any other works as assigned by the APCU-BARC authority.
4.	<p>Junior Consultant Monitoring and Evaluation (M&E)</p> <p>Position-01 (one)</p> <p>(Package: SD/PARTNER/BARC- 03)</p>	<p>Academic:</p> <ul style="list-style-type: none"> • Minimum Master Degree in agricultural science/economics/statistics or related subjects • Candidates having PhD degree may have an added advantage <p>Experience</p> <ul style="list-style-type: none"> • Minimum 10 years of work experience in Agricultural Research and Research Management; • Minimum 3 years of work experience in donor/IDA funded/ development projects; • Scientific publications are desirable; • Must have experience in preparing log-frame, output and outcomes indicators and monitoring format development and other strategic approaches of M&E; • Well experienced in Database Management and strong analytical skills; • Proficiency in written and spoken English and report writing; • Computer literacy skills (MS Word, Excel, Powerpoint, MS-Access, SPSS, and other statistical software, etc.) are essential 	<p>The scope of service of the Junior Consultant Monitoring and Evaluation (M&E) will include, but not limited to:</p> <ul style="list-style-type: none"> • Develop APCU-BARC component M&E plan and ensure its implementation, design standard M&E Tools and formats for establishing baselines and other data collection and for results reporting in consultation with M&E Specialist of PCU-DAE; • Ensure monitoring and evaluation of project activities to be performed by the field offices as per the results framework; • Collection of data on key performance indicators and report preparation; • Maintain a database of field activities; • Work independently and maintain all relevant files and documents; • Regular monitoring of project inputs/outputs/outcomes/impact; • Prepare relevant letters and notes for office correspondence, maintain office files and records; • Day to day documentation of the field implementation and performance; • Assists in all functions of APCU-BARC in organizing meetings and other M&E functions; and • Any other works as assigned by the authority.
5.	<p>Junior Consultant (Procurement)</p> <p>Position-01 (one)</p> <p>(Package: SD/PARTNER/BARC- 04)</p>	<p>a. Academic:</p> <ul style="list-style-type: none"> • Minimum Bachelor degree in engineering/ economics/ statistics/ finance/ business administration/ management/ procurement/ law or similar discipline in any other field. <p>b. Experience</p> <ul style="list-style-type: none"> • Minimum 05 years work of experience in the relevant field as procurement personnel. Working experience in public sector will be added advantage; • Work experience in donor/IDA funded/ Development projects in 	<p>The scope of service of the Junior Consultant (Procurement) will include, but not limited to:</p> <ul style="list-style-type: none"> • Assist in developing the procurement plan for Goods, Works and Services under the project, and developing/updating the Plan as and when needed; • Assist in preparation of drafts to Request for Expressions of Interest (REOI), Invitation for Bids (IFB), Invitation for Prequalification (IFP), Bidding Document, Request for Proposals (RFP) and Pre-Bid Meeting Minutes as per country rules and procedure;

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		<p>procurement activities will get preference;</p> <ul style="list-style-type: none"> • Sound understanding and knowledge in Procurement Policies, Public Procurement Act (PPA) 2006 and PPR 2008 of GoB; • Applicants having knowledge in e-GP will have an added advantage; • Proficiency in written and spoken English and report writing; • Computer literacy skills (MS Word, Excel, Power Point and other computer skills etc.) is desirable. 	<ul style="list-style-type: none"> • Assist in preparing ToRs and associated documents for other consultants, as appropriate; • Assist in preparation of quarterly report on procurement status and procurement risk mitigation framework and arrange submission of the same to Government and Bank as applicable; • Assist in conducting procurement activities under the project using CPTU's e-GP portal as applicable; • Assist the team in procurement related data analysis and advice for better procurement functions; • Ensure proper record keeping of procurement related transactions; • Support Procurement Consultant in capacity building /transfer of knowledge activities; and • Any other works as assigned by the APD, APCU-BARC.
6	<p>Junior Consultant (Finance)</p> <p>Position-01 (one)</p> <p>(Package: SD/PARTNER/BARC-06)</p>	<p>a. Academic:</p> <ul style="list-style-type: none"> • Minimum M.Com/MBA in Accounting/Finance related subject. <p>b. Experience</p> <ul style="list-style-type: none"> • Minimum 05 (Five) years of work experience in financial management in Govt./ autonomous/private sector organizations; • Practical experience in using the Integrated Budget and Accounting System (<i>iBAS++</i>) is preferred • Comprehensive knowledge and understanding of Government Financial Rules (GFR) and donor-fund requirements. • Work experience in handling fund of donor aided project/development projects will have an added advantage; • Comprehensive knowledge and understanding in GOB and IDA audit system; • Knowledge in accounting software is required. • High level of proficiency in written and spoken English and report writing • Computer literacy and skills (MS Word, Excel, and Power Point, other computer skills etc.) is essential. • A member of Bangladesh Civil Service (BCS) Audit and Accounts cadre /State Owned Enterprise/Autonomous Bodies/Regulators will be preferred. 	<p>The scope of service of the Junior Consultant (Finance) will include, but not limited to:</p> <ul style="list-style-type: none"> • Responsible to Agency Program Director – APCU, BARC; • Support component Budget preparation, disbursement of funds to costs centres, maintenance of books and bank accounts & Monitoring of fund utilization; • Preparation of statement of expenditure (SOE), cash flow forecast to claim funds against achievement of DLRs for submission to APCU-BARC. • Reconcile monthly program financial statements with Program records through <i>iBAS++</i> within 10 days of the end of each month. • Reconcile total year wise component expenditure as per audited financial statements with <i>iBAS</i> generated program expenditure under the APCU code and economic code as agreed in the financing agreement. • Submission of Annual Financial Statements for audit in accordance with IPSAS cash-basis or national standard as pronounced by the Comptroller and Auditor General (C&AG) within 90 days of the end of the financial year to the Foreign Aided Audit Directorate (FAPAD). • Support for implementation of the agreed program fiduciary actions included in the PAP. • Prepare memorandum of action taken to resolve queries, external audit observations and public accounts committee recommendations. • Ensure appropriate follow-up of compliance with legal provisions of the financial agreement of the program; and • Any other works as assigned by the Authority.



2. APCU-BARC now invites eligible applicant(s) to indicate their interest in providing the services mentioned above. Interest Consultants need to provide information demonstrating that they have the required qualifications and relevant experience to perform the services. Applicants are required to submit their Expressions of Interest (EOI) comprising of a CV (including employment history with duties and responsibilities) [**one hard copy and also a soft copy in CD/flash drive (MS word format)**], a recent passport size photograph and a forwarding letter describing briefly the reasons that the applicant considers him/her-self best suited to perform the assignment.
3. Details Terms of Reference (ToR), CV Template and other information will be available upon request from the address provided below either through email or in person. ToR and CV Template are also available in BARC's website (www.barc.gov.bd).
4. The consultant will be selected following the Public Procurement Rules and Act.
5. Expression of Interest shall have to be submitted to the address below (in person, by mail or through email) by **20 September, 2023 by 4:00 pm** and be clearly marked as "Expressions of Interest for the position of (.....)" in the email's subject line or on top of the envelope.
6. The procuring Entity reserves the right to accept or reject any or all EOIs without assigning any reason whatsoever.



29.08.2023

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