

Government of the People's Republic of Bangladesh
Department of Disaster Management
Bangladesh Sustainable Recovery, Emergency Preparedness and
Response Project (B-STRONG) (DDM Part)
92-93, Mohakhali C/A, Dhaka 1212
www.ddm.gov.bd

Ref No.: 51.01.0000.000.049.14.0039.26-181

Date: 09 June 2026

REQUEST FOR EXPRESSIONS OF INTEREST (REOI)-NATIONAL
CONSULTANT'S QUALIFICATIONS BASED SELECTION (CQS)

Name of Project : Bangladesh Sustainable Recovery, Emergency Preparedness
and Response Project (B-STRONG) (DDM Part)
Credit No. : IDA 7786-BD
Assignment Title : EGPP+ Implementation Support Firm (ISF)
Procurement Plan Ref. Number : B STRONG/DDM/S-04
Country of Delivery : Bangladesh

02. The Government of the People's Republic of Bangladesh has received financing from the World Bank toward the cost of the Bangladesh Sustainable Recovery, Emergency Preparedness and Response Project (B-STRONG) (DDM Part) and intends to apply part of the proceeds for the following consulting services.

03. The consulting services ("the Services") aims to support the effective implementation of the enhanced Employment Generation Program for the Poorest Plus ((EGPP+) across ten (10) Upazillas (Feni Sador, Sonagazi, Dagonbhuiyan, Chagolnaiya, Porshuram, Fulgazi, Kasba, Akhaura, Bijoyagar, and Mirsharai) under three (03) districts- Feni, Brhmanbaria and Chattogram. The scope of work includes, but not limit to Deploy Field Teams; Community Outreach; Selection of Beneficiaries and Sub-projects; Safeguards and Gender Action Plan Implementation; Attendance Supervision; Data Entry and MIS Management; E-payment Logistics Support; Grievance Redress Mechanism (GRM); Monitoring and Reporting etc. The service will be expected to start from September 2026 and the tentative duration of the consulting services to be provided by the Implementation Support Firm (ISF) is up to 30 June 2029.

04. The detailed Terms of Reference (TOR) for the assignment can be found at the following website: www.ddm.gov.bd

05. The Bangladesh Sustainable Recovery, Emergency Preparedness and Response Project (B-STRONG) (DDM Part) now invites eligible consulting firms/NGOs ("Consultants") to indicate their interest in providing the Services. Interested Consultants should provide information

demonstrating that they have the required qualifications and relevant experience to perform the Services.

06. The attention of interested Consultants is drawn to paragraph 3.14, 3.16 and 3.17 of the World Bank's Procurement Regulations for IPF Borrowers, September 2025 ("Procurement Regulations"), setting forth the World Bank's policy on conflict of interest.

07. Consultants may associate with other firms to enhance their qualifications but should indicate clearly whether the association is in the form of a joint venture and/or a sub-consultancy. In the case of a joint venture, all the partners in the joint venture shall be jointly and severally liable for the entire contract, if selected.

08. The best qualified firm to carry out the services will be selected in accordance with the Consultant's Qualifications Based Selection (CQS) method set out in the Procurement Regulations and based on the following criteria:

- (a) 10 years of general experience under consultancy contracts satisfactorily completed as a Consultant (Consulting Firm/NGO).

[years counting backward from the date of publication of REOI to 1st assignment of firm/NGO]

- (b) Specific experience in community/workforce development (beneficiary selection process, their income generating opportunities, daily wages related activity with implementation/monitoring/review/supervision activities), completed in the last 10 years.

[years counting backward from the date of publication of REOI to completed assignment date]

- (c) The specific experience under any Development Partner like WB/ADB, completed within the last 10 (ten) years will be given preference.

[years counting backward from the date of publication of REOI to completed assignment date]

- (d) The consulting firm/NGO shall have sufficient and relevant managerial, and organizational capabilities, accredited by relevant institutions, and logistics for the assignment.

- (e) All necessary compliance documents must be provided: Valid NGO Bureau Certificate/Certificate of Incorporation, Department of Social Services (DSS) Certificate (if applicable), and other relevant documentation such as Valid Trade License, VAT Registration Certificate, TIN Certificate, etc. Updated Income Tax Return Certificate and Audited financial statements for last 03 (three) years.

The qualifications and experience of Key Experts shall not be evaluated at this stage.

09. Consultants may associate with other firms to enhance their qualifications but should indicate clearly whether the association is in the form of a joint venture and/or a sub-consultancy. In the case of a joint venture, all the partners in the joint venture shall be jointly and severally liable for the entire contract, if selected. It is preferred that the joint venture should not include more than three members.

10. Further information can be obtained at the address below during office hours [i.e. 0900 to 1600 hours].

11. Expressions of interest must be delivered in a written form to the address below (in person, or by mail, or by e-mail) by 14.00 hours local time on 01/07/2026.


(Doyananda Debnath)

Project Director (Joint Secretary)

Bangladesh Sustainable Recovery, Emergency Preparedness and Response Project (B-STRONG) (DDM Part)

Department of Disaster Management

E-mail: pdddm.bstrong@gmail.com

Terms of Reference

For

EGPP+ Implementation Support Firm (ISF)

(Package No.: BSTRONG/DDM/S-04)

1. Background

Bangladesh experienced extreme rainfall from mid-August to mid-September 2024, resulting in significant flooding that affected nearly six million people and caused damages of at least US\$1.676 billion. The flood severely impacted 11 eastern districts. Infrastructure, housing, education, health, agriculture, fisheries, and livestock sectors were critically affected. Bangladesh had been facing a series of disasters, including Cyclone Remal (May 2024), the northeastern flood (June 2024), and the northern riverine monsoon flood (July 2024), which together impacted more than 18 million people. More broadly, the Global Climate Risk Index ranks Bangladesh as the seventh most affected country between 2000-2019. In the past 70 years, around 20 percent of the country was flooded annually, while in recent years flood events affecting more than 30 percent of the country have become more frequent.

Financed by the World Bank (WB), the Bangladesh Sustainable Recovery, Emergency Preparedness and Response Project (B-STRONG) aims to address recovery and reconstruction needs as well as strengthen disaster resilience of the country. Flooding is a recurring phenomenon that affects approximately 1 million people annually in Bangladesh, severely undermining development gains. Therefore, the proposed project will follow a Build Back Better approach to reduce future flood risks. Further, the project is multi-sectoral, covering physical interventions and non-physical activities. Altogether, the project design ensures a holistic approach to recovery and resilience building, reducing future flood risks, supporting sustainable agriculture, economic development and preventing vulnerable populations from being left behind. The project is approved in May 2025 and will be closed in December 2030.

1.1. Project Component

The project development objectives are to (a) rehabilitate and enhance the resilience of critical public infrastructure and (b) support flood-affected households to strengthen livelihoods. The Project will perform certain activities under the following components.

Component 1: People Centric Resilient Infrastructure: This Component will finance (1) the construction, rehabilitation, and reconstruction of flood-affected rural infrastructure and facilities under



LGED's jurisdiction and (2) rehabilitation, repair, and construction of flood protection infrastructure through a combination of interventions in selected districts. (1) and (2) will be implemented by Local Government Engineering Department (LGED) and the Bangladesh Water Development Board (BWDB), respectively.

Component 2: Livelihoods Recovery and Enhancement Support: This component focuses on restoring and enhancing livelihoods of the flood affected population through services that support economic opportunities for affected households. This component will be implemented by Social Development Foundation (SDF).

Component 3: Community Recovery and Resilience to Disasters: This component will support the Employment Generation Program for the Poorest Plus (EGPP+), which is the shock-responsive window of DDM's national poverty-targeted public works program, and support community preparedness and response to disasters through the supply of rescue boats and equipment, and training, exercises, and drills (TEDs). This component will be implemented by Department of Disaster Management (DDM).

Component 4: Agricultural System Restoration: This Component will improve agricultural livelihoods to enhance food security and nutrition. This component will be implemented by Department of Agricultural Extension (DAE), together with the Bangladesh Agricultural Development Corporation (BADC) as grantee.

Component 5: Project Management, Coordination, Monitoring and Evaluation: This component will support the day-to-day project administration, management, coordination, monitoring, and evaluation of activities by the Project Implementation Units (PIUs).

Component 6: Contingent Emergency Response: This will ensure provision of immediate response to an eligible crisis. In such an event, the component will contribute to immediate and effective response. Any unused balance under the other components can be reallocated to the CERC component, in the event of an emergency.

1.2.DDM's Component

DDM will implement Component 3 in the selected districts (Feni, Brahmanbaria, and Chattogram).

Subcomponent 3.1: Providing livelihood opportunities to communities through EGPP+: This subcomponent will support the Employment Generation Program for the Poorest Plus (EGPP+), which is the shock-responsive window of DDM's national poverty-targeted public works program. The program has been operating in Cox's Bazar district since FY22 and five other districts since FY23. The



subcomponent will provide temporary employment in three flood affected districts (Chattogram, Feni and Brahmanbaria), following the EGPP+ Implementation Guidelines. Temporary employment activities will include public works (e.g., rural road repair, cleaning, reforestation) and community services (e.g., information campaigns, training, and social mobilization to address GBV). The wages and stipends paid through the program will provide critical income support and employment to those most impacted by the floods. All EGPP+ data (i.e., beneficiary profiles, work attendance, payments) will be administered under the EGPP+ Management Information System (MIS).

Subcomponent 3.2: Strengthening community disaster preparedness and response: This subcomponent will support community preparedness and response to disasters through (i) the supply of rescue boats and equipment, and (ii) training, exercises, and drills (TEDs). The rescue boats will enhance the operational efficiency of flood response activities, by enabling faster evacuation of at-risk populations; reducing casualties; and facilitating the rapid delivery of food, clean water, and medical aid to stranded communities. The TEDs program will build critical capacities in disaster risk management of communities, volunteers, and local authorities in disaster-prone areas. The training activities will include, but are not limited to, emergency operation planning, emergency operation center management, and climate-resilient infrastructure. The program will train approximately 2,400 volunteers and Disaster Management Committee members in 37 flood prone districts on Search & Rescue (SAR) operations and basic disaster risk management. The participants will receive practical training in boat operation for emergency response, contributing to broader local and national SAR efforts.

2. Objective(s) of the Assignment

The primary objective of this assignment is to support the effective implementation of the enhanced Employment Generation Program for the Poorest (EGPP+) across ten (10) Upazillas (Feni Sador, Sonagazi, Dagonbhuiyan, Chagolnaiya, Porshuram, Fulgazi, Kasba, Akhaura, Bijoyagar, and Mirsharai) under three (03) districts-Feni, Brhmanbaria and Chattogram. To achieve this, the engaged EGPP+ Implementation Support Firm (ISF) will undertake the following tasks:

- a) Deploy Field Teams:** Mobilize dedicated field teams to facilitate and supervise the implementation of EGPP+ sub-projects across the selected Upazilas.
- b) Community Outreach:** Organize community engagement events involving community leaders, local government representatives, and potential beneficiaries to raise awareness of EGPP+ features and implementation strategies.
- c) Beneficiary Management:** Conduct the selection, enrollment, and validation of beneficiaries prior to onboarding, ensuring payment readiness for the EGPP+ program.



d) Sub-Project Selection: Conduct the sub-project screening and documentation, prepare sub-project summaries, ensure alignment with the EGPP+ guidelines and safeguard requirements and endorsement by relevant committees and finally select the sub-projects.

e) Compliance with Guidelines: Ensure that EGPP+ implementation strictly adheres to official guidelines. Any operational challenges must be promptly reported to the Project Implementation Unit (PIU).

f) Environmental and Social Safeguards: Implement the Environmental and Social Safeguards Framework in compliance with both World Bank and Ministry of Disaster Management and Relief (MoDMR) standards.

g) Progress Review Meetings: Facilitate regular sub-project review meetings with implementation committees to gather feedback and improve the quality of activities.

h) Attendance and Payment Validation: Ensure daily attendance records and collect on time, verified with the respective Upazila offices, and digitized accurately for payment processing.

i) Payment through IBAS⁺⁺ and World Bank Client Connection: Ensure payment through IBAS⁺⁺ and assist Employer to execute through World Bank Client Connection.

j) Monitoring and Reporting: Maintain strict supervision and regular monitoring of sub-projects. Submit progress reports with comprehensive documentation, including before-and-after photographs, on a quarterly basis.

3. Scope of Services, Service Area and Timeframe

3.1 Scope of the Services:

The Implementation Support Firm (ISF) will carry out its responsibilities under the guidance and supervision of the Project Implementation Unit (PIU) of the B-STRONG (DDM Part) Project. The scope of service includes, but is not limited to, the following tasks:

a) Mobilization of Field Implementation Unit

The ISF will mobilize a dedicated field implementation team, including cooperating partners, to carry out daily implementation and supervision of EGPP+ activities. The team must include professionals with the required skill sets as outlined in paragraph Key Experts and Non-Key Experts.

b) Coordination and Meetings

The ISF will arrange coordination meetings with relevant stakeholders to support, planning and implementation of the EGPP+ program:



- Monthly meetings at the Upazila level
- Quarterly progress review meetings with PIU

The ISF will arrange necessary logistics such as venue, refreshments, and training materials. Additionally, the ISF will conduct orientation sessions for beneficiaries, covering daily tasks, payment mechanisms, grievance redress (GRM), and program responsibilities.

c) Outreach and Awareness

Before beneficiary and sub-project selection, the ISF will conduct targeted outreach campaigns within host communities. These campaigns must be sensitive to local demographic, social, and cultural contexts and should complement broader regional communication efforts. Activities will include:

- Multi-stakeholder meetings
- Community awareness sessions in compliance with the Environmental and Social Management Framework (ESMF).

d) Identification of Sub-projects

EGPP+ supports two types of sub-projects:

- Public Workfare (e.g., light civil works, maintenance, cleaning, reforestation)
- Community Services (e.g., awareness campaigns, caregiving, resilience-building)

The ISF will support Ward, Union, and Upazila committees in identifying and prioritizing sub-projects based on asset creation, social impact, and environmental resilience. The ISF will:

- Facilitate sub-project screening and documentation
- Prepare sub-project summaries
- Ensure alignment with the EGPP+ guidelines and safeguard requirements
- Support endorsement by relevant committees

e) Selection of Beneficiaries and Sub-projects

The ISF will assist Union and Upazila bodies with:

- Community consultation sessions
- Documentation of consultation outcomes
- Verification and compilation of beneficiary and sub-project lists

After approval, the ISF will coordinate with the field level Project Implementation Committee (PIC) to ensure timely beneficiary enrolment and sub-project initiation.

f) Coordination and Convergence

The ISF will coordinate with other government sectors, NGOs, and international organizations to:

- Prevent duplication of beneficiaries and overlapping interventions
- Identify complementary opportunities across programs
- Maximize the effectiveness of community service modalities

g) Safeguards and Gender Action Plan Implementation

The ISF will:

- Facilitate environmental and social screening of sub-projects
- Develop and implement a Gender Action Plan in line with the Bangladesh Climate Change Gender Action Plan (2013 or latest) and the Gender Strategy and Action Plan (2019)
- Conduct code of conduct training for all stakeholders at District, Upazila, Union, and Ward levels
- Maintain evidence of all safeguard and gender-related actions

h) Attendance Supervision

The ISF will:

- Manage daily manual muster rolls at each sub-project site
- Verify muster rolls with relevant authorities
- Digitize attendance data into the MIS
- Notify the PIU upon digitization to initiate payroll and e-payment processes

i) Data Entry and MIS Management

The ISF will set up data entry hubs at PIO (Project Implementation Officer) offices in each Upazila. These centres will:

- Digitize daily attendance records
- Support beneficiary onboarding and enrolment



- Be equipped with internet-connected computers, managed by the Program and Assistant Program Coordinators.

j) E-payment Logistics Support

The ISF will assist the PIU in facilitating and expanding electronic payment systems (i.e. meeting the requirements of IBAS⁺⁺ etc.) for beneficiary compensation under EGPP⁺.

k) Assist in World Bank Client Connection:

The ISF will assist the PIU in facilitating World Bank Client Connection.

l) Grievance Redress Mechanism (GRM)

The ISF will support the implementation of the GRM as outlined in the MoDMR's Operations Manual and the EGPP/EGPP⁺ guidelines, ensuring timely resolution of beneficiary complaints and feedback.

3.2 Location and Beneficiary of the Services Area

The location of EGPP⁺ Program under B-STRONG (DDM Part) Project is:

SL No.	District	Upazila	Beneficiaries (Nos)	Remarks
1	Feni	Feni Sdor	1365	
2	Feni	Sonagazi	840	
3	Feni	Dagonbhuiyan	936	
4	Feni	Chagnolnaiya	624	
5	Feni	Porshuram	312	
6	Feni	Fulgazi	520	
7	Brahmanbaria	Kasba	1040	
8	Brahmanbaria	Akhaura	520	
9	Brahmanbaria	Bijoynagar	1040	
10	Chattogram	Mirsharai	1664	
	Total	10	8861	

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3.3 Implementation Timeframe

The tentative duration of the consulting services to be provided by the Implementation Support Firm (ISF) is up to 30 June 2029. Subject to project needs, performance, and available budget, the duration may be extended upon mutual agreement and proper justification.

4. Team Composition & Qualification Requirements for the Key Experts and Non-Key Experts

The Team of Consultant will be composed of the following positions:

4.1 Key Experts

SL No.	Name of Position	Qualification and Experience	Responsibility	Nos of Position	Person-Month
1)	Team Leader	<p>a) Educational Qualifications:</p> <p>Master's degree preferably in Development Studies/ Social Work sociology/social science/ /Anthropology/Disaster Management/Environment and Sustainable Development/public policy/ /economics/business administration/management.</p> <p>b) Experience:</p> <ul style="list-style-type: none"> • At least 10 years of experience in the design implementation and coordination of multi- faceted assignments which is similar to the said assignment. • S/he shall have experience working as Team Leader (TL)/Project Manager (PM)/Deputy Team Leader (DTL) in any Development Partner (DP) funded Project with at least one assignment. • Should have excellent communication and 	<p>Provide overall leadership for the assignment, ensuring quality assurance and effective execution. This includes designing the subproject selection process and reviewing proposals in consultation with the Implementing Agency (IA) to ensure smooth implementation of the EGPP+ program.</p>	1	40

SL No.	Name of Position	Qualification and Experience	Responsibility	Nos of Position	Person-Month
		<p>facilitation skills to develop high quality implementation reports in English and ability to produce high quality work under time bound program and excellent interpersonal and professional skills in interacting with various kinds of stakeholders and ability to work collaboratively with multiple individuals and groups.</p> <ul style="list-style-type: none"> • Knowledge of public financial sector issues in relation to social protection programs and policy. • Knowledge/experience in using and managing quantitative and qualitative data. • Excellent written and oral communication skills in English. • Computer skill (MS word, Excel, Power point, etc). 	<p>Oversee the consulting firm's operations, coordinating among key and non-key staff, project personnel, stakeholders, the Project Director, and IA officials.</p> <p>Facilitate regular discussions with the Client to address implementation challenges, resolve bottlenecks, and supervise day-to-day program activities, ensuring alignment with planned timelines and outcomes.</p> <ul style="list-style-type: none"> • Coordinate and supervise all activities outlined in the 		

SL No.	Name of Position	Qualification and Experience	Responsibility	Nos of Position	Person-Month
			<p>assignment objectives and scope, in line with the Implementation Guidelines issued by the Ministry of Disaster Management and Relief (MoDMR) / Department of Disaster Management (DDM).</p> <ul style="list-style-type: none"> • Ensure timely and quality delivery of all assignment outputs as specified in the Terms of Reference (ToR). • Proactively address any emerging issues or concerns related to the support plan and implement effective strategies for crisis 		

SL No.	Name of Position	Qualification and Experience	Responsibility	Nos of Position	Person-Month
			management and intervention		
2)	Data Management Specialist	<p>a) Educational Qualifications:</p> <ul style="list-style-type: none"> The Data Management Consultant must have a four (4) years honours degree in Statistics/ Applied Statistics and Data Science/Information Technology/Information Communication Technology/Computer Science & Engineering /Mathematics/Applied Mathematics; <p>b) Experience:</p> <ul style="list-style-type: none"> Ability to perform Database Performance Tuning and Optimization. The Specialist must have at least 2 years relevant work experience in reputed organizations. The applicant should have experience in Web Development, Cloud ERP System; Software Development Experience will be given preference. 	<ul style="list-style-type: none"> Support the Team Leader (TL) on the issues related to quality of data collected, reviewing and assessing/ analyzing data to have clear scenarios on satisfactions of the beneficiaries/ stakeholders/ users and reporting thereon. Assist the TL on findings and in reporting. Analyze the relevant primary and secondary data will make necessary recommendations for the project team in the IA; 	1	40

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SL No.	Name of Position	Qualification and Experience	Responsibility	Nos of Position	Person-Month
			<ul style="list-style-type: none"> • Address any issues or concerns that arise in the support plan and implement strategies for crisis intervention. • During off period of the program S/he will work under the guidance of PIU and TL. 		

4.2 Non- Key Experts

SL No.	Name of Position	Qualification and Experience	Responsibility	Nos of Position	Person-Month
1)	Data Entry Field Supervisor	<p>a) Educational Qualifications:</p> <ul style="list-style-type: none"> • Bachelor degree in any field/Diploma in Computer Science Technology. <p>b) Experience:</p> <ul style="list-style-type: none"> • At least 2 years relevant work experience in reputed organizations. • Experience in Managing staff <p>Proficiency in using software</p>	<p>Responsible for managing and coordinating the implementation of individual support plans under these services.</p> <p>Responsible for operation of</p>	1	20

SL No.	Name of Position	Qualification and Experience	Responsibility	Nos of Position	Person-Month
			<p>EGPP+.</p> <p>Responsible for scrutiny of required type sub-project, beneficiaries and supervising attendance selection field data collections, reviewing for authenticity, analyzing data that collected by Assistant Program coordinator.</p> <p>Also responsible for conducting stake holder meetings and other activities for smooth implementation of EGPP+ under</p>		

SL No.	Name of Position	Qualification and Experience	Responsibility	Nos of Position	Person-Month
			the guidance of upazila PIO and the TL. During off period of the program S/he will work under the guidance of PIU and TL. Address any issues or concerns that arise in the support plan and implement strategies for crisis intervention.		
2)	Field Supervisor	<p>a) Educational Qualifications:</p> <ul style="list-style-type: none"> • Bachelor degree in any field/Diploma in Civil Technology/Construction Technology. <p>b) Experience:</p> <ul style="list-style-type: none"> • At least 2 years' experience in relevant field. • Experience in Managing staff • Proficiency in using software 	S/he will work directly under the guidance of Program coordinator and upazila PIO and TL. Responsible for operation of	9	180

SL No.	Name of Position	Qualification and Experience	Responsibility	Nos of Position	Person-Month
			<p>EGPP+ of several unions under particular upazila. Responsible for required type of sub-project, beneficiaries' selection and supervising attendance, field quality data collections, reviewing for authenticity, analyzing data, stake holder meetings and other activities for smooth implementation of EGPP+. During off period of the program</p>		

SL No.	Name of Position	Qualification and Experience	Responsibility	Nos of Position	Person-Month
			S/he will work under the guidance of PIU and TL. Address any issues or concerns that arise in the support plan and implement strategies for crisis intervention.		
3)	Data Entry Operator	<p>a) Educational Qualifications:</p> <ul style="list-style-type: none"> • Bachelor's degree in the relevant Field. • Must have certification course on Computer. <p>b) Experience:</p> <ul style="list-style-type: none"> • At least 2 years' experience • Experience in using software • Experience in data management 	Will be working under guidance of the Team Leader and Data Management Consultant. Insert data following data entry screen prepared by Data Management Consultant.	2	40

SL No.	Name of Position	Qualification and Experience	Responsibility	Nos of Position	Person-Month
			<p>He will supervise coding of data and will ensure error free data entry.</p> <p>Prepare and submit different types of reports as directed by the Team Leader.</p> <p>Managing files, organizing records, and preparing documents, coordinating meetings and managing schedules, taking messages, answering phones and distributing mail.</p> <p>Assisting with accounting,</p>		

SL No.	Name of Position	Qualification and Experience	Responsibility	Nos of Position	Person-Month
			payroll, or human resources etc.		
4)	Office Assistant	a) Educational Qualifications: • Passed Secondary School Certificate (SSC) Examination	Will work under the guidance of The Team Leader. Ensuring the office is clean, organized, other support as and when required	1	20

5. Reporting Requirements and Time Schedule for Deliverables

The reporting requirements and time schedule for deliverables are as follows:

Deliverables	Timeline	Reporting	Submission Requirements
a) Establishment of the Field Implementation Unit & Data Entry Points (to be at specified 10 upazila)	Within 4 weeks of signing agreement	Inception Report	05 hard copy and 1 soft copy to PIU
b) Summarization of Monthly Activities that Includes:			

Deliverables	Timeline	Reporting	Submission Requirements
I) Selection Of Beneficiary;	1st week of each Month	<ul style="list-style-type: none"> • Monthly Progress Report. • The report must contain the targets and achievements. 	05 hard copy and 1 soft copy to PIU
(Ii) Enrolment Of Beneficiary;	1st week of each Month	<ul style="list-style-type: none"> • Monthly Progress Report. • The report must contain the targets and achievements. 	05 hard copy and 1 soft copy to PIU
Iii) Selection And Implementation Of Sub-Projects;	1st week of each Month	<ul style="list-style-type: none"> • Monthly Progress Report. • The report must contain the targets and achievements. 	05 hard copy and 1 soft copy to PIU
Iv) Beneficiary Attendance In Mis;	1st week of each Month	<ul style="list-style-type: none"> • Monthly Progress Report. • The report must contain the targets and achievements. 	05 hard copy and 1 soft copy to PIU
V) Coordination And Convergence Activities;	1st week of each Month	<ul style="list-style-type: none"> • Monthly Progress Report. • The report must contain the targets and achievements. 	05 hard copy and 1 soft copy to PIU
Vi) Gender Action Plan Implementation;	1st week of each Month	<ul style="list-style-type: none"> • Monthly Progress Report. • The report must contain the targets and achievements. 	05 hard copy and 1 soft copy to PIU

Deliverables	Timeline	Reporting	Submission Requirements
Vii) Grievance Management	1st week of each Month	<ul style="list-style-type: none"> • Monthly Progress Report. • The report must contain the targets and achievements. 	05 hard copy and 1 soft copy to PIU
Viii) Outreach Activities;	1st week of each Month	<ul style="list-style-type: none"> • Monthly Progress Report. • The report must contain the targets and achievements. 	05 hard copy and 1 soft copy to PIU
ix) Social & Environmental Safeguards Screening;	1st week of each Month	<ul style="list-style-type: none"> • Monthly Progress Report. • The report must contain the targets and achievements. 	05 hard copy and 1 soft copy to PIU
X) Management Of Sub-Projects Records;	1st week of each Month	<ul style="list-style-type: none"> • Monthly Progress Report. • The report must contain the targets and achievements. 	05 hard copy and 1 soft copy to PIU
xi) Beneficiary Payment	1st week of each Month	<ul style="list-style-type: none"> • Monthly Progress Report. • The report must contain the targets and achievements. 	05 hard copy and 1 soft copy to PIU
xii) Other Issues (If Exists), Suggestion And Recommendation	1st week of each Month	<ul style="list-style-type: none"> • Monthly Progress Report. • The report must contain the targets and achievements. 	05 hard copy and 1 soft copy to PIU

Deliverables	Timeline	Reporting	Submission Requirements
c) Summarization of Quarterly Activities	1 st week of each Quarter	<p>Quarterly Progress Report and reports shall be factual and concise with recommendations for the subsequent quarter.</p> <ul style="list-style-type: none"> • Presentation of the progress review meeting at PIU 	05 hard copy and 1 soft copy to PIU
d) Summarization of Half-yearly Activities	1 st week of each Half-year	<ul style="list-style-type: none"> • Half-yearly Progress Report and reports shall be factual and concise with recommendations for the subsequent quarter. • Presentation in the progress review meeting at PIU 	05 hard copy and 1 soft copy to PIU
e) Annual Report	1 st week of each financial year.	<ul style="list-style-type: none"> • Annual report covering all activities in the last 12 months. 	05 hard copy and 1 soft copy to PIU
f) Mid-term Report	1st	<ul style="list-style-type: none"> • Summary of the 	05 hard copy

Deliverables	Timeline	Reporting	Submission Requirements
	week of July 2027.	activity progress of achieving the physical and financial targets.	and 1 soft copy to PIU
g) Draft Final Report detailing output achieved as mentioned in ToR.	04 weeks before the contract completion	<ul style="list-style-type: none"> • Draft Final Report • Presentation in the progress review meeting at PIU 	05 hard copy and 1 soft copy to PIU
h) Final Report	01 week before the contract completion	<ul style="list-style-type: none"> • Final Report • Presentation in the progress review meeting at PIU 	05 hard copy and 1 soft copy to PIU

6. Client's Input and Counterpart Personnel

The firm will facilitate the Employer and World Bank officials during implementation of service. To ensure effective implementation, the Employer will provide the consulting firm with all key program documents and reports, including:

- Relevant extracts from the Development Project Proposal (DPP)
- Documentation from previous similar programs
- Updated project information to enhance understanding of the current context

The Client will enhance access to relevant government offices and extend necessary support for coordination with other government and non-government entities involved in the service delivery process. Additionally, the Client will actively participate in stakeholder consultation events, with technical and facilitation support provided by the Consultant as needed.

7. Institutional Arrangement

During the assignment period, the firm shall be fully responsible for providing all necessary facilities and logistical support for its staff to effectively fulfil its obligations. This includes, but is not limited to, the provision of support personnel, office space, office equipment and supplies, mobile phone and utility expenses, supervision tools (e.g., materials or logbooks for attendance monitoring, subproject and beneficiary selection, and data collection), vehicle rental, fuel, motorcycle maintenance, and local communication costs.

These requirements must be clearly outlined in the Technical Proposal, with corresponding financial cost estimates detailed in the Financial Proposal

8. Selection Method

The ISF will be selected in accordance with the Consultant's Qualifications Based Selection (CQS) method that set out in the World Bank Procurement Regulations for IPF Borrowers, Procurement In Investment Project Financing, Goods, Works, Non-Consulting and Consulting Services, Seventh Edition, September 2025.



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