



**GOVERNMENT OF THE PEOPLE'S REPUBLIC OF
BANGLADESH**

**Standard Request for Application (SRFA)
Selection of Individual Consultant (National)**

(Time Based)

**Selection of Junior Procurement Specialist for LDDP (National)
(Contract Package No.: LDDP/SD-36 (A) & 36 (B))**

**Livestock and Dairy Development Project (LDDP)
Department of Livestock Services
Krishi Khamar Sarak, Farmgate, Dhaka
Phone: 02-58154913, Email: lddp@dls.gov.bd**

August 2018

PS4

Guidance Notes on the Use of the Standard Request for Application for Selection of Individual Consultants (National)

These guidance notes have been prepared by the CPTU to assist a Client in the preparation, using the Standard Request for Application (SRFA), for procurement of Individual Consultants (National). The Client should also refer to the Public Procurement Act 2006 (Act No 24 of 2006), and the Public Procurement Rules 2008, issued to supplement the Act available on CPTU's website: www.cptu.gov.bd/. All concerned are advised to refer to the aforementioned Act and Rules while participating in any selection process of Consultants.

Individual Consultants shall be employed in accordance with Section 38 of the Public Procurement Act 2006 and Rule 112 & Rule 104(d) of the Public Procurement Rule 2008 for assignments for which the qualifications and experience of the individual are the overriding requirements and no team of staff and no additional professional support are required.

This document shall be used when a Procuring Entity (the Client) wishes to select an Individual Consultant (National) for **assignments for which the qualifications and experience of the individual are the overriding requirement**, for which remuneration is being determined on the basis of the time actually spent by the Consultant in carrying out the services.

Time-based Contracts are recommended when the Scope of the Services cannot be established with sufficient precision, or the duration and quantity of Services depends on variables that are beyond the control of the Consultant, or the output required of the consultants is difficult to assess.

Consultant's remuneration is based on (i) agreed unit rates for the Consultant multiplied by the actual time spent by him/her in executing the assignment, and (ii) reimbursable expenses using actual expenses and/or agreed unit prices. This type of Contract requires the Client to closely supervise consultants and to be involved in the daily execution of the assignment.

SRFA (PS4) has been designed to suit the particular needs of procurement within Bangladesh, and has four (4) Sections, of which **Section 1: Information to the Applicants and the Contract Agreement in Section 4 must not be altered or modified under any circumstances.**

The Client addresses its specific needs through the **Section 2: Terms of Reference (TOR)**. The way in which an Applicant expresses his/her interest is by completion and submission of the Application Forms in **Section 3**.

Guidance notes in brackets and italics are provided for both the Client and the Applicants and as such the Client should carefully decide what notes need to remain and what other guidance notes might be required to assist the Applicant in preparing its Application submission; so as to minimize the inept Selection process.

SRFA (PS4), when properly completed will provide all the information that an Individual Consultant (National) needs in order to prepare and submit an Application. This should provide a sound basis on which the Client can fairly, transparently and accurately carry out an evaluation process on the application submitted by the Individual Consultant.

SRFA (PS4) duly tailored may also be used for the purpose of Single Source Selection Method.

The following briefly describes the Section of SRFA (PS4) and how a Client should use these when preparing a particular request for Applications.



Section 1: Information to the Applicants

This Section provides relevant information to help Consultants prepare their Applications. Information is also provided for submission, opening, and evaluation of Applications and on the award of Contract.

This Section also contains the criteria for selection of suitable Applicant
The text of the clauses in this section shall not be modified.

Section 2: Terms of Reference

This section defines clearly the Objectives, Goals, and Scope of the assignment, and provides background information (including a list of existing relevant studies and basic data) to enable the Individual Consultant to clearly understand the assignment. This section lists the Services and surveys that may be necessary to carry out the assignment and the expected outputs (for example, reports, data, maps, surveys); it also clearly defines the Client's and Consultants' respective responsibilities.

Section 3: Application Forms

This section provides the standard format that permits the requested information to be presented in a clear, precise and readily available manner and allows the Client to readily understand and evaluate Applications in accordance with the pre-disclosed criteria. The completed forms will indicate details of the Applicant's qualifications and experience best suited to the specific assignment.



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Section 1: Information to the Applicants

A. General

1. Scope of assignment
 - 1.1 The Client has been allocated Public fund for "Formulation of Sectoral Plan and Capacity Development of Concerned Officials for More Effective Public Investment" project and intends to select an Individual Consultant for the specific assignment as specified in the Terms of Reference in Section 2.

2. Qualifications of the Applicant
 - 2.1 Prospective Individuals shall demonstrate in their Applications that they meet the required qualifications and experiences and are fully capable of carrying out the assignment.
 - 2.2 The capability of Individuals shall be judged on the basis of academic background, experience in the field of assignment, and as appropriate, knowledge of the local conditions, as well as language and culture.
[Minimum educational qualifications, required experience have been mentioned in Terms of reference in Section 2]

3. Eligible Applicants
 - 3.1 Any Bangladeshi national including persons in the service of the Republic or the local authority / Corporations is eligible to apply for the positions
 - 3.2 Government officials and civil servants including individuals from autonomous bodies or corporations while on leave of absence without pay are not being hired by the agency they were working for immediately before going on leave and, their employment will not give rise to Conflict of Interest, pursuant to Rule 112 (9) of the Public Procurement rules, 2008
 - 3.3 Persons who are already in employment in the services of the Republic or the local authorities/ Corporation etc must have written certification from their employer confirming that they are on leave without pay from their official position and allowed to work full-time outside of their previous official position. Such certification shall be provided to the Client by the Consultant as part of his/her Applications
 - 3.4 No person who has been convicted by any Court of Law or dismissed from Services for misconduct shall be eligible for consideration for appointment to a post.
 - 3.5 The Applicant has the legal capacity to enter into the Contract
 - 3.6 The Applicant has fulfilled its obligations to pay taxes and social security contributions under the relevant national laws.
 - 3.7 The Applicant shall not be under a declaration of ineligibility for corrupt, fraudulent, collusive or coercive practices in accordance with Sub-Clause 4.2.
 - 3.8 The Applicant shall not have conflict of interest pursuant to the Clause 5



4. Corrupt, Fraudulent, Collusive or Coercive Practices

- 4.1 The Government requires that Client, as well as Applicants, shall observe the highest standard of ethics during the implementation of procurement proceedings and the execution of Contracts under public funds.
- 4.2 The Government defines corrupt, fraudulent, collusive or coercive practices, for the purposes of this provision, in the **Contract Agreement Sub-Clause 3.4**
- 4.3 Should any corrupt, fraudulent, collusive or coercive practice of any kind come to the knowledge of the Client, it shall, in the first place, allow the Applicant to provide an explanation and shall, take actions only when a satisfactory explanation is not received.
- 4.4 If the Client at any time determines that the Applicant has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, a Contract under public funds., the Client shall:
 - (a) exclude the Applicant from participation in the procurement proceedings concerned or reject an Application for award; and
 - (b) declare the Applicant ineligible, either indefinitely or for a stated period of time, from participation in procurement proceedings under public funds.

5. Conflict of Interest

- 5.1 Government policy requires that the Applicant provide professional, objective, and impartial advice, and at all times hold the Executing Agency's (Client's) interests paramount, without any consideration for future work, and strictly avoid conflicts with other assignments or their own corporate interests.
- 5.2 The Applicant shall not be hired for any assignment that would be in conflict with their prior or current obligations or that may place them in a position of not being able to carry out the assignment in the best interest of the Client.
- 5.3 Pursuant to Rule 55 of the Public Procurement Rule 2008, the Applicant has an obligation to disclose any situation of actual or potential conflict of interest that impacts on his capacity to serve the best interest of his Client, or that may reasonably be perceived as having this effect. Failure to disclose said situations may lead to the disqualification of the Applicant or the termination of its Contract.
- 5.4 The Applicant that has a business or family relationship with a member of the Client's staff may not be awarded a Contract, unless the conflict stemming from this relationship has been addressed adequately throughout the selection process and the execution of the Contract.

B. Preparation, Submission & Modification or Substitution of Applications

6. Preparation of Application
- 6.1 Applications shall be typed or written in indelible ink in **English language** and shall be signed by the Applicant. Applicants are required to complete the following Forms:
- (a) Form 3A: Application Submission Form;
 - (b) Form 3B: CV of the Applicant; and
 - (c) Form 3C: Remuneration and Reimbursable
- 6.2 The Remuneration and reimbursable are **purely indicative** and are subject to negotiations and agreement with the Client prior to finalisation of the Contract.
7. Submission of Application
- 7.1 Pursuant to Rule-113(5) of the Public Procurement Rules, prospective Applicants can deliver their Application by hand, mail, courier service to the address mentioned in the request for Application advertisement.
- 7.2 Application shall be properly sealed in envelopes addressed to the Client as mentioned in the request for Application advertisement and bear the name & address of the Applicant as well as the name of the assignment.
- 7.3 In case of hand delivery, the Client, on request, shall provide the Applicant with a receipt.
- 7.4 The closing date for submission of Application is **03.11.2019 (Sunday)** up to **12:00 PM** Applications must be submitted within this deadline. Any Application received after the deadline for submission of Applications shall be declared late, and returned unopened to the Applicant.
- 7.5 Applications may be modified or substituted before the deadline for submission of Applications.
- 7.6 The Client may at its sole discretion, extend the deadline for submission of Applications.
- 7.7 At any time prior to the deadline for submission of Applications the client for any reason on its own initiative may revise the Request for Application Document by issuing an Addendum which shall form an integral part of the Document.

C. Evaluation of Applications

8. Evaluation of applications
- 8.1 Suitability of the Applicants shall be rated by evaluation on the basis of their academic background, relevant Working Experience and its adequacy for the assignment, knowledge of local conditions as well as language.



8.2 The points to be given under each of the evaluation Criteria are:

Criteria	Points
• Educational Qualification	20 points
• Relevant Working Experience and its adequacy for the assignment	65 points
• Suitability considering age, skill (such as training, computer skills, proficiency in English and Bengali languages and others).	15 points
Total points:	100 points

8.3 Applicants thus given points as stated under Clause 8.2, not securing the minimum qualifying points 80 (Eighty) shall be considered disqualified.

8.4 Applications shall be evaluated by the PEC, who shall prepare a short-list of maximum Seven (7) Applicants

8.5 The qualified short-listed Applicants as stated under Clause 8.4 shall be invited for an interview to test their aptitude and presentation by the PEC.

8.6 Points already secured by the Applicants in the evaluation as stated under Clause 8.5, shall be combined with the points obtained in the interview and a list of maximum three (3) most suitable Applicants ranked in order of merit (1-2-3) shall be prepared.

8.7 In pursuant to Rule 114 of the Public Procurement Rules 2008, there shall be no public opening of Applications.

8.8 The Client shall immediately after the deadline for submission of Application convene a meeting of the Proposal Opening Committee (POC)

8.9 The POC, having completed the record of opening, shall send the Applications received and the opening record to the PEC.

8.10 Following the opening of the Applications, and until the Contract is signed, no Applicant shall make any unsolicited communication to the Client. Such an attempt to influence the Client in its decisions on the

examination, evaluation, and comparison of either the Applications or Contract award may result in the rejection of the Application.

9. Application Negotiations
- 9.1 The first-ranked Applicant stated under Clause 8.5 shall then be invited for negotiations, pursuant to Rule 122 of the Public Procurement Rule, 2008 at the address of the client.
 - 9.2 If this fails, negotiate with the second-ranked Applicant, and if this fails negotiate with the third-ranked Applicant, with the hope that successful negotiations are concluded
 - 9.3 During negotiations, the Client and the Applicant shall finalize the "Terms of Reference", work schedule, logistics and reporting schedule etc. These documents shall then be incorporated into the Contract as Description of Services"
 - 9.4 **The Financial negotiations will involve the remuneration and other reimbursable cost to be paid to the Applicant.**
 - 9.5 Negotiations will conclude with a review of the draft Contract. To complete negotiations the Client and the Applicant will initial the agreed Contract

D. Award of Contract

10. Award of Contract
- 10.1 After completing negotiations and having received the approval to award the contract, the Client shall sign the Contract with the selected Applicant.
11. Debriefing
- 11.1 After signature of the Contract, the Client shall promptly notify other Applicants that they were unsuccessful.
 - 11.2 The Client shall promptly respond in writing to any unsuccessful Applicant who request the client in writing to explain on which grounds its application was not selected.
12. Commencement of Services
- The applicant is expected to commence the assignment on December, 2019 at LDDP. The duration of the contract shall not be more than for 48 months/each or as per requirement of PMU from the date of commencement for Junior Procurement Specialist (**National**)=02 Position (SD-36 A & B)



Section 2: Terms of Reference

Individual Consultants: Junior Procurement Specialist (National)

1. Project title: Livestock Development-based Dairy Revolution and Meat Production Project (LDDP)

2. Project context (Overview/ Project Summary/Project Purpose)

2.1 Overview of the sector

- a. **The livestock value-chains in Bangladesh are largely informal.** Mixed livestock production systems are predominant. There are considerable numbers of cattle and buffaloes and most farmers keep small animals (sheep and goats) and poultry. The livestock supply chains in Bangladesh largely depends on the smallholders, who are mostly practicing subsistence farming and do not have capacity to supply quality and quantity to meet the demand for the livestock industry. The red meat value chain is the least developed, with only two formal meat processing enterprises operating in the country, whereas the poultry chain is the most commercially developed. The milk supply chain provides a mixed picture, as milk not consumed by the farm households is supplied to informal traditional markets (>80%), while the rest enters a much smaller, but growing formal commercial processing and distribution circuit (5%).
- b. **Despite informality, small-holder producers are engaged in commerce and contribute into private sector led value chains.** Many small holder producers in the livestock value chains depend on surplus production being sold to neighbours, markets or off-takers for improved livelihoods and income. Whether formally registered as a business or not, the small holders are de facto private sector actors. They engage in sales of surplus product and thus connect to a large and complex supply chain that include: feed manufacturers, health service providers, artificial insemination providers, logistics and transport providers, processors, retail and wholesale sales agents and exporters.
- c. **Dairy production is dominated by small scale mixed crop-livestock units, typically with very low productivity levels.** These dairy production units commonly comprise 1-3 local/nondescript milking cows producing less than 480 liters per cow per annum. Total milk production is approximately 7.27 million tons per the Department of Livestock Services (DLS) (2016).
- d. **Beef accounts for about 65% of total meat produced (including goat and poultry).** Animals are generally stall-fed or graze around the homestead, in small family-based production units. Goat meat, also mostly based on small family-based production units, contributes about 5% to national meat output but the goat population has been growing rapidly (nearly 30 % over the last 10 years).
- e. **Poultry production continues to thrive.** The poultry industry is moving towards self-sufficiency in meeting local demand for meat and eggs. A significant part of the broiler market (~ 40 %) is dominated by a more resilient locally bred Sonali chicken, which sells for a much higher price (>40 % more) and is suited to backyard / semi-intensive production. The broiler industry now depends on imported maize and protein grains for formulating high performance feeds.
- f. **Women are heavily involved in the livestock sector.** Women comprise 68 % of agricultural labor force. They tend to be involved in home-based activities such as feeding and milking of cows as well as raising small ruminants and backyard poultry. Women's involvement in marketing is limited due to traditional norms that restrict their mobility outside the homestead.

2.2 Project Description

The LDDP project seeks to promote climate resilient productivity growth, enhance market access, and improve risk management among smallholder farmers and Agro-entrepreneurs, by providing support for climate smart production systems, farmer empowerment and commercialization.

The project will foster a market-led transformation of livestock production, while ensuring that the supply response to growing demand is sustainable, inclusive, safe, and environmentally conscious. To this end, the project will improve the ecosystem for value chain development by financing key infrastructures including markets, and access to market, insurance and financial products and services, capacity building and knowledge.

Climate resilient livestock production systems will be developed through the promotion of appropriate climate smart agriculture (CSA) practices addressing feeding strategies, animal health and welfare, animal husbandry and breeding, as well as manure and waste management (including production of energy), improved storage and processing. The project will build on existing experience to foster the generation of renewable energy from solar and livestock manure sources.

The project is designed and will be implemented taking into consideration the different gender roles. The project will actively pursue the participation of women across all project components.

2.3 Project objectives:

The project development objective is to improve productivity, market access, and resilience of small-holder farmers and agro-entrepreneurs operating in selected livestock systems and value chains in target areas.

2.4 Key expected results

- Farmers adopting improved agricultural technologies (following CSA principles) [core indicator] (50% female).
- Increased productivity of targeted species by direct beneficiaries (aggregated over cattle, buffalo, goat, sheep and poultry).
- Increase in market access reflected in increased sales (milk and/or processed milk products, live animals and meat, and egg) among the livestock producers and value chain actors in project areas (40% for female).
- Farmers, value chain actors have adopted either food safety standards and/or traceability system, and/or livestock insurance (including climate induced risks) (50% of female benefit)

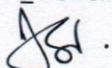
2.5 Project Components:

- Productivity Improvement
- Market Linkages and Value Chain Development
- Improving Risk Management and Resilience of Livestock Production Systems
- Project Management

3. Designation/Title of the position: Junior Procurement Specialist (National) -2 positions

4. Objective of the Assignment:

LDDP Project is expected to undertake extensive procurement of goods, works, non-consulting and consulting services. As the success of the Project is dependent on the timely procurement, the Project has made provisions for engaging a team of Procurement Specialists (Consultants) for undertaking procurement activities. The Procurement Specialist will lead the procurement functions of the Project. This involves handling the procurement process starting from preparation of procurement plan to contract award.



5. Scope of the Services: In coordination with the other consultants working the Project and DLS officials, the Consultant (Procurement Specialist) will undertake the following tasks:

- (i) Guide and conduct procurement in accordance with the World Bank Procurement Regulations (July 2016) ("Procurement Regulations").
- (ii) Prepare procurement plan for goods, works, services and non-consulting services under the Project, and update the procurement plan in the World Bank's Systematic Tracking of Exchanges in Procurement (STEP).
- (iii) Develop a procurement manual and strategy based on the World Bank Procurement Regulations, and GoB rules for the LDDP Project.
- (iv) Procure goods, works, non-consulting services and services in a timely manner, within budget and in full compliance with established rules, regulations and procedures for procurement.
- (v) Conduct procurement activities which includes but not limited to preparation and update of procurement plan, preparation of ToR or Bidding Document, REoI, SPN (Specific Procurement Notice), shortlisting of firms, conducting pre-bid clarification meeting, participation in bid or proposal evaluation and contract negotiation, drafting and finalising contract.
- (vi) Proactively engage and provide procurement assistance in contract management.
- (vii) Assist in annual physical inventory verification exercise to ensure accuracy of records and location of property and maintain in the inventory system database
- (viii) Provide advice and training to PIU/PMU members on the World Bank Procurement Regulations and GoB Procurement Rules and Acts.
- (ix) Closely monitor procurement activities in reference to the procurement plan timeline and the procurement approval process of the government and bring any slippage of activities immediately to the attention of the Project Director (PD).

6. Location of the Assignment:

Dhaka as duty station, with occasional local travels within the country.

7. Duration of the Assignment:

The duration of the assignment is **48 (forty-eight) persons-month**. However, the duration of the assignment (Contract) may be increased or reduced based on the performance of the Consultant and the need of the Project.

8. Selection Method:

A consultant will be selected following the Selection of Individual Consultants method as set forth in the World Bank Procurement Regulations for IPF Borrowers, July 2016 revised November 2017.

9. Qualifications and Work Experience:

9.1 Education:

Master or equivalent degree in business administration/Information Technology/ Accounting/ Law or BSc Engineering or in a similarly related field.



9.2 Technical and Functional Experience: The preferred technical and functional experiences are:

- 08 Years of work experience in public sector
- Out of which 03 years work experience in public procurement and assets management preferably in development projects with the knowledge of GOB procurement rules
- At least 2 years Procurement experience in projects funded by the World Bank or other Development partners is desirable
- Experience in electronic procurement (e-GP).
- Advanced knowledge of Microsoft Office products (Word, Excel, and PowerPoint) is preferred

9.3 Languages:

Fluency in written and spoken Bangla and English is required.



Section 3: Application Forms

Form 3A: Application Submission Form

Form 3B: CV of the Applicant

Form 3C: Remuneration and Reimbursable



Form 3A: Application Submission

[Location: dd/mm/yy]

To:

Project Director
Livestock and Dairy Development Project (LDDP)
Department of Livestock Services
Krishi Khamar Sarak, Farmgate, Dhaka

Dear Sir:

I am hereby submitting my Application to provide the consulting Services for [Insert title of assignment] in strict accordance with your Request for Application dated [Insert date, month and year].

I declare that I was not associated, nor have been associated in the past, directly or indirectly, with a Consultant or any other entity that has prepared the design, specifications and others documents in accordance with Clause 5.

I further declare that I have not been declared ineligible by the Government of Bangladesh on charges of engaging in corrupt, fraudulent, collusive or coercive practices in accordance with Clause 4.

I undertake, if I am selected, to commence the consulting Services for the assignment not later than the date indicated in Clause 12.1.

I understand that you are not bound to accept any Application that you may receive.

I remain,

Yours sincerely,

Signature

Print name

Address:

Tel:

Email:

Attachment:

1.

2.

:

:

:

Etc.



Form 3B: Curriculum Vitae (CV) of the Applicant

1	PROPOSED POSITION FOR THIS PROJECT :	<i>[From the Terms of Reference, state the position for which the Consultant will be engaged.]</i>		
2	NAME OF PERSON :	<i>[state full name]</i>		
3	DATE OF BIRTH :	<i>[dd/mm/yy]</i>		
4	NATIONALITY :			
5	MEMBERSHIP IN PROFESSIONAL SOCIETIES	<i>[state rank and name of society and year of attaining that rank].</i>		
6	EDUCATION	<i>[list all the colleges/universities which the Applicant attended, stating degrees obtained, and dates, and list any other specialised education of the Applicant].</i>		
7	OTHER TRAINING	<i>[indicate significant training since degrees under EDUCATION were obtained, which is pertinent to the proposed tasks of the Consultant].</i>		
8	LANGUAGES & DEGREE OF PROFICIENCY	<u>Language</u>	<u>Speaking</u>	<u>Reading</u> <u>Writing</u>
		<i>e.g. English</i>	<i>Fluent</i>	<i>Excellent</i> <i>Excellent</i>
9	COUNTRIES OF WORK EXPERIENCE			
10	EMPLOYMENT RECORD	<i>[The Applicant should clearly distinguish whether as an "employee" of the firm or as a "Consultant" or "Advisor" of the firm].</i>		
	<i>[starting with present position list in reverse order every employment held and state the start and end dates of each employment]</i>	<i>[The Applicant should clearly indicate the Position held and give a brief description of the duties in which the Applicant was involved].</i>		
	EMPLOYER 1	FROM: <i>[e.g. January 1999]</i>	TO: <i>[e.g. December 2001]</i>	
	EMPLOYER 2	FROM:	TO:	
	EMPLOYER 3	FROM:	TO:	
	EMPLOYER 4 (etc)	FROM:	TO:	




11 WORK UNDERTAKEN THAT BEST ILLUSTRATES THE CAPABILITY TO HANDLE THIS ASSIGNMENT	<i>[give an outline of experience and training most pertinent to tasks on this assignment, with degree of responsibility held. Use about half of a page A4].</i>
12 COMPUTER SKILL	

CERTIFICATION

[Do not amend this Certification].

I, the undersigned, certify that (i) I was not a former employee of the Client immediately before the submission of this proposal, and (ii) to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Signature			
Print name			
Date of Signing dd / mm / yyyy			




Form 3C: Indicative Remuneration & Expenses

The Consultant should provide an indication of the remuneration as per the format shown below. This will not be used for evaluation of the Consultant's Application but solely for the purposes of Application Negotiations to be held as stated in **Clause 9.1**.

(1) Remuneration

Rate (per month / day / hour in Tk)	Staff Time (No. month / day / hour)	Total (Tk)

Note: A month consists of 30 calendar days.

(2) Reimbursable (as applicable)

	Rate per unit	Total unit	Total Amount (Tk)
(a) Per Diem Allowance			
(b) Air Travel Costs			
(c) Other Travel Costs (state mode of travel)			
(d) Communication charges			
(e) Reproduction of Reports			
(f) Other Expenses (<i>to be listed</i>)			
		Sub-total	

CONTRACT CEILING (1) + (2)	
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