

Government of the People's Republic of Bangladesh
Project Implementation Unit (PIU)
National Agricultural Technology Program- Phase II Project (NATP-2)
Department of Fisheries
Matshya Bhaban, Dhaka-1000

Request for Expressions of Interest (REOI)

Memo No. 33.02.0000.920.10.032.16-41

Date:27/11/2016

The Government of the People's Republic of Bangladesh has received a credit (IDA Credit No. 5665 and IFAD Loan No. 2000000721) from the International Development Association (IDA) and International Fund for Agricultural Development (IFAD) towards the cost of National Agricultural Technology Program-Phase II Project (NATP-2) and intends to apply a part of the proceeds for the provision of consultancy services for the Project Implementation Unit (PIU), NATP-2, Fisheries Component (Component-3) for the individual consultant services (Four individual consultants).

Duration of each of the positions will be 66(Sixty Six) Man Months or by the end of the project, which one comes earlier. It will be renewed in every year on satisfactory annual performance of the consultant. He/She will be hired following the concerned guidelines of the World Bank 2014. The required qualifications, duties and responsibilities and experiences for the services are given below:

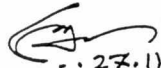
Name & No of Positions	Qualification	Experiences	Duties & Responsibilities
1. Assistant Manager (Accounts): Position-01 Package: SD DoF/IC-04	M. Com/ MBA in Accounting / Finance /related field.	<ul style="list-style-type: none"> ▪ 10 years work experience in financial management in government/ autonomous/private sector organization; ▪ Minimum 3 years work experience in donor/IDA funded/development projects; ▪ Experience in auditing and/or in operating grant system is desirable; ▪ 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 etc.) is essential. 	<ul style="list-style-type: none"> ▪ Responsible to the Director, PIU-DOF and procuring entity; ▪ Assist Manager (FM) in all financial activities; ▪ Assist Manager (FM) for the budget preparation, funds disbursement to the various spending units; ▪ Monitoring of fund utilization at field level; ▪ Receive SOE (Statement of Expenditure) from the spending units and timely submission of SOEs to PMU; ▪ Maintain account related books and cash flow management; ▪ Ensure timely submission of all financial progress reports to PMU, GOB, IMED and development partners; ▪ Work independently and maintain all relevant files and documents; ▪ Facilitate external audit and ensure follow up of audit; ▪ Facilitate training for financial management personnel; ▪ Any other tasks as assigned by the authority.
2. Training & Communication Specialist: Position-01 Package: SD DoF/IC-05	Minimum Master Degree in any discipline of agricultural science or related field	<ul style="list-style-type: none"> ▪ Minimum 15 years of work experience in Agricultural Research/ Agricultural Extension/ Training & Communication; ▪ Must have minimum 5 years work experience in planning, organizing & managing training and communication activities, workshop, etc in any research/ extension/international organization; ▪ Minimum 3 years work experience in donor/IDA funded/development projects; ▪ High level of proficiency in written and spoken English and report writing ability; ▪ Computer literacy skills (MS Word, Excel, PowerPoint etc.) are desirable. 	<ul style="list-style-type: none"> ▪ Responsible to the Director of PIU-DOF and procuring entity; ▪ Develop training, workshop, seminar and study visit programs and their implementation; ▪ Implementation of PhD programs (DOF; in country and international); ▪ Assists in hiring a consulting firm for execution of foreign training programs; ▪ Perform all functions of project related training and communication activities; ▪ Implementation of training and communication activities of PIUs in timely manner; ▪ Preparation of training manuals/modules; ▪ Preparation of progress report on training and communication; ▪ Prepare and maintain database on training and workshop program; ▪ Work independently and maintain all relevant files and documents of PIU-DOF; ▪ Work closely with Training & Communication Specialist of PMU and PIUs; ▪ Preparation of periodic and annual reports; ▪ Any other related tasks assigned by the Authority.
3. Assistant ICT Specialist: Position-01 Package:SD DoF/IC-06	Bachelor Degree in Computer Science/ Bachelor Degree in Computer Science and engineering / ICT or in related field from any recognized university.	<ul style="list-style-type: none"> ▪ Minimum 5 years work experience in system design, project implementation and firm hiring; ▪ Experience in the design, development and implementation of LANs, WANs, and most recent communication technologies; ▪ Experience in the design, development and implementation of hierarchical and relational database captured through customized software with executive information system capability; ▪ Minimum 3 years work experience in public/private/international organization/ development projects is preferred; ▪ Excellent in communication and presentation skills; ▪ Proficiency in written and spoken English; ▪ Computer literacy and skills (MS Word, Excel, 	<ul style="list-style-type: none"> ▪ Responsible to the Director of PIU-DOF and procuring entity; ▪ Develop a fully equipped PC-based communication facility for the respective unit; ▪ Prepared hardware, software and communication peripheral requirements for the project and facilitate their procurement; ▪ Develop, test and implement the required software for administering the service processes of the unit; ▪ Design, install and configure the network connecting all project field offices; ▪ Assess the data needs of policy planners, design and implement the Management Information System (MIS) of the respective project unit; ▪ Study and analyze essential elements of effective computerization with particular emphasis on improving administrative efficiency and service compliance; ▪ Organize training courses for the officials and staff on computer

		and Power Point etc.) is essential.	<ul style="list-style-type: none"> and communication technologies; ▪ Study and analyze data needs for effective monitoring of the project activities; ▪ Design appropriate modules for dispersion of data from the central database; ▪ Manage the central transactions database of the project and developed appropriate modules/utilities for effective and regular dispersion of the data through regular web page; ▪ Any other tasks as assigned by the authority.
4. Monitoring and Evaluation Specialist: Position-01 Package:SD DoF/IC-07	Minimum Master Degree in agricultural science/economics/statistics or related fields.	<ul style="list-style-type: none"> ▪ Minimum 15 years work experience in planning and organizing monitoring & evaluation programs in government/autonomous/ private/international organization; ▪ Minimum 3 years work experience in M&E and related activities in donor/IDA funded/development projects; ▪ Must have experience in log-frame, output and outcomes indicators and monitoring format development and other strategic approach of M&E; ▪ Should have experience in preparing Terms of Reference for hiring Specialists and consultancy services; ▪ Well experienced in Database Management and strong analytical skill; ▪ High level of proficiency in written and spoken English and report writing; ▪ Computer literacy skills (MS Word, Excel, SPSS, and other statistical software, & Power Point etc.) are essential. 	<ul style="list-style-type: none"> ▪ Responsible to the Director, PIU-DOF and procuring entity; ▪ Design result based Monitoring & Evaluation plan and its implementation; ▪ Ensure monitoring and evaluation of project activities to be performed by the field offices as per results framework; ▪ Collection of data on the key performance indicators and report preparation; ▪ Maintain data base of field activities; ▪ Work independently and maintain all relevant files and documents; ▪ Regular monitoring of project input, output/outcome/impact; ▪ Monitoring of CIG(s) through balanced score card; ▪ Maintain close link with Monitoring & Evaluation Specialist of PMU and PIUs; ▪ Any other related tasks as assigned by the authority

Now, Director, PIU, National Agricultural Technology Program- Phase II Project (NATP-2), Component-3 (Department of Fisheries Part) invites eligible applicants to indicate their interest in providing the services. Applicants are invited to provide information indicating that they are qualified to perform the said services. The detailed ToR and scope of services of the consultants, application form and CV format will be available in the website of DoF: www.fisheries.gov.bd. Applicants may obtain further information and collect the ToR and application format from the office of the undersigned during office hours (9:00 am -5:00 pm) on all working days up to 14 December 2016.

Interested applicants are requested to submit their Expression of Interest(EOI) by 14 December 2016 within office hour either by hand delivery or by post or to the address below. Please mark clearly on the envelope "Expression of Interest for the position of [Interested Position]".

The procuring entity reserves the right to accept or reject any or all EOIs without showing any reason whatsoever. No TA/DA will be provided for attending interviews.


27.11.2016

(Kh. Mahbul Haque)

Director

Project Implementation Unit

National Agricultural Technology Program - Phase II Project (NATP-2)

Room No. 413 (4th Floor) Department of Fisheries

Matshya Bhaban, Ramna, Dhaka-1000.

Phone: 02-9561685, Email- kmahbubh252@yahoo.com

Copy forwarded for kind information and necessary action (Not according to seniority):

1. Secretary, Ministry of Fisheries and Livestock, Bangladesh Secretariat, Dhaka.
2. Director General, Department of Fisheries, Matshya Bhaban, Dhaka.
3. Project Director, National Agricultural Technology Program Phase II Project (NATP-2), PMU, BARC, Farmgate, Dhaka.
4. Director General, Central Procurement Technical Unit(CPTU), Ministry of Planning, Sher-E-Bangla Nagar, Dhaka.
5. Mr. Manievel Sene, Task Team Leader, World Bank Office, Dhaka.
6. Advertisement Circular Manager, The Daily Samakal, 136 Tejgaon Indrustial Area,Dhaka-1208.
7. Advertisement Circular Manager, theindependent, Beximco Media Complex, 149-150, Tejgaon Indrustial Area,Dhaka-1208.
8. DoF, NATP-2-PIU, DoF, BARC, DAE and DLS Notice Board.

[With a request to publish the advertisement part f one time in your news paper (Using minimum spa and to provide us 03 copies of the same.)


27.11.2016
(Kh. Mahbul Haque)
Director
Project Implementation Unit