



GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH

Request for Application (RFA) Selection of Individual Officer (National)

(Time Based)

Selection of Individual Officer: Value Chain Promotional Officer (Package No. SD/PARTNER/Hortex (3a)

Program on Agricultural and Rural Transformation for Nutrition,
Entrepreneurship and Resilience in Bangladesh (PARTNER)
Hortex Foundation as Strategic Partner of
Department of Agricultural Extension (DAE)
Sech Bhaban (3rd Floor), 22 Manik Mia Avenue
Sher-e-Bangla Nagar, Dhaka-1207, Bangladesh

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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 “Program on Agricultural and Rural Transformation for Nutrition, Entrepreneurship, and Resilience in Bangladesh (PARTNER)” and intends to select an Individual Officer 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 Individual Officer 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 value chain promotional 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 value chain promotional 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 value chain promotional 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 (consolidated) 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 **[29 January, 2026] up to [5.00 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	25 points
At least B.Sc in Agriculture/Agricultural Economics/Agricultural Engineering/Bachelor of Business Administration degree from a recognized University	20 points
Masters in Agribusiness & Marketing, Food Technology or MBA in Marketing degree and professional certifications on supply chain, value chain development of agro-commodities from any recognized University/Institution will be given preference.	05 Points
Relevant Working Experience and its adequacy for the assignment	65 points
At least 02 (two) years of relevant work experience in any Government/Autonomous/Private/International Organization	20 points
Minimum 01 (one) year of work experience in supply chain and value chain development of agro-commodity/Formation of farmers group/Production planning/Postharvest management (PHM)/Good Agricultural Practices (GAP)/Marketing/Export promotion etc.	10 points
Analytical capability in identifying and resolving value chain development issues	10 points
Strong coordination and communications skills in presenting, discussing and resolving value chain promotional issues	10 points
Ability to work efficiently and effectively in a stakeholder / farmers organization (FO) among other multidisciplinary team	05 points
Excellent computer literacy/skills (MS Word, Excel, Power Point, statistical software etc.) are essential	05 points
Excellent English writing and speaking ability	05 points
Suitability considering age, skill (such as training, computer skills, proficiency in English and Bengali languages and others).	05 points
Total points:	95 points

8.3 Applicants thus given points as stated under Clause 8.2, not securing the minimum qualifying points **75 (Seventy-Five)** 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 and shall be rated with five (5) points.
- 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 (consolidated) 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

- 12.1 The applicant is expected to commence the assignment on 01 March, 2026 at the location of individually three cluster upazila out of 20 upazila under Hortex Foundation – PARTNER. The duration of the contract shall be **27 Man Months for 01 (one) person** or end of the program period or whichever earlier from the date of commencement.

Section 2. Terms of Reference for Selection of Individual Officer: Value Chain Promotional Officer

**Government of the People's Republic of Bangladesh
Hortex Foundation
Strategic Partner of Department of Agricultural Extension (DAE)
under
Program on Agricultural and Rural Transformation for Nutrition, Entrepreneurship, and
Resilience in Bangladesh (PARTNER)**

A. Terms of Reference (TOR) for Non Consulting Service – Manpower Supply

Individual Officer : Value Chain Promotional Officer

Number of post : 01 (One) Nos.

Package No. SD/PARTNER/Hortex (3a)

Assignment title	Value Chain Promotional Officer
Assignment duration	27 Man Months for 01 (one) person
Primary assignment location	Three cluster upazilas under Hortex Foundation – PARTNER (Jamalpur Sadar Upazila/Jamalpur, Sherpur Sadar Upazila/ Sherpur, Nalitabari Upazila/ Sherpur)
Funding source (s)	IDA Credit No. 7299-BD and IFAD Loan No. 200004603
Contracting entity	Managing Director, Hortex Foundation

B. Background

The "Program on Agricultural and Rural Transformation for Nutrition, Entrepreneurship, and Resilience in Bangladesh (PARTNER)" (hereinafter referred to as the Program) is designed to promote diversification, food safety, entrepreneurship and resilience in the agrifood value chains of Bangladesh. The Program implementation has commenced from July 2023 and will be continued till June 2028. The Program is being implemented under the Ministry of Agriculture (MoA) through the Department of Agricultural Extension (DAE) as Lead Implementing Agency (IA) and 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 of the Implementing Agencies (IAs). In addition, there are another eight agencies (BINA, BIRTAN, BJRI, BWMRI, SRDI, BSRI, CDB and Hortex Foundation) as Strategic Partners of the PCU-DAE. The program financial modality is Program for Results (P4R). The Government of the People's Republic of Bangladesh has received a credit from the International Development Association (IDA) Credit No. IDA 7299-BD for US\$500 million and IFAD Loan No. 200004603 for US\$43 million towards the cost of PARTNER Program implementation.

C. Overall objectives of PARTNER

The Program Development Objective (PDO) is to promote diversification, food safety, entrepreneurship, and resilience in the agrifood value chains of Bangladesh. To achieve above development objective, PARTNER Program focusing on the three Results Areas (RA) which are aligned with the Plan of Action (PoA) Thematic Areas: (RA1) Promoting Sustainable and Nutritious Food Production; (RA2) Increasing Entrepreneurship and Access to Services along with Value Chains, and (RA3) Modernizing Institutions and Policies for Agriculture Transformation that support the GoB's vision and objectives of achieving a safe and profitable agriculture, and sustainable food and nutrition security, as presented in the 2020 Plan of

Action (PoA) for implementing the National Agriculture Policy of 2018. Since the Program aims to support a transformational shift in agriculture in support of diversification towards higher-value crops, ensuring food and nutrition security, and building long-term sector resilience to climate change, it is significantly relevant and linked to the Bangladesh Delta Plan 2100, the Perspective Plan 2021-41, the 8th Five-Year Plan, Sustainable Development Goal (SDG) targets, and so on. The Program will be disbursed by a new financial modality, program for results (PforR), which will be measured by ten (10) disbursement link indicators (DLIs) along with twenty-four (24) disbursement linked results (DLRs) under the three result areas (RAs).

D. Specific objective of PARTNER

Based on the DLIs the specific objectives of the Program are as follows:

1. to increase area under fruits and vegetables with GAP certification to 300000 hectares;
2. to increase new area under high yielding rice varieties to 200000 hectares;
3. to increase area under non- rice cereals, pulses, oilseeds, and horticulture crops to 200000 hectares;
4. to cover new area 100000 hectares under improved efficient irrigation technologies;
5. to roll out services (such as extension support, input subsidy support, and credit support), and make them available through the "Krishak Smart Card" system;
6. to establish the laboratories and accredited testing processes for agricultural commodities in testing labs;
7. to train 20000 youth and women entrepreneurs in commercial agriculture, agribusinesses, agricultural innovations and agricultural services;
8. to increase R&D activities for new technologies and innovations along with development of an operational evaluation system for NARS institutes and extension system;
9. to establish and operationalize at least five value chain promotional bodies for selected commodities;
10. to improve quality information system (agricultural statistics and market research services including foreign markets).

E. Hortex Foundation, Strategic Partner of DAE

WHEREAS in the Financing Agreement (FA) signed on June 7, 2023 between the Government of the People's Republic of Bangladesh and the International Development Association (IDA), agreed to enter into a strategic partnership agreement between HORTEX FOUNDATION and PCU, DAE, under terms and conditions satisfactory to the Association (IDA), whereby, *inter alia*, HORTEX as Contributing Agency/Strategic Partner agrees to provide technical assistance to the PCU-DAE in carrying out RA3 specific DLI9 'Establishment and operationalization of value chain promotional bodies for select commodities' activities of PARTNER Program. PARTNER will support the Hortex Foundation as the Strategic Partner to Department of Agricultural Extension (DAE) under a Strategic Partnership Agreement for providing technical assistance on value chain promotion with an agreed contract value of BDT 2380.00 Lakh.

WHEREAS HORTEX has been involved in supply chain and value chain development of high value crops (HVCs), it is beneficial to apply HORTEX past experiences in the selected 20 upazilas, **Attachment-1a & 1b**, which form as part of the program area to demonstrate the best practices for establishing and operationalizing of five value chain promotional body in Bangladesh under DLI9 and specific DLR 9.2 Value chain-specific promotional bodies for at least five commodities (Jackfruit, potato, mango, tomato and fine rice) established and operational.

Strategic Partnership Agreement made on October 11, 2023 between the Department of Agricultural Extension (DAE), Khamarbari, Farmgate, Dhaka-1215, represented by the Director General, DAE, Ministry of Agriculture, Government of the People's Republic of Bangladesh

(First Party) and the Horticulture Export Development Foundation (HORTEX Foundation), Sech Bhaban (3rd Floor), 22 Manik Mia Avenue, Sher-e-Bangla Nagar, Dhaka-1207, represented by the Managing Director (**Second Party**).

A partnership between PCU-PARTNER-DAE and HORTEX as strategic partner to PCU, DAE established based on mutual understanding and respect keeping in view the mandate of the respective organizations to perform the assigned tasks collaboratively. And hence, the parties agree to join efforts and to maintain close working relationships in order to achieve the revised followings:

- (i) HORTEX shall form potential 100 stakeholder organization with the support of PCU, DAE, DAM along with private operators in 20 selected value chain cluster upazilas. Each stakeholder organization comprising 25 stakeholders from the production cluster upazila of selected value chain Potato, Tomato, Mango, Jackfruit and Fine Rice. HORTEX shall organize and implement value chain promotional best practices of agro-commodities for establish and operationalization of the value chain promotional bodies for selected five commodities in 20 cluster upazilas with 2500 stakeholders/farmers among other value chain stakeholders;
- (ii) HORTEX shall form a Market Management Committee (MMC) comprising 11 Members from five Stakeholder Organization per Upazila for operation of farmer centers/packhouse. PCU, DAE, DAM shall support to form a potential stakeholder organization comprising 25 members, with the main purpose of institutional capacity building training for strengthening stakeholders / farmers and stakeholders organizations and create postharvest management (PHM), value chain promotional and marketing facility by developing PARTNER One-stop farmers centers/packhouse, market linkage with traders, exporters, processors; marketing their produces from a farmers centers/packhouse for value chain promotion, which will be established by the program.
- (iii) Human Resource Development of relevant organizations, farmers, stakeholders organization other value chain promotional entities on food quality and safety issues related value chain of selected commodities, business and financial management, operation of value chain promotional body, and business linkage development activities.

F. Objective of the assignment

To achieve the goal, the Strategic Partner Hortex Foundation is going to engage **01 (One) Value Chain Promotional Officer** for smooth and sustainable two value chain promotional body (fine rice and tomato) establish and operational activities under the Program. The main objective of the Non Consulting Service – Manpower Supply is to provide quality support for two value chain promotional body establish and operational activities under the Program in accordance with the World Bank and Government procedures, as applicable.

G. Scope of services & responsibilities:

The scope of Service of the Value Chain Promotional Officer will include, but are not limited to:

- a) Identify opportunities and constraints affecting the supply chain, value chain and design appropriate value chain promotional implementation plan, intervention strategies for resource mobilization and develop value chain specific promotional bodies for select agro-commodities (fine rice and tomato);
- b) Prepare plan for specific interventions and activities that promote value chain promotional body for select commodities and functional of public-private forum;

- c) Form potential 15 stakeholder organization with the support of PCU, DAE and DAM along with private operators in 03 selected value chain cluster upazilas;
- d) Form a Market Management Committee (MMC) comprising 11 Members represented from five Stakeholder Organization per cluster upazila (one stakeholder organization comprising 25 members) for operation of farmer centers/packhouse;
- e) Arrange institutional capacity building training for stakeholder organizations of selected value chain on good governance, production planning, quality standard, food safety, PHM, contract farming, financial management, market management, business management, book keeping, farm record keeping, traceability system, branding and marketing of agro-commodities etc;
- f) Suggest appropriate methods for operational of selected value chain promotional body, different actors, potential buyers and compile data for supply and value chain analysis;
- g) Organize crop specific value chain promotional business planning consultation and trust building motivational activities with stakeholder organizations at cluster upazilas, market linkage development relating to establish and operational of value chain promotional body;
- h) Organize exposure visit for stakeholder organization and orientation for learning development & experience sharing;
- i) Organize and assist stakeholder organization& responsible for the establish & operational of PARTNER One-stop farmer centers/Packhouse, furnishing farmer center/packhouse with needed tools & equipment for improving PHM, stakeholder organization registration for business development and marketing;
- j) Support individually for marketing of at least 1,500 tons of quality vegetables/fruits/grains through farmers/stakeholder organization/Farmer centers/Packhouse during the program period;
- k) Organize private sector and other stakeholder engagement, consultation, meeting, program for operation of value chain promotional body;
- l) Develop and design strategy with guidelines, by-laws for stakeholders organizations with the assistance of private sectors for channelizing selected value chain commodity at domestic & export markets;
- m) Support to organize value chain analysis, market research, export competitiveness study, identifying potential markets;
- n) Assist stakeholder organizations, input sellers, traders, exporters, processors and entrepreneurs for developing market linkages;
- o) Demonstrate of different agriculture supplies support to the stakeholders organization for export promotion of selected value chain commodity at cluster upazila;
- p) Support implementation of Bangladesh GAP certified model farm establishment, contract farming, traceability system, packaging, branding and market management practices increasing marketing capacity of stakeholders organization;
- q) Submit monthly, half yearly, annual value chain promotional progress and monitoring reports timely to HORTEX as per requirements and as assigned by the Authority;
- r) Documentation and records are systematically maintained so as to be readily available for review and audit;
- s) Any other task assigned by the MD & APD and Joint Director & Agency Focal Point - HORTEX as and when required.

H. Qualifications & experience:

a. Academic

- At least B.Sc in Agriculture / Agricultural Economics / Agricultural Engineering / Bachelor of Business Administration degree from a recognized University
- Masters in Agribusiness & Marketing, Food Technology or MBA in Marketing degree and professional certifications on supply chain, value chain development of agro-commodities from any recognized University/Institution will be given preference.

b. Experience :

- At least 02 (two) years of relevant work experience in any Government/Autonomous/Private/International Organization
- Minimum 01 (one) year of work experience in supply chain and value chain development of agro-commodity / Formation of farmers group / Production planning / Postharvest management (PHM) / Good Agricultural Practices (GAP) / Marketing / Export promotion etc.
- Analytical capability in identifying and resolving value chain development issues
- Strong coordination and communications skills in presenting, discussing and resolving value chain promotional issues
- Ability to work efficiently and effectively in a stakeholder/farmers organization (FO) among other multidisciplinary team
- Excellent computer literacy/skills (MS Word, Excel, Power Point, statistical software etc.) are essential
- Excellent English writing and speaking ability.

I. Duration of the assignment

The duration of the Non Consulting Service – Manpower Supply - Value Chain Promotional Officer contract will be 27 (twenty seven) Man months. However, the duration of the assignment may be increased (if the Program extended) or decreased based on the performance of the value chain promotional officer and the Program needs.

J. Reporting and supervision arrangements

The Non Consulting Service –Manpower Supply - Value Chain Promotional Officer will report directly to the Managing Director & Agency Program Director and Joint Director & Agency Focal Point - HORTEX and shall work with the Program implementation team of Hortex Foundation as required and assigned.

- Monthly Activity Report
- Half-yearly and Annual Report
- Final Project Completion Report.

K. Responsibilities of the contracting party

MD, Hortex Foundation will provide the following inputs and facilities:

- i) Arrange Office space at respective Upazila HQ, UAO Office, DAE and other logistic support as per project provision
- ii) All available documents, papers and information relevant to the assignment will be provided/made accessible to the Value Chain Promotional Officer.

L. Remuneration:

Remuneration will be fixed and paid on a monthly basis Tk. 0.50 Lakh/ Month (Consolidated including TAX & VAT).

M. Selection Method:

Selection of the Non Consulting Service –Manpower Supply: Value Chain Promotional Officer will follow the Public Procurement Rules& Act.

Attachment-1a

Upazila/Cluster-wise preliminary selected value chain commodities in PARTNER under Strategic Partner Hortex Foundation

#	Name of the Region	Name of the District	#	Name of the Upazila	Preliminary Selected Commodities
1	Dhaka	1. Gazipur	1	Kapasia	Jackfruit
			2	Sreepur	Jackfruit
		2. Tangail	3	Modhupur	Jackfruit
			4	Sakhipur	Jackfruit
2	Bogura	3. Bogura	5	Shibganj	Potato
			6	Dhunat	Tomato
		4. Joypurhat	7	Kalai	Potato
3	Rajshahi	5. Rajshahi	8	Godagari	Tomato
			9	Bagha	Mango
			10	Charghat	Mango
		6. Chapainawabganj	11	Shibganj	Mango
		7. Naogaon	12	Sapahar	Mango
			13	Porsha	Mango
4	Rangpur	8. Rangpur	14	Mithapukur	Potato
			15	Pirganj	Potato
5	Dinajpur	9. Dinajpur	16	Birganj	Fine Rice
			17	Chirirbandar	Fine Rice
6	Mymensingh	10. Jamalpur	18	JamalpurSadar	Tomato
		11. Sherpur	19	SherpurSadar	Tomato
			20	Nalitabari	Fine Rice

Total 20 value chain clusters in 20 upazilas of 11 districts, six regions under four division

Attachment-1b

Value chain promotional cluster upazilas in PARTNER under Strategic Partner Hortex Foundation*

Potato	Tomato	Mango	Jackfruit	Fine Rice
1. Mithapukur, Rangpur	1. Jamalpur Sadar, Jamalpur	1. Bagha, Rajshahi	1. Kapasia, Gazipur	1. Birganj, Dinajpur
2. Pirganj, Rangpur	2. Sherpur Sadar, Sherpur	2. Charghat, Rajshahi	2. Sreepur, Gazipur	2. Chirirbandar, Dinajpur
3. Kalai, Joypurhat	3. Godagari, Rajshahi	3. Sapahar, Naogaon	3. Modhupur, Tangail	3. Nalitabari, Sherpur
4. Shibganj, Bogura	4. Dhunat, Bogura	4. Porsha, Naogaon	4. Sakhipur, Tangail	
		5. Shibganj, Chapainawabganj		

*With the support of PCU, DAE, DAM; Hortex Foundation may involve other potential upazilas for facilitating export of other fruits and vegetables by adopting GAP Protocol under PARTNER

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:

[Name]

[Address of Client]

Dear Sirs:

I am hereby submitting my Application to provide the Services for [Insert title of assignment] in strict accordance with your Request for Application dated [dd/mm/yy].

I declare that I was not associated, nor have been associated in the past, directly or indirectly, with a Officer 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 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:

Attachment:

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 Officer 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 Officer].</i>			
8 LANGUAGES & DEGREE OF PROFICIENCY	<u>Language</u> <i>e.g. English</i>	<u>Speaking</u> <i>Fluent</i>	<u>Reading</u> <i>Excellent</i>	<u>Writing</u> <i>Excellent</i>
9 COUNTRIES OF WORK EXPERIENCE				
10 EMPLOYMENT RECORD <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 distinguish whether as an "employee" of the firm or as a "Officer" or "Advisor" of the firm].</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 Individual Officer should provide an indication of the remuneration as per the format shown below. This will not be used for evaluation of the Officer'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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Section 4. Contract Forms

The **Contract Agreement**, which once completed and signed by the Client and the Officer, clearly defines the Client's and Officers' respective responsibilities.

4.1 Contract Agreement (Time-based)

THIS CONTRACT ("the Contract") is entered into this day of *[dd/mm/yy]*, by and between *[insert name of Client]* ("the Procuring Entity") having its office at *[insert address of Client]*, and *[insert name of Officer]* ("the individual officer") having his/her address at *[insert address of Officer]*.

WHEREAS, the Client wishes to have the Officer performing the Services hereinafter referred to, and

WHEREAS, the Officer is willing to perform these Services,

NOW THEREFORE THE PARTIES hereby agree as follows:

General

1. Services	1.1 The Individual Officer shall perform the Services specified in Annex A (<i>Description of Services</i>), which are made an integral part of the Contract.
2. Duration	2.1 The Individual Officer shall perform the Services during the period commencing from <i>[dd/mm/yy]</i> and continuing until <i>[dd/mm/yy]</i> , or any other period as may be subsequently agreed by the parties in writing.
3. Corrupt, Fraudulent, Collusive or Coercive Practices	<p>3.1 The Government requires that Client, as well as Applicants, shall observe the highest standard of ethics during the implementation of value chain promotional proceedings and the execution of Contracts under public funds.</p> <p>3.2 The Government defines corrupt, fraudulent, collusive or coercive practices, for the purposes of this provision, in the Sub-Clause 3.5</p> <p>3.3 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.</p> <p>3.4 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:</p> <ul style="list-style-type: none">(a) exclude the Applicant from participation in the value chain promotional 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 value chain promotional proceedings under public funds.

3.5 The Government defines, for the purposes of this provision, the terms set forth below as follows:

“corrupt practice” means offering, giving or promising to give, receiving, or soliciting either directly or indirectly, to any officer or employee of a Client or other public or private authority or individual, a gratuity in any form; employment or any other thing or service of value as an inducement with respect to an act or decision or method followed by a Client in connection with a value chain promotional proceeding or Contract execution;

“fraudulent practice” means the misrepresentation or omission of facts in order to influence a decision to be taken in a value chain promotional proceeding or Contract execution;

“collusive practice” means a scheme or arrangement between two (2) or more Persons, with or without the knowledge of the Client, that is designed to arbitrarily reduce the number of Tenders submitted or fix Tender prices at artificial, non-competitive levels, thereby denying a Client the benefits of competitive price arising from genuine and open competition; or

“coercive practice” means harming or threatening to harm, directly or indirectly, Persons or their property to influence a decision to be taken in the value chain promotional proceeding or the execution of a Contract, and this will include creating obstructions in the normal submission process used for Tenders, Applications, Proposals or Quotations.

4. Applicable Law	4.1 The Contract shall be governed by and interpreted in accordance with the laws of the People’s Republic of Bangladesh
5. Governing Language	5.1 The language governing the Contract shall be English, however for day to day communications in writing both Bangla and English may be used.
6. Modification of Contract	6.1 The Contract shall only be modified by agreement in writing between the Client and the Individual Officer.
7. Ownership of Material	7.1 Any studies, reports or other material, graphic, software or otherwise, prepared by the Individual Officer for the Client under the Contract shall belong to and remain the property of the Client. 7.2 The Individual Officer may, with the prior written approval of the Client, retain a copy of such documents and software, but shall not use them for purposes unrelated to the Contract.
8. Relation between the Parties	8.1 Nothing contained in the Contract shall be construed as establishing or creating any relationship other than that of independent Individual Officer between the Client and the Individual Officer.
9. Contractual Ethics	9.1 No fees, gratuities, rebates, gifts, commissions or other payments, other than those shown in the Contract, shall have been given or received in connection with the selection process or in the contract execution.

Payments to the Individual Officer

10. Ceiling Amount 10.1 The Client shall pay the Individual Officer for the Services rendered pursuant to ‘Description of Services’ a ceiling amount (consolidated) not to exceed Tk *[insert amount]*, which includes remuneration and reimbursable expenses as set forth in Clauses 10.2. These amounts have been established based on the understanding that it includes all of the Officer’s costs as well as any tax obligation that may be imposed on the

Officer.

10.2 The composition of the Remuneration and Reimbursable which make up the ceiling amount are detailed in Annex B

11. Remuneration

11.1 The Client shall pay the Individual Officer for Services rendered with the rates agreed and specified in **ANNEX B** “Cost estimates for Services and Schedule of Rates”. Remuneration rates shall be on monthly/daily/hourly [delete those inappropriate]

11.2 **Monthly Rate:** The time spent in performing the Services shall include travel time, weekends and public holidays, and to the extent specified in Clause 15.2 shall also include periods of casual leave and sick leave. In cases where only part of a month is worked then remuneration shall be computed by dividing the monthly rate by 30 and multiplying by the number of days worked i.e. time spent (as described above) during that month;

or

Daily rate: The time spent in performing the Services shall be determined solely on the basis of the number of days actually worked by the Individual Officer, and shall include travel time, but not weekends, public holidays, casual or sick leave

or

Hourly rate: The time spent in performing the Services shall be determined solely on the basis of the number of hours actually worked by the Individual Officer, and shall include travel time, but not weekends, public holidays, casual or sick leave.

12. Reimbursables

12.1 **Per Diem Allowance:** The Individual Officer shall, when performing the Services away from the duty station, be entitled to per diem allowance in accordance with the agreed per diem rates.

12.2 **Travel Costs:** The Individual Officer shall, when performing the Services away from the duty station, be entitled to travel costs in accordance with the agreed travel costs.

12.3 **Other Expenses:** The Individual Officer shall, when performing the Services, be entitled to reimbursement of any other expenses as detailed in **Annex B**.

12.4 For other reasonable reimbursable expenses not falling within the above three categories, but which may arise during performance of the Services, such expenses will only be reimbursed by the Client as it may at its sole discretion approve, subject to available of budget.

13. Payment Conditions

13.1 **Currency:** Payments (Consolidated) shall be made in Bangladesh Taka by the end of each calendar month or within fifteen (15) calendar days of receipt of the Invoice as the case may be.

13.2 **Advance Payment:** The Individual Officer shall, if he/she so requests, be entitled to a total advance payment, as specified in Annex B, to cover his/her out-of-pocket expenses which are to be recovered in equal installments from monthly amounts due to him/her.

[For aid funded procurement Advance Payments may be applicable. However, for 100% GoB funded procurement Advance payments shall not be applicable unless otherwise specifically decided by The Government.]

- 13.3 **Monthly Payments:** The Individual Officer shall submit an Invoice for Remuneration and Reimbursable at the end of every month and payments shall be made by the Client within fifteen (15) calendar days of receipt of the invoice.
- 13.4 **Final Payment:** The final payment shall be made only after the final report shall have been submitted by the Individual Officer and approved as satisfactory to the Client. If the Client notifies any deficiencies in the Services or the final report, the Individual Officer shall promptly make any necessary corrections, to the satisfaction of the Client.
- 13.5 **Suspension:** The Client may, by written notice of suspension to the Individual Officer, suspend all payments to the Individual Officer hereunder if the Individual Officer fails to perform his/her obligations under this Contract.
- 13.6 **Refund of Excess Payment:** Any amount if paid to the Individual Officer in excess of the amount actually payable under the provisions of the Contract shall be reimbursed by the Individual Officer within thirty (30) days of receipt of the claim from the Client, provided that such claim is lodged within three (3) months after the acceptance of the final report.

Obligations of the Individual Officer

14. Medical Arrangements	14.1 The Individual Officer shall, before commencement of the Services furnish the Client with a medical report providing evidence satisfactory to the Client that the Individual Officer is in good health and is not subject to any physical or mental disability which may interfere with his/her performance of the Services.
15. Working Hours and Leave	<ul style="list-style-type: none"> 15.1 The Individual Officer shall, when engaged directly with the Client, follow the normal Working Hours and Holidays of the Client, and entitlement to leave as per the Client's Rules. 15.2 The Individual Officer's remuneration shall be deemed to cover leave except otherwise specified in the Contract.
16. Performance Standard	16.1 The Individual Officer undertakes to perform the Services with the highest standards of professional and ethical competence and integrity.
17. Contract Administration	<ul style="list-style-type: none"> 17.1 Client's Representative The Client's representative, as indicated in Annex A, shall be responsible for the coordination of all activities under the Contract. 17.2 Timesheets The Individual Officer providing Services may be required to complete standard timesheets or any other document to identify the time spent, as requested by the Client's Representative.
18. Confidentiality	18.1 The Individual Officer shall not, during the term of the Contract or within two years after its expiration, disclose any proprietary or confidential information relating to the Services, the Contract or the Client's business operations without the prior written consent of the Client.
19. Individual Officer's Liabilities	19.1 The Individual Officer shall continue to cooperate with the Client after the termination of the Contract, to such reasonable extent as may be necessary to clarify or explain any reports or recommendations made by the Individual Officer.

<p>19.2</p> <p>20. Individual Officer not to be Engaged in Certain Activities</p> <p>21. Services, Facilities and Property</p>	<p>The Individual Officer shall report immediately to the Client any circumstances or events which might reasonably be expected to hinder or prejudice the performance of the Services.</p> <p>20.1 The Individual Officer agrees that, during the term of the Contract and after its termination, the Individual Officer shall be disqualified from providing goods, works or services (other than any continuation of the Services under the Contract) for any project resulting from or closely related to the Services.</p> <p>21.1 The Client shall, free of any charge to the Individual Officer, make available for the purpose of carrying out the assignment data, local services, personnel, and facilities indicated in Annex A.</p>
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Obligations of the Client

<p>22. Termination</p> <p>23. Dispute Resolution</p>	<p>22.1 By the Client The Client may terminate the Contract by not less than twenty-eight (28) days written notice to the Individual Officer, Such notice to be given after the occurrence of any event necessitating such termination.</p> <p>22.2 By the Individual Officer The Individual Officer may terminate the Contract, by not less than twenty eight (28) days written notice to the Client, if the Client fails to pay any monies due to the Individual Officer pursuant to the Contract.</p> <p>23.1 Amicable Settlement The Client and the Individual Officer shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.</p> <p>23.2 Arbitration If the dispute cannot be settled the same may be settled through arbitration in accordance with the Arbitration Act 2001 of Bangladesh as at present in force. The place of Arbitration shall be in Dhaka.</p>
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IN WITNESS WHEREOF the parties hereto have signed this agreement the day and year first above written.

FOR THE CLIENT

Signature

FOR THE INDIVIDUAL OFFICER

Signature

Print Name & Position:

Print Name:

The following documents forming the integral part of this contract shall be interpreted in the following order of priority:

(a) The Form of contract

Annex A: Description of Services

Annex B: Cost Estimates of Services and Schedule of Rates

Annex C: Individual Officer's Reporting Obligations

ANNEX A: Description of the Services

[Give detailed descriptions of the Services including its (a) Background, (b) Objectives, (c) Detailed negotiated TOR providing a description of Services to be provided, (d) Work plan with dates for completion of various tasks, (e) Place of performance of different tasks, (f) Specific tasks to be approved by the Client; etc.).

[also ensure the following data is listed in this Annex in conformity with the Contract Agreement.

1. *The name of the main location (Duty Station) at which the Services are to be provided. Also advise if any other travel will be necessary, and if so, to which expected locations will the Individual Officer be required to travel.*
2. *Indicate the Contact Addresses for Notices and Requests as indicated in Clause 22.1 of the Contract Agreement.*

*(a) Address of the Client:
(With phone number, Fax number & e-mail)*

*(b) Address of the Client:
(With phone number, Fax number & e-mail)*
3. *Logistics and facilities to be provided to the Individual Officer by the Client are listed below:*
 - *Office space with furniture including file cabinet and electric connection;*
 - *Office Assistant (s) / Support staff (not applicable);*
 - *Office equipment like computer, printer etc;*
 - *Facilities for production and binding of reports etc. shall be the responsibility of the Client in case of Time based contract.*
 - *Any other facilities agreed by both Client & the Individual Officer.*

ANNEX B: Cost estimates of Services and Schedule of Rates

(A) Remuneration

Name of Individual Officer	Rate, Taka	Quantity	Total Taka
(a)	(b)	(c)	(d) = (b) x (c)
Remuneration is made on a [state monthly, daily or hourly] rate		Sub-Total (A)	

(B) Reimbursable

Items of reimbursable	Unit	Qty	Rate (Taka)	Total (Taka)
(a)	(b)	(c)	(d)	(e) = (c) x (d)
(a) Per Diem Allowance				
(b) Air Travel Costs				
(c) Other Travel cost				
(d) Communication charges				
(e) Reproduction of reports				
(f) Other Expenses (to be listed)				
Supporting documents and vouchers must be attached with the invoice		Sub-total (B) =		

CONTRACT CEILING (A)+(B)=	Total =
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ANNEX C: Individual Officer's Reporting Obligations

Sl. No.	Reports	Contents of Reports	Persons to Receive them	Date of Submission
1	• Monthly Activity Report.	Work done on that month	MD & APD and JD & Agency Focal Point - HORTEX	End of each month
2	• Half-yearly and Annual Report	Work done on half-yearly and annually	MD & APD and JD & Agency Focal Point - HORTEX	End of December and June of every financial year
3	• Final Project Completion Report	Work done after completion of the Contract Period	MD & APD and JD & Agency Focal Point - HORTEX	One week before the completion of the Contract Period