

**Government of the People’s Republic of Bangladesh**  
**Ministry of Agriculture**  
**National Agricultural Technology Program - Phase II Project**  
**(NATP-2)**

A. Terms of Reference for Specialist Services:

Individual Specialist: ICT Specialist, PMU  
(Package No. SD/PMU-IC-07)

Assignment title	ICT Specialist, PMU
Assignment duration Contract period	72 man months or upto the completion of the project period which one is earlier, 1 (one) person
Primary assignment location	PMU Office, Dhaka
Funding source(s)	IDA & IFAD Credit
Contracting entity	Head of Procuring Entity (HOPE)

**B. Context of the Assignment**

Agriculture in Bangladesh comprises crops, livestock and fisheries. It provides food, feed, fiber and fuel to its citizens and animals, and plays a key role in economic development of Bangladesh. For achieving the set goal of SDG and turning Bangladesh into a middle income country by the 2021, the GDP has to grow by 7.4% per year. To attain the rate and to keep pace with the population growth, agriculture must grow at a constant rate of minimum 3-3.5% per year. Reaching technologies to the farmers requires technology generation and dissemination through the research and extension systems. National Agricultural Research System (NARS) is responsible for generating agricultural related technologies and Department of Agriculture Extension (DAE), Department of Fisheries (DOF), and Department of Livestock Services (DLS) are responsible for extension of generated technology to the farmers. Both research and extension have made an impressive contribution to food security in the country. In Bangladesh, private investment in research and extension is low. The NGOs, local government and community organizations are coming up but very slowly.

Bangladesh agriculture faces many challenges today. Major challenges are to raise productivity and profitability, reduce high production costs, increase price of products and resource-use efficiency, halt declining and degradation of soil resources and declining of animal and fisheries resources, adaptation to climate change vulnerability, providing consumers safe food, yield gap minimization, expansion of irrigation facilities & farm mechanization, production & distribution of quality seeds/varieties/ breeds/fingerlings, quality production of horticultural crop, popularization of good agricultural & IPM practices, weak linkage of farm-produces with market, low investment in agriculture and inadequate credit support to farmers. These challenges have stagnated the agricultural productivity and production. Further, nutrition outcomes and food safety have not kept pace with the progress achieved with most social and economic indicators. Thus, in order to produce more food for an ever increasing population, raw materials for agro-industries and higher income for farming communities from the decreasing resources (land, water, animal and fisheries), it is necessary to develop existing agricultural production system into a more dynamic, market oriented and sustainable commercial sector by higher productivity and profitability through

efficient natural resources management, irrigation expansion, agricultural intensification and diversification, mechanization, value addition and effective market linkages.

To that effect, the Government of Bangladesh (GOB) gives top priority to the development of agriculture sector through its increased productivity, production, supply chains, value addition and market linkages. GOB sought the support of development partners such as the World Bank to provide technical and financial support to activities aimed at boosting agricultural production through productivity enhancement, and increasing smallholders' income. In order to improve agricultural productivity and farm income, on the request of the Government of Bangladesh, the World Bank agreed to support a long term agricultural development program over a period of 15 years to be implemented in three phases of five years each with the first phase beginning in July 2007. IFAD also agreed to co-finance the program with the World Bank. Accordingly, the National Agricultural Technology Project (NATP): Phase-I (NATP-1) was designed with the development objective of improving the effectiveness of national agricultural technology system (including agricultural research, extension and development of supply chains) and increasing agricultural productivity and farm income in Bangladesh. NATP-1 was initiated in July 2007 and closed in December 2014. NATP-1 has significant achievements in generating technologies, increasing the effectiveness of extension and research systems, development of supply chains and broadening linkages between research-extension-farmers across the project areas. Based on the experience of NATP-1, the World Bank, jointly with IFAD and USAID, decided to provide financial support to GOB for National Agricultural Technology Program- Phase II Project (NATP-2).

### **C. Project Development Objective :**

Project Development Objective (PDO) of National Agricultural Technology Program-Phase II Project (NATP-2) is to increase agricultural productivity of smallholder farms and improve smallholder farmers' access to markets in selected districts. PDO will be achieved through: a) strengthening the capacity of research, extension services and farmers to generate, diffuse and adopt agricultural technologies aimed at increasing farm productivity and reducing post-harvest losses; and b) promoting the sustainability of existing and newly created farmer groups and producer organizations by facilitating their stronger participation in commodity value chain, market-linkages, and improving their knowledge and skill base. Thus, the PDO will be achieved through the generation and release of more productive and locally adapted technologies, enhancing availability of quality seeds/breeds/fingerlings/ breeding materials at the small farm level and providing relevant production, value addition, food safety and marketing support.

### **D. Project Components**

NATP-2 project will have the following 5 components:

**Component-1 (Enhancing Agricultural Technology Generation):** To be implemented by the Project Implementing Unit of Bangladesh Agricultural Research Council (PIU-BARC), MOA;

**Component-2 (Supporting Crop Development):** To be implemented by the Project Implementing Unit of Department of Agricultural Extension (PIU-DAE), MOA;

**Component-3 (Supporting Fisheries Development):** To be Implemented by the Project Implementing Unit of Department of Fisheries (PIU-DOF), MOFL;

**Component-4 (Supporting Livestock Development):** To be implemented by the Project Implementing Unit of Department of Livestock Service (PIU-DLS), MOFL;

**Component-5 (Project Management):** To be implemented by the Project Management Unit (PMU), NATP-2, MOA.

### **E. Objectives of the Assignment**

NATP-II will mainstream ICT across the project, building on the enormous in-country ICT human resources and on existing local experience of the application of ICT to agricultural development (e.g. in the GAFSP-funded IAPP project or the multi-donor KATALYST project<sup>16</sup>). NATP-II will take an integrated approach to scale-up ICT in line with GOB's commitment to e-Agriculture under the *Digital Bangladesh – Access to Information* initiative led by the Prime Minister's Office. To that effect, NATP-II will mainstream ICT in agricultural research, extension and market access by utilizing the National Data Centre, connectivity through Bangla GovNet, provide an integrated ICT-based knowledge platform, support the development of agricultural mobile apps, and support the extensive use of mobile tablets at the touch points of beneficiary interaction.

ICT will be leveraged within the project for four main objectives: (a) service delivery pertaining to crops, livestock and fisheries; (b) project tracking for timely decision support in the areas of research, extension and post production activities; (c) knowledge-based agriculture through cost-effective outreach to farmers & communities, and (d) use of mobile phones to leverage network effects – for data collection, communication, collaboration, market access, citizen feedback and social accountability.

PMU has provision to hire one Gender Specialist. He will be hired following procurement guide lines of the World Bank of 2014.

### **F. Scope of the Assignment :**

The ICT Specialist will be responsible to Project Director (PD), PMU, NATP-2. He/she will perform the following duties and responsibilities:

- i. He will review the existing ICT facilities in BARC and NARIs, and DAE, DOF and DLS components;
- ii. Identify the strength and weaknesses of the system and design appropriate program for strengthening ICT/MIS activities in the project within DPP provision in consultation with the IT experts working in PIUs;
- iii. Develop/procure appropriate software as per requirement of the project;
- iv. Develop training program/module and facilitate training for ICT & MIS related personnel in association with T&CS;
- v. Assist BARC in hiring suitable ICT service providers;
- vi. Preparation of periodic and Annual report and DPP revision;
- vii. Any other works as assigned by the PD.

## **G. Specialist qualifications and expertise required:**

### **a. Academic:**

1. Master Degree in Computer Science/Computer Science and Engineering.
2. Training on ICT/ MIS will be of added advantage

### **b. Experience:**

- i. Minimum 10 years work experience in ICT & MIS in any government / autonomous bodies/ private organizations;
- ii. Minimum 5 years practical work experience in computer software and hardware operation and maintenance in any govt./ autonomous/private organization;
- iii. Minimum 3 years work experience in donor funded/ Development projects in ICT establishment will have preference;
- iv. High level of proficiency in written and spoken English and report writing
- v. Computer literacy skills (MS Word, Excel, and Power Point etc.) is essential.

## **H. Reporting and supervision arrangements:**

The Specialist will report to the Project Director (PD), PMU, NATP-2 and will be responsible to him (PD) for all activities. The Specialist will submit progress report to Project Director quarterly describing progress of implementation with constraints faced and recommendation for measures to be taken to address/ overcome them;. The Specialist shall submit Draft Final Report to Project Director one month before the completion of the assignment. PMU, if required, will provide the Specialist with comments to the draft report and the Specialist shall submit the final report within time frame specified by the Project Director of PMU, NATP-2.

## **I. Responsibilities of the contracting party:**

PMU will provide the following inputs and facilities:

- i) Office space 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 Specialist.

## **J. Duration:**

Duration of the consultancy services will be 72 months or upto project period which one is earlier. It will be renewed in every year on satisfactory annual performance of the consultant.

**Government of the People's Republic of Bangladesh**  
**Ministry of Agriculture**  
**National Agricultural Technology Program - Phase II Project (NATP-2)**

A. Terms of Reference for Specialist Services:

Individual Specialist: Monitoring and Evaluation Specialist, PMU  
(Package No. SD/PMU-IC-09)

Assignment title	Monitoring and Evaluation Specialist, PMU
Assignment duration Contract period	72 man months or upto the completion of the project period which one is earlier, 1 (one) person
Primary assignment location	PMU Office, Dhaka
Funding source(s)	IDA & IFAD Credit
Contracting entity	Head of Procuring Entity (HOPE)

**B. Context of the Assignment**

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### **C. Project Development Objective :**

Project Development Objective (PDO) of National Agricultural Technology Program-Phase II Project (NATP-2) is to increase agricultural productivity of smallholder farms and improve smallholder farmers' access to markets in selected districts. PDO will be achieved through: a) strengthening the capacity of research, extension services and farmers to generate, diffuse and adopt agricultural technologies aimed at increasing farm productivity and reducing post-harvest losses; and b) promoting the sustainability of existing and newly created farmer groups and producer organizations by facilitating their stronger participation in commodity value chain, market-linkages, and improving their knowledge and skill base. Thus, the PDO will be achieved through the generation and release of more productive and locally adapted technologies, enhancing availability of quality seeds/breeds/fingerlings/ breeding materials at the small farm level and providing relevant production, value addition, food safety and marketing support.

### **D. Project Components**

NATP-2 project will have the following 5 components:

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**Component-2 (Supporting Crop Development):** To be implemented by the Project Implementing Unit of Department of Agricultural Extension (PIU-DAE), MOA;

**Component-3 (Supporting Fisheries Development):** To be Implemented by the Project Implementing Unit of Department of Fisheries (PIU-DOF), MOFL;

**Component-4 (Supporting Livestock Development):** To be implemented by the Project Implementing Unit of Department of Livestock Service (PIU-DLS), MOFL;

**Component-5 (Project Management):** To be implemented by the Project Management Unit (PMU), NATP-2, MOA.

**E. Overall objectives of the Assignment:**

Monitoring and Evaluation Specialist will monitor project outputs, outcomes and impacts. The project management and the World Bank supervision mission will use the M & E findings to guide implementation decisions.

The NATP-2 project has a number of activities which necessitates a well-designed and carefully articulated results-based M&E system capable of tracking project outputs, outcomes and results. The M & E system will be based on a number of cornerstones: (i) continuous monitoring of a number of key quantitative and qualitative indicators (increased productivity and income, livelihood increased, quality food availability enhanced etc.) and (ii) active participation of all stakeholders in monitoring and evaluation, including small, marginal and women farmers on a participatory approach and (iii) decentralized extension system established.

A basic framework for concurrent monitoring and evaluation has been developed during the project appraisal consisting of well-defined results framework based on clearly defined goals, objective, outcomes, outputs, impacts and activities, with corresponding key performance indicators. The comprehensive M&E Framework aims to carry out outcome-based monitoring and evaluation system, particularly to monitor the resources invested, the activities implemented, and services delivered as well as to evaluate outcomes achieved and long-term impact made; and to create a feedback process for results, to promote participation of stakeholders and to build capacity for M&E. The framework will be adjusted, as necessary, during project implementation period.

PMU has provision to hire one monitoring and evaluation specialist. He will be hired following procurement guide lines of the World Bank of 2014.

**F. Scope of the Assignment :**

Monitoring and Evaluation Specialist, PMU will be responsible to Project Director (PD), PMU, NATP-2. The Monitoring and Evaluation specialist will perform the following duties and responsibilities:

- i. Responsible to PD, PMU;
- ii. Develop and refine results frame work of the project activities;
- iii. Work closely with M&E Specialist of PIUs, ensure proper monitoring of project activities;
- iv. Monitor regularly project inputs, output/ outcome/impact;
- v. Assists PD in hiring firm(s) for M&E/baseline midline end line studies/impact assessment;
- vi. Monitoring the field activities of hired M&E firm;
- vii. Facilitate training and workshop on M&E of PIUs and other stakeholders in association with T&CS;
- viii. Preparation of Periodic and Annual Report and DPP revision;
- ix. Any other works as assigned by the PD.

## **G. Specialist qualifications and Expertise required:**

### **a. Academic:**

Minimum Master Degree in agricultural science/ economics/statistics or related fields

### **b. Experience:**

- i. Minimum 15 years work experience in planning and organizing monitoring & evaluation programs in government/autonomous/ private/international organization
- ii. Minimum 3 years work experience in M&E and related activities in donor/IDA funded/ development projects
- iii. Must have experience in preparing log-frame, output and outcomes indicators and monitoring format development and other strategic approach of M&E;
- iv. Should have experience in preparing Terms of Reference for hiring Specialists and consultancy services
- v. Well experienced in Database Management and strong analytical skill;
- vi. High level of proficiency in written and spoken English and report writing
- vii. Computer literacy skills (MS Word, Excel, & Power Point etc.) is essential.

## **H. Reporting and supervision arrangements:**

The Specialist will report to the Project Director (PD), PMU, NATP-2 and will be responsible to him (PD) for all activities. The Specialist will submit progress report to Project Director quarterly describing progress of implementation with constraints faced and recommendation for measures to be taken to address/ overcome them. The Specialist shall submit Draft Final Report to Project Director one month before the completion of the assignment. PMU, if required, will provide the Specialist with comments to the draft report and the Specialist shall submit the final report within time frame specified by the Project Director of PMU, NATP-2.

## **I. Responsibilities of the contracting party:**

PMU will provide the following inputs and facilities:

- (i) Office space 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 Specialist.

## **J. Duration:**

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**Government of the People’s Republic of Bangladesh**  
**Ministry of Agriculture**  
**National Agricultural Technology Program - Phase II Project (NATP-2)**

A. Terms of Reference for Specialist Services:

Individual Specialist: Training & Communication Specialist, PMU  
(Package No. SD/PMU-IC-10)

Assignment title	Training & Communication Specialist, PMU
Assignment duration Contract period	72 man months or upto the completion of the project period which one is earlier, 1 (one) person
Primary assignment location	PMU Office, Dhaka
Funding source(s)	IDA & IFAD Credit
Contracting entity	Head of Procuring Entity (HOPE)

**B. Context of the Assignment**

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Bangladesh agriculture faces many challenges today. Major challenges are to raise productivity and profitability, reduce high production costs, increase price of products and resource-use efficiency, halt declining and degradation of soil resources and declining of animal and fisheries resources, adaptation to climate change vulnerability, providing consumers safe food, yield gap minimization, expansion of irrigation facilities & farm mechanization, production & distribution of quality seeds/varieties/ breeds/fingerlings, quality production of horticultural crop, popularization of good agricultural & IPM practices, weak linkage of farm-produces with market, low investment in agriculture and inadequate credit support to farmers. These challenges have stagnated the agricultural productivity and production. Further, nutrition outcomes and food safety have not kept pace with the progress achieved with most social and economic indicators. Thus, in order to produce more food for an ever increasing population, raw materials for agro-industries and higher income for farming communities from the decreasing resources (land, water, animal and fisheries), it is necessary to develop existing agricultural production system into a more dynamic, market oriented and sustainable commercial sector by higher productivity and profitability through

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To that effect, the Government of Bangladesh (GoB) gives top priority to the development of agriculture sector through its increased productivity, production, supply chains, value addition and market linkages. GoB sought the support of development partners such as the World Bank to provide technical and financial support to activities aimed at boosting agricultural production through productivity enhancement, and increasing smallholders' income. In order to improve agricultural productivity and farm income, on the request of the Government of Bangladesh, the World Bank agreed to support a long term agricultural development program over a period of 15 years to be implemented in three phases of five years each with the first phase beginning in July 2007. IFAD also agreed to co-finance the program with the World Bank. Accordingly, the National Agricultural Technology Project (NATP): Phase-I (NATP-1) was designed with the development objective of improving the effectiveness of national agricultural technology system (including agricultural research, extension and development of supply chains) and increasing agricultural productivity and farm income in Bangladesh. NATP-1 was initiated in July 2007 and closed in December 2014. NATP-1 has significant achievements in generating technologies, increasing the effectiveness of extension and research systems, development of supply chains and broadening linkages between research-extension-farmers across the project areas. Based on the experience of NATP-1, the World Bank, jointly with IFAD and USAID, decided to provide financial support to GoB for National Agricultural Technology Program- Phase II Project (NATP-2).

### **C. Project Development Objective :**

Project Development Objective (PDO) of National Agricultural Technology Program-Phase II Project (NATP-2) is to increase agricultural productivity of smallholder farms and improve smallholder farmers' access to markets in selected districts. PDO will be achieved through: a) strengthening the capacity of research, extension services and farmers to generate, diffuse and adopt agricultural technologies aimed at increasing farm productivity and reducing post-harvest losses; and b) promoting the sustainability of existing and newly created farmer groups and producer organizations by facilitating their stronger participation in commodity value chain, market-linkages, and improving their knowledge and skill base. Thus, the PDO will be achieved through the generation and release of more productive and locally adapted technologies, enhancing availability of quality seeds/breeds/fingerlings/ breeding materials at the small farm level and providing relevant production, value addition, food safety and marketing support.

### **D. Project Components**

NATP-2 project will have the following 5 components:

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**Component-3 (Supporting Fisheries Development):** To be Implemented by the Project Implementing Unit of Department of Fisheries (PIU-DOF), MOFL;

**Component-4 (Supporting Livestock Development):** To be implemented by the Project Implementing Unit of Department of Livestock Service (PIU-DLS), MOFL;

**Component-5 (Project Management):** To be implemented by the Project Management Unit (PMU), NATP-2, MOA.

#### **E. Overall objectives of the assignment**

To contribute to the project objectives and help in scaling up, NATP-2 implementation will rely on a comprehensive program of training activities; this will be implemented at various levels and cover skills development, knowledge sharing and learning. PMU has provision to provide training to officers and staff of spending units on finance and procurement and also on introduction to use of ICT for an efficient and 'as needed' access to knowledge. PMU has also provision workshos at national and regional level to disseminate knowledge of achievement of the project to stakeholders.

PIU-DAE has provision to hire one trining and communication specialist. He will be hired following procurement guide lines of the World Bank of 2014.

#### **F. Scope of the Assignment :**

The T&C Specialist, PMU will be responsible to Project Director (PD), PMU, NATP-2. He/she will perform the following duties and responsibilities:

- i) Prepare PMU training, workshop, study visit and public awareness plans and arrange their implementation;
  - ii) Organize need based short term specialized training program;
  - iii) Assists BARC in the implementation of international and in-country higher study (PhD) programs;
  - iv) Facilitate knowledge and technology based training, exposure visit, etc. for farmers, traders, entrepreneurs;
  - v) Help PIUs in preparing training modules and maintain PIU wise database on training, higher studies, staff training and farmers training;
  - vi) Develop and implement public awareness program in cooperation with PIUs;
  - vii) Preparation of Periodic and Annual Report;
  - viii) Arrange dissemination technology information through print and electronic media including ICT;
  - ix) Facilitate, develop and implement public awareness/campaign programs on new technology, ideas, food safety, GAP, etc;
  - x) Maintain NATP web site and publish program and progress of project activities in the NATP web site;
  - xi) Prepare training manual and technology hand book in cooperation with PIUs;
  - xii) Preparation of Periodic and Annual Report and DPP revision;
- Any other works as assigned by the PD.

**G. Specialist qualifications and expertise required:**

**a. Academic:**

Minimum Master Degree in any discipline of agricultural science or related field

**b. Experience:**

1. Minimum 15 years work experience in Agricultural Research/Research Management, Extension, Training & Communication
2. Must have minimum 5 years work experience in planning, organizing & managing training and communication activities, workshop, and public awareness activities in any research/extension/ university/private organization;
3. Minimum 3 years work experience in donor/IDA funded/Development projects;
4. High level of proficiency in written and spoken English and report writing ability
5. Computer literacy skills (MS Word, Excel, PowerPoint etc.) is desirable

**H. Reporting and supervision arrangements:**

The Specialist will report to the Project Director (PD), PMU, NATP-2 and will be responsible to him (PD) for all activities. The Specialist will submit progress report to Project Director quarterly describing progress of implementation with constraints faced and recommendation for measures to be taken to address/ overcome them;. The Specialist shall submit Draft Final Report to Project Director one month before the completion of the assignment. PMU, if required, will provide the Specialist with comments to the draft report and the Specialist shall submit the final report within time frame specified by the Project Director of PMU, NATP-2.

**I. Responsibilities of the contracting party:**

PMU will provide the following inputs and facilities:

- i) Office space and other logistic support as per project provision;
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**J. Duration: 72 Months**

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**Government of the People's Republic of Bangladesh**  
**Ministry of Agriculture**  
**National Agricultural Technology Program – Phase II Project (NATP-2)**

A. Terms of Reference for Specialist Services:

Individual Specialist: Assistant Manager (Administration), PMU

(Package No. SD/PMU-11-IC)

Assignment title	Assistant Manager (Administration), PMU
Assignment duration Contract period	72 man months or upto the completion of the project period which one is earlier, 1 (one) person
Primary assignment location	PMU Office, Dhaka
Funding source(s)	IDA & IFAD Credit
Contracting entity	Head of Procuring Entity (HOPE)

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### **D. Project Components**

NATP-2 project will have the following 5 components:

**Component-1 (Enhancing Agricultural Technology Generation):** To be implemented by the Project Implementing Unit of Bangladesh Agricultural Research Council (PIU-BARC), MOA;

**Component-2 (Supporting Crop Development):** To be implemented by the Project Implementing Unit of Department of Agricultural Extension (PIU-DAE), MOA;

**Component-3 (Supporting Fisheries Development):** To be Implemented by the Project

Implementing Unit of Department of Fisheries (PIU-DOF), MOFL;

**Component-4 (Supporting Livestock Development):** To be implemented by the Project Implementing Unit of Department of Livestock Service (PIU-DLS), MOFL;

**Component-5 (Project Management):** To be implemented by the Project Management Unit (PMU), NATP-2, MOA.

#### **E. Overall Objective of the Assignment:**

Assistant Manager (Administration) will be responsible to perform all functions of PMU related to administration and office management in consultation with the Project management Specialist and the Project Director, He will work to assist the Project management Specialist and the Project Director PMU of NATP-2. This assistance will cover the works relating to administrative management, office management, personal management, Vehicle movement and logistic support management of PMU.

He will assist in organizing JPSC and PIM meeting for management and with logistic supports. He will assist Project Director and Project Management Specialist in management activities during the visit of Implementation Support Missions (ISM) of the development partners.

He will also maintain liason with PIUs, Ministries and the development partners involved in the implementation of NATP-2 project as desired by the authority.

Assistant Manager (Administration) will be hired following the World Bank guidelines, 2014.

#### **F. Scope of the Assignment:**

Assistant manager (Administration), PMU will be responsible to Project Director (PD), PMU, NATP-2. He/she will work closely with the Managers (Administration) of PMU.

#### **He/she will perform the following duties and responsibilities:**

- i) Responsible to Project Director (PD), PMU and Project Management specialist;
- ii) Manage and maintain office record, receive and dispatch correspondences;
- iii) Maintenance and movement of transports, verification of log book and payment of taxes, insurance of the vehicles, ensure logistic support to PD;
- iv) Responsible for office security and cleanliness of the office and its premises;
- v) Assists in all functions of administration;
- vi) Any other works as assigned by the authority

#### **G. Academic Qualification and Experience:**

##### **a. Academic:**

- i. Minimum Master Degree in any disciplines;
- ii. Educational qualification can be relaxed up to Bachelor degree in any discipline in case of highly experienced candidate.

**b. Experience:**

- i. Minimum 10 years work experience in administration, personnel management, office management in reputed national/ international organizations;
- ii. Minimum 3 years work experience in administration in donor/IDA funded/ development projects;
- iii. High level of proficiency in written and spoken English and report writing;
- iv. Computer literacy skills (MS Word, Excel, and Power Point etc.) is desirable.

**H. Reporting and supervision arrangements:**

The Specialist will report to the Project Director (PD), PMU, NATP-2 and will be responsible to him (PD) for all activities. The Specialist will submit progress report to Project Director quarterly describing progress of implementation with constraints faced and recommendation for measures to be taken to address/ overcome them;. The Specialist shall submit Draft Final Report to Project Director one month before the completion of the assignment. The Specialist shall submit the final report within time frame specified by the Project Director of PMU, NATP-2.

**I. Responsibilities of the contracting party:****PMU will provide the following inputs and facilities:**

- i) Office space 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 Specialist;

**J. Duration:**

Duration of the consultancy services will be 72 months or upto project period which one is earlier. It will be renewed in every year on satisfactory annual performance of the consultant.

**Government of the People’s Republic of Bangladesh**  
**Ministry of Agriculture**  
**National Agricultural Technology Program – Phase II Project (NATP-2)**

**A. Terms of Reference for Specialist Services:**

Individual Specialist: Assistant Manager (Accounts), PMU

(Package No. SD/PMU-IC-12)

Assignment title	Assistant Manager (Accounts), PMU
Assignment duration Contract period	72 man months or upto the completion of the project period which one is earlier, each, 2 (two) persons
Primary assignment location	PMU Office, Dhaka
Funding source(s)	IDA & IFAD Credit
Contracting entity	Head of Procuring Entity (HOPE)

**B. Context of the Assignment**

Agriculture in Bangladesh comprises crops, livestock and fisheries. It provides food, feed, fiber and fuel to its citizens and animals, and plays a key role in economic development of Bangladesh. For achieving the set goal of SDG and turning Bangladesh into a middle income country by the 2021, the GDP has to grow by 7.4% per year. To attain the rate and to keep pace with the population growth, agriculture must grow at a constant rate of minimum 3-3.5% per year. Reaching technologies to the farmers requires technology generation and dissemination through the research and extension systems. National Agricultural Research System (NARS) is responsible for generating agricultural related technologies and Department of Agriculture Extension (DAE), Department of Fisheries (DOF), and Department of Livestock Services (DLS) are responsible for extension of generated technology to the farmers. Both research and extension have made an impressive contribution to food security in the country. In Bangladesh, private investment in research and extension is low. The NGOs, local government and community organizations are coming up but very slowly.

Bangladesh agriculture faces many challenges today. Major challenges are to raise productivity and profitability, reduce high production costs, increase price of products and resource-use efficiency, halt declining and degradation of soil resources and declining of animal and fisheries resources, adaptation to climate change vulnerability, providing consumers safe food, yield gap minimization, expansion of irrigation facilities & farm mechanization, production & distribution of quality seeds/varieties/ breeds/fingerlings, quality production of horticultural crop, popularization of good agricultural & IPM practices, weak linkage of farm-produces with market, low investment in agriculture and inadequate credit support to farmers. These challenges have stagnated the agricultural productivity and production. Further, nutrition outcomes and food safety have not kept pace with the progress achieved with most social and economic indicators. Thus, in order to produce more food for an ever increasing population, raw materials for agro-industries and higher income for farming communities from the decreasing resources (land, water, animal and fisheries), it is necessary to develop existing agricultural production system into a more dynamic, market oriented and sustainable commercial sector by higher productivity and profitability through

efficient natural resources management, irrigation expansion, agricultural intensification and diversification, mechanization, value addition and effective market linkages.

To that effect, the Government of Bangladesh (GoB) gives top priority to the development of agriculture sector through its increased productivity, production, supply chains, value addition and market linkages. GoB sought the support of development partners such as the World Bank to provide technical and financial support to activities aimed at boosting agricultural production through productivity enhancement, and increasing smallholders' income. In order to improve agricultural productivity and farm income, on the request of the Government of Bangladesh, the World Bank agreed to support a long term agricultural development program over a period of 15 years to be implemented in three phases of five years each with the first phase beginning in July 2007. IFAD also agreed to co-finance the program with the World Bank. Accordingly, the National Agricultural Technology Project (NATP): Phase-I (NATP-1) was designed with the development objective of improving the effectiveness of national agricultural technology system (including agricultural research, extension and development of supply chains) and increasing agricultural productivity and farm income in Bangladesh. NATP-1 was initiated in July 2007 and closed in December 2014. NATP-1 has significant achievements in generating technologies, increasing the effectiveness of extension and research systems, development of supply chains and broadening linkages between research-extension-farmers across the project areas. Based on the experience of NATP-1, the World Bank, jointly with IFAD and USAID, decided to provide financial support to GoB for National Agricultural Technology Program- Phase-II Project (NATP-2).

### **C. Project Development Objective :**

Project Development Objective (PDO) of National Agricultural Technology Program-Phase II Project (NATP-2) is to increase agricultural productivity of smallholder farms and improve smallholder farmers' access to markets in selected districts. PDO will be achieved through: a) strengthening the capacity of research, extension services and farmers to generate, diffuse and adopt agricultural technologies aimed at increasing farm productivity and reducing post-harvest losses; and b) promoting the sustainability of existing and newly created farmer groups and producer organizations by facilitating their stronger participation in commodity value chain, market-linkages, and improving their knowledge and skill base. Thus, the PDO will be achieved through the generation and release of more productive and locally adapted technologies, enhancing availability of quality seeds/breeds/fingerlings/ breeding materials at the small farm level and providing relevant production, value addition, food safety and marketing support.

### **D. Project Components**

NATP-2 project will have the following 5 components:

**Component-1 (Enhancing Agricultural Technology Generation):** To be implemented by the Project Implementing Unit of Bangladesh Agricultural Research Council (PIU-BARC), MOA;

**Component-2 (Supporting Crop Development):** To be implemented by the Project Implementing Unit of Department of Agricultural Extension (PIU-DAE), MOA;

**Component-3 (Supporting Fisheries Development):** To be Implemented by the Project Implementing Unit of Department of Fisheries (PIU-DOF), MOFL;

**Component-4 (Supporting Livestock Development):** To be implemented by the Project Implementing Unit of Department of Livestock Service (PIU-DLS), MOFL;

**Component-5 (Project Management):** To be implemented by the Project Management Unit (PMU), NATP-2, MOA.

#### **E. Overall Objective of the Assignment:**

NATP-2 project is worth Tk 187800 lakh of which RPA is Tk 160696 lakh and GOB is Tk 27104 lakh. The accounting policies and procedures of the project is governed by the existing Project Accounting Manual of the Ministry of Finance. All project related transactions is accounted following double-entry book keeping principles and on a cash basis. The key project accounting functions for which PMU and PIUs will be responsible are as follows: (i) budget preparation and monitoring; (ii) payments for eligible project expenditure for relevant activities; (iii) disbursement of project funds; (iv) maintenance of books and bank accounts; (v) cash flow management; (vi) financial reporting to GOB, the World Bank and other stakeholders; (vi) preparation of withdrawal application to claim funds from the World Bank by PMU; and (vii) assistance to external auditor and ensuring appropriate follow up of audit. Expenditure related to specific PIUs and agencies will be managed by PIUs and respective agency, and their field offices down to region, district and upazila. The respective spending units and PIUs will maintain such account and report to the PMU. Each PIU and their spending units will be responsible for their component expenditure.

PMU has provision of Tk 9986 lakh of which RPA is Tk 9015 lakh and GOB is Tk 971 lakh. To run the financial activities smoothly, the project has provision to hire 2 (two) Assistant Manager (Accounts) for PMU to assist Manager (Financial Management). Assistant Managers (Accounts) will be hired following the World Bank guidelines of 2014.

#### **F. Scope of the Assignment:**

Assistant Managers (Accounts), PMU will be responsible to Project Director (PD) and Manager (Financial Management), PMU, NATP-2. Assistant Manager (Accounts) will perform the following duties and responsibilities:

- i. Responsible to PD, PMU and Manager (FM), PMU;
- ii. Assists in budget preparation, disbursement of project funds to various agencies, components and PIUs;
- iii. Prepare consolidated UFMR and submit to the World Bank;
- iv. Monitoring of fund utilization;
- v. Receive SOE from PIUs and prepare withdrawal application for submission to the World Bank;
- vi. Maintenance of cash, books and bank accounts
- vii. Cash flow management;
- viii. Assists in all functions of Manager (Financial Management);
- ix. Assistance to external auditor and ensuring appropriate follow up of audit;
- x. Any other works as assigned by the PD.

## **G. Academic Qualification and Experience**

### **a. Academic:**

M. Com./MBA in accounting/finance/related field.

### **b. Experience:**

- i. Minimum 10 years work experience in financial management in Govt/ autonomous/NGO/private sector organization
- ii. Work experience for 3 years in handling fund of donor/ IDA funded/ development projects
- iii. Experience in preparing withdrawal application for submission to development partner(s) through client connection
- iv. Knowledge in accounting software is required
- v. High level of proficiency in written and spoken English and report writing
- vi. Computer literacy skills (MS Word, Excel, and Power Point etc.) is desirable.

## **H. Reporting and supervision arrangements:**

The Specialist will report to the Project Director, PMU, NATP-2 and will be responsible to Manager (FM) and Project Director. The Specialist will submit progress report to Manager (FM) and Project Director quarterly describing progress of implementation with constraints faced and recommendation for measures to be taken to address/overcome them. The Specialist shall submit Draft Final Report to Manager (FM) and Project Director one month before the completion of the assignment. The Specialist shall submit the final report within time frame specified by Project Director.

## **I. Responsibilities of the contracting party:**

PMU will provide the following inputs and facilities:

- i) Office space 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 Specialist;

## **J. Duration:**

Duration of the consultancy services will be 72 months or upto project period which one is earlier. It will be renewed in every year on satisfactory annual performance of the consultant.

**Government of the People’s Republic of Bangladesh**  
**Ministry of Agriculture**  
**National Agricultural Technology Program - Phase II Project (NATP-2)**

**A. Terms of Reference for Specialist Services:**

Individual Specialist: Assistant Manager (Procurement), PMU  
(Package No. SD/PMU-IC-13)

Assignment title	Assistant Manager (Procurement), PMU
Assignment duration Contract period	72 man months or upto the completion of the project period which one is earlier, 1 (one) person
Primary assignment location	PMU Office, Dhaka
Funding source(s)	IDA & IFAD Credit
Contracting entity	Head of Procuring Entity (HOPE)

**B. Context of the Assignment**

Agriculture in Bangladesh comprises crops, livestock and fisheries. It provides food, feed, fiber and fuel to its citizens and animals, and plays a key role in economic development of Bangladesh. For achieving the set goal of SDG and turning Bangladesh into a middle income country by the 2021, the GDP has to grow by 7.4% per year. To attain the rate and to keep pace with the population growth, agriculture must grow at a constant rate of minimum 3-3.5% per year. Reaching technologies to the farmers requires technology generation and dissemination through the research and extension systems. National Agricultural Research System (NARS) is responsible for generating agricultural related technologies and Department of Agriculture Extension (DAE), Department of Fisheries (DOF), and Department of Livestock Services (DLS) are responsible for extension of generated technology to the farmers. Both research and extension have made an impressive contribution to food security in the country. In Bangladesh, private investment in research and extension is low. The NGOs, local government and community organizations are coming up but very slowly.

Bangladesh agriculture faces many challenges today. Major challenges are to raise productivity and profitability, reduce high production costs, increase price of products and resource-use efficiency, halt declining and degradation of soil resources and declining of animal and fisheries resources, adaptation to climate change vulnerability, providing consumers safe food, yield gap minimization, expansion of irrigation facilities & farm mechanization, production & distribution of quality seeds/varieties/ breeds/fingerlings, quality production of horticultural crop, popularization of good agricultural & IPM practices, weak linkage of farm-produces with market, low investment in agriculture and inadequate credit support to farmers. These challenges have stagnated the agricultural productivity and production. Further, nutrition outcomes and food safety have not kept pace with the progress achieved with most social and economic indicators. Thus, in order to produce more food for an ever increasing population, raw materials for agro-industries and higher income for farming communities from the decreasing resources (land, water, animal and fisheries), it is

necessary to develop existing agricultural production system into a more dynamic, market oriented and sustainable commercial sector by higher productivity and profitability through efficient natural resources management, irrigation expansion, agricultural intensification and diversification, mechanization, value addition and effective market linkages.

To that effect, the Government of Bangladesh (GoB) gives top priority to the development of agriculture sector through its increased productivity, production, supply chains, value addition and market linkages. GoB sought the support of development partners such as the World Bank to provide technical and financial support to activities aimed at boosting agricultural production through productivity enhancement, and increasing smallholders' income. In order to improve agricultural productivity and farm income, on the request of the Government of Bangladesh, the World Bank agreed to support a long term agricultural development program over a period of 15 years to be implemented in three phases of five years each with the first phase beginning in July 2007. IFAD also agreed to co-finance the program with the World Bank. Accordingly, the National Agricultural Technology Project (NATP): Phase-I (NATP-1) was designed with the development objective of improving the effectiveness of national agricultural technology system (including agricultural research, extension and development of supply chains) and increasing agricultural productivity and farm income in Bangladesh. NATP-1 was initiated in July 2007 and closed in December 2014. NATP-1 has significant achievements in generating technologies, increasing the effectiveness of extension and research systems, development of supply chains and broadening linkages between research-extension-farmers across the project areas. Based on the experience of NATP-1, the World Bank, jointly with IFAD and USAID, decided to provide financial support to GoB for National Agricultural Technology Program- Phase-II Project (NATP-2).

### **C. Project Development Objective :**

Project Development Objective (PDO) of National Agricultural Technology Program-Phase-II Project (NATP-2) is to increase agricultural productivity of smallholder farms and improve smallholder farmers' access to markets in selected districts. PDO will be achieved through: a) strengthening the capacity of research, extension services and farmers to generate, diffuse and adopt agricultural technologies aimed at increasing farm productivity and reducing post-harvest losses; and b) promoting the sustainability of existing and newly created farmer groups and producer organizations by facilitating their stronger participation in commodity value chain, market-linkages, and improving their knowledge and skill base. Thus, the PDO will be achieved through the generation and release of more productive and locally adapted technologies, enhancing availability of quality seeds/breeds/fingerlings/ breeding materials at the small farm level and providing relevant production, value addition, food safety and marketing support.

### **D. Project Components**

NATP-2 project will have the following 5 components:

**Component-1 (Enhancing Agricultural Technology Generation):** To be implemented by the Project Implementing Unit of Bangladesh Agricultural Research Council (PIU-BARC), MOA;

**Component-2 (Supporting Crop Development):** To be implemented by the Project Implementing Unit of Department of Agricultural Extension (PIU-DAE), MOA;

**Component-3 (Supporting Fisheries Development):** To be Implemented by the Project Implementing Unit of Department of Fisheries (PIU-DOF), MOFL;

**Component-4 (Supporting Livestock Development):** To be implemented by the Project Implementing Unit of Department of Livestock Service (PIU-DLS), MOFL;

**Component-5 (Project Management):** To be implemented by the Project Management Unit (PMU), NATP-2, MOA.

#### **E. Overall Objective of the assignment:**

NATP-2 will procure goods, works and services. The goods packages will mainly consists of procurement of vehicles, computer and accessories, laptops, tablets, furniture for offices, training centers and FIACs, air coolers, electrical equipment, office equipment, research laboratory equipment etc. The services will include procurement of individual Specialists and Specialist firms. Some of the goods and services will be common to more than one component. The procurements of these common goods and services will be procured under pooled procurement process by PMU in collaboration with PIUs. Besides, PMU will also provide guidance in procurement of laboratory equipment of PIUs. Considering the volume of procurement, one procurement specialist and one Assistant Manager (Procurement) for full project period and one short-term procurement support specialist for 24 months have been proposed for PMU.

Assistant Manager (Procurement) will be hired following the World Bank Guidelines, 2014.

#### **F. Scope of the Assignment:**

Assistant Manager (Procurement), PMU will be responsible to Project Director (PD), PMU, NATP-2. He/she will work closely with Procurement Specialist and Procurement Support Specialist of PMU.

The Assistant Manager (Procurement) will perform the following duties and responsibilities:

- i. Responsible to Project Director (PD) of PMU;
- ii. Carry out procurement related activities in collaboration with Procurement Specialist;
- iii. Preparation of model bidding/RFP document for goods/ Works and Services procurement following PPR 2008 and IDA guidelines;
- iv. Arrange publication of procurement related information/documents in the News Papers and Websites;
- v. Assist in organizing TOC/TEC/PEC meetings for procurement of goods/ works/ services for PMU;
- vi. Assist the procurement specialist for carrying out ex-post review;
- vii. In collaboration with Procurement Specialist, prepare procurement reports based on procurement performance monitoring indicators of CPTU and submit to PD and the World Bank;
- viii. Record keeping and Maintenance of all procurement related files;
- ix. Maintenance of stock inventory of procurements of PMU;
- x. Prepare monthly, quarterly, half yearly and annual progress reports of procurements of PMU;
- xi. Work closely with Procurement Specialist;
- xii. Any other works as assigned by the Project Director (PD).

## **G. Specialist qualification and Expertise required**

### **a. Academic:**

Minimum Bachelor degree in engineering/agriculture or Master Degree in any other field

### **b. Experiences:**

- i. Minimum 10 years work experience in procurement of goods, works and services;
- ii. Good Knowledge and understanding of the PPA/2006 and PPR/2008 and IDA guidelines;
- iii. Minimum 3 years work experience in donor/IDA funded/ development projects;
- iv. Good Knowledge in e-GP and PROMIS of CPTU;
- v. Good Knowledge and understanding in different methods of procurement in compliance with PPA/2006 and PPR/2008 and IDA guidelines;
- vi. High level of proficiency in written and spoken English and report writing;
- vii. Computer literacy skills (MS Words, Excel and PowerPoint etc.) is desirable.

### **E. Reporting and supervision arrangements:**

Assistant Manager (Procurement) will report to the Project Director (PD), PMU, NATP-2 and will be responsible to Procurement Specialist and Project Director. He will submit progress report to Project Director through Procurement Specialist quarterly describing progress of implementation with constraints faced and recommendation for measures to be taken to address/ overcome them;. He will submit Draft Final Report to Project Director through Procurement Specialist one month before the completion of the assignment, He will submit the final report within time frame specified by the Project Director of PMU, NATP-2.

### **F. Responsibilities of the contracting party:**

PMU will provide the following inputs and facilities:

- i) Office space 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 Specialist.

### **G. Duration: 72 Months**

Duration of the consultancy services will be 72 months or upto project period which one is earlier. It will be renewed in every year on satisfactory annual performance of the consultant.

**Government of the People's Republic of Bangladesh**  
**Ministry of Agriculture**  
**National Agricultural Technology Program - Phase II Project (NATP-2)**

A. Terms of Reference for Specialist Services:

Individual Specialist: Procurement Support Specialist, PMU  
(Package No. SD/PMU-14-IC)

Assignment title	Procurement Support Specialist, PMU
Assignment duration Contract period	24 Man Months , 1 (One) person
Primary assignment location	PMU Office, Dhaka
Funding source(s)	IDA & IFAD Credit
Contracting entity	Head of Procuring Entity (HOPE)

**B. Context of the Assignment**

Agriculture in Bangladesh comprises of crops, livestock and fisheries. It provides food, feed, fiber and fuel to its citizens and animals, and plays a key role in economic. For achieving the set goal of SDG and turning Bangladesh into a middle income country by the 2021, the GDP has to grow by 7.4% per year. To attain the rate and to keep pace with the population growth, agriculture must grow at a constant rate of minimum 3-3.5% per year. Reaching technologies to the farmers requires technology generation and dissemination through the research and extension systems. National Agricultural Research System (NARS) is responsible for generating agricultural related technologies and Department of Agriculture Extension (DAE), Department of Fisheries (DOF), and Department of Livestock Services (DLS) are responsible for extension of generated technology to the farmers. Both research and extension have made an impressive contribution to food security in the country. In Bangladesh, private investment in research and extension is low. The NGOs, local government and community organizations are coming up but very slowly.

Bangladesh Agriculture faces many challenges today. Major challenges are to raise productivity and profitability, reduce high production costs, increase price of products and resource-use efficiency, halt declining and degradation of soil resources and declining of animal and fisheries resources, adaptation to climate change vulnerability, providing consumers safe food, yield gap minimization, expansion of irrigation facilities & farm mechanization, production & distribution of quality seeds/varieties/ breeds/fingerlings, quality production of horticultural crop, popularization of good agricultural & IPM practices, weak linkage of farm-produces with market, low investment in agriculture and inadequate credit support to farmers. These challenges have stagnated the agricultural productivity and production. Further, nutrition outcomes and food safety have not kept pace with the progress achieved with most social and economic indicators. Thus, in order to produce more food for an ever increasing population, raw materials for agro-industries and higher income for farming communities from the decreasing resources (land, water, animal and fisheries), it is necessary to develop existing agricultural production system into a more dynamic, market oriented and sustainable commercial sector by higher productivity and profitability through

efficient natural resources management, irrigation expansion, agricultural intensification and diversification, mechanization, value addition and effective market linkages.

To that effect, the Government of Bangladesh (GoB) gives top priority to the development of agriculture sector through its increased productivity, production, supply chains, value addition and market linkages. GoB sought the support of development partners such as the World Bank to provide technical and financial support to activities aimed at boosting agricultural production through productivity enhancement, and increasing smallholders' income. In order to improve agricultural productivity and farm income, on the request of the Government of Bangladesh, the World Bank agreed to support a long term agricultural development program over a period of 15 years to be implemented in three phases of five years each with the first phase beginning in July 2007. IFAD also agreed to co-finance the program with the World Bank. Accordingly, the National Agricultural Technology Project (NATP): Phase-I (NATP-1) was designed with the development objective of improving the effectiveness of national agricultural technology system (including agricultural research, extension and development of supply chains) and increasing agricultural productivity and farm income in Bangladesh. NATP-1 was initiated in July 2007 and closed in December 2014. NATP-1 has significant achievements in generating technologies, increasing the effectiveness of extension and research systems, development of supply chains and broadening linkages between research-extension-farmers across the project areas. Based on the experience of NATP-1, the World Bank, jointly with IFAD and USAID, decided to provide financial support to GoB for National Agricultural Technology Program: Phase II Project (NATP-2).

### **C. Project Development Objective :**

Project Development Objective (PDO) of National Agricultural Technology Program: Phase II Project (NATP-2) is to increase agricultural productivity of smallholder farms and improve smallholder farmers' access to markets in selected districts. PDO will be achieved through: a) strengthening the capacity of research, extension services and farmers to generate, diffuse and adopt agricultural technologies aimed at increasing farm productivity and reducing post-harvest losses; and b) promoting the sustainability of existing and newly created farmer groups and producer organizations by facilitating their stronger participation in commodity value chain, market-linkages, and improving their knowledge and skill base. Thus, the PDO will be achieved through the generation and release of more productive and locally adapted technologies, enhancing availability of quality seeds/breeds/fingerlings/ breeding materials at the small farm level and providing relevant production, value addition, food safety and marketing support.

### **D. Project Components**

NATP-2 project will have the following 5 components:

**Component-1 (Enhancing Agricultural Technology Generation):** To be implemented by the Project Implementing Unit of Bangladesh Agricultural Research Council (PIU-BARC), MOA;

**Component-2 (Supporting Crop Development):** To be implemented by the Project Implementing Unit of Department of Agricultural Extension (PIU-DAE), MOA;

**Component-3 (Supporting Fisheries Development):** To be Implemented by the Project Implementing Unit of Department of Fisheries (PIU-DOF), MOFL;

**Component-4 (Supporting Livestock Development):** To be implemented by the Project Implementing Unit of Department of Livestock Service (PIU-DLS), MOFL;

**Component-5 (Project Management):** To be implemented by the Project Management Unit (PMU), NATP-2, MOA.

#### **E. Overall Objective of the Assignment:**

NATP-2 project will procure goods, works and services. The goods packages will mainly consist of procurement of vehicles, computer and accessories, laptops, tablets, furniture for offices, training centers, FIACs etc, air coolers, electrical equipment, office equipment, research laboratory equipment etc. The services will include procurement of individual Specialists and consulting firms. Some of the goods and services will be common for more than one component. The procurements of common goods and services will be procured as pooled procurement by PMU. Besides, PMU will also provide guidance in procurement of laboratory equipment of PIU-BARC. Considering the load of procurement, positions for 2 procurement experts (one procurement specialist and one procurement support specialist) have been proposed in PMU. Procurement Specialist will be hired for six years or up to the end of the project period following procurement of pooled procurement guide lines as outlined in PIM and DPP. Procurement Support Specialist will be hired for two years or until Mid Term Review (MTR). He/she will be responsible for hiring of individual consultants (specialist) and consulting firms. Considering the urgency for hiring individual consultants and consulting firms the position may be filled up as soon as possible. The consultant will be hired following World Bank Guidelines, 2014.

#### **F. Scope of the Assignment:**

Procurement Support Specialist, PMU will be responsible to Project Director (PD), PMU, NATP-2. He/she will work closely with the Procurement Specialist of PMU and Procurement Specialists of PIUs to support their procurement and procurement related activities.

The Procurement Support Specialist, PMU will perform the following duties and responsibilities:

- i. Carry out procurement of individual Specialists of PMU and of pooled Specialists of PMU and PIUs
- ii. Preparation of TOR and EOI for hiring individual Consultants (Specialists) of PMU and services of pooled Specialists of PMU and PIUs;
- iii. Preparation of TOR and bid documents for hiring consulting firms of PMU;
- iv. Work closely with procurement specialist of PIU-BARC in preparing technical specifications of laboratory equipment of PIU-BARC in consultation with the relevant scientists of NARS institutes;
- v. Assist PEC of PMU in evaluation of applications for hiring individual Specialists & preparing Consultant Evaluation Report (CER) for individual Specialist and Proposal Evaluation Report (PER) for firms;
- vi. Preparation of contracts for individual Specialists, audit firm, and ensure timely distribution of all relevant procurement contract documents to relevant stakeholders;
- vii. Work closely with procurement specialist of PMU to procure goods;

- viii. Facilitate training for procurement personnel in association with T&CS;
- ix. Preparation of Periodic and Annual Report and DPP revision;
- x. Any other works as assigned by the PD.

**G. Specialist qualifications and expertise required:**

**a. Academic**

Minimum Bachelor degree in engineering/agriculture or Master Degree in any other field

**b. Experience:**

- i. Minimum 15 years work experience in the relevant field;
- ii. Sound understanding and knowledge in Procurement Policies, Methods, Procedures and Principles of World Bank's Guidelines, and Public Procurement Act (PPA) 2006 and PPR 2008 of GoB;
- iii. Minimum 3 years work experience in donor/IDA funded/ Development projects in procurement activities;
- iv. Applicants having knowledge in (a) knowledge in SEPA and (b) e-GP will have an added advantage;
- v. Preference will be given to candidates having experience in (a) procurement performance monitoring indicators of CPTU (b) experience in Ex-post review of procurements in multiple implementing units and (c) complaint handling;
- vi. Analytical report writing ability;
- vii. Experience in preparation of TOR of consultants and consultancy services and technical specification of laboratory equipment will be given additional advantage;
- viii. High level of proficiency in written and spoken English and report writing
- ix. Computer literacy skills (MS Word, Excel, and Power Point etc.) is desirable.

**H. Reporting and supervision arrangements:**

The Specialist will report to the Project Director (PD), PMU, NATP-2 and will be responsible to him (PD) for all activities. The Specialist will submit progress report to Project Director quarterly describing progress of implementation with constraints faced and recommendation for measures to be taken to address/ overcome them;. The Specialist shall submit Draft Final Report to Project Director one month before the completion of the assignment. PMU, if required, will provide the Specialist with comments to the draft report and the Specialist shall submit the final report within time frame specified by the Project Director of PMU, NATP-2.

**I. Responsibilities of the contracting party:**

PMU will provide the following inputs and facilities:

- i) Office space 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 Specialist.

**J. Duration:** 24 man months

Duration of the consultancy services will be 24 months. It will be renewed in every year on satisfactory annual performance of the consultant.