

• **Government of the People's Republic of Bangladesh**  
 • **Ministry of Agriculture**  
**National Agricultural Technology Program- Phase II Project (NATP-2)**  
**Project Management Unit (PMU)**  
**AIC Bhaban (3rd Floor), Bangladesh Agricultural Research Council (BARC) Complex**  
**Farmgate, Dhaka-1215**

Memo No. NATP-2/PMU-11/Pooled Consultants/2016/81

Date: 28/12/2016

**Request for Expression of Interest (REOI) for selection of pooled Individual Consultants: 5 (five) Managers (Financial Management) and 5 (five) Procurement Specialists of PMU and PIUs**

The Government of the People's Republic of Bangladesh has received credits from the International Development Association (IDA) (Credit No.5665-BD) and International Fund for Agricultural Development (IFAD) (Credit N0. 2000000721) towards the cost of National Agricultural Technology Program-Phase II Project (NATP-2) and intends to apply part of the proceeds to cover eligible payments under the contract for the provision of individual consultant services of 10 consultants for PMU and PIUs of NATP-2 project.

Name of position, qualification & experience, duration, and scope of work/duties and responsibilities of the positions are given below:

Sl. No.	Name of Position	Qualification & Experience	Scope of services / Duties and Responsibilities
1.	Manager (Financial Management) , PMU Position: 01(one)  Duration: 72 man months or upto the project period whichever is earlier Service Package # SD/PMU/IC-02	<b>a. Academic:</b> - Minimum M. Com/ MBA in Accounting/ Finance and related subjects.  <b>b. Experience:</b> - Minimum 15 years work experience in financial management in government, autonomous or private sector organizations; - Work experience & expertise in handling fund of donor aided / development projects will have an added advantage; - Comprehensive knowledge and understanding in GOB and IDA audit system;	- Responsible to Project Director (PD), PMU; - Budget preparation, disbursement of project funds to PIUs & Monitoring of fund utilization - Receive SOE from PIUs and maintenance of books and bank accounts - Cash flow management - Preparation of withdrawal application to claim funds from the World Bank; - Assistance to external auditor and ensuring appropriate follow up of audit compliance with legal provisions of the financial agreement of the project; - Facilitate training for FM personnel in association with T&CS; - Responsible for project revision; - Any other works as assigned by the PD.
2.	Manager (Financial Management) , PIU-BARC Position: 01(one)  Duration: 72 man months or upto the project period whichever is earlier Service Package # SD/PIU-BARC-04	- Knowledge in accounting software is required; - high level of proficiency in written and spoken English and report writing; - Computer literacy skill (MS Word, Excel, Power Point etc.) is essential.	- Responsible to the Director of PIUs and Procuring entities; - Budget preparation, funds disbursement to various spending units; - Monitoring of fund utilization at field level - Receive SOE from the spending units and timely submission of SOEs to PMU; - Maintain account related books and bank accounts; - Cash flow management; - Ensure timely submission of all financial progress reports to PMU, GOB, IMED and development partners; - Work independently and maintain all relevant files and documents; - Facilitate external audit and ensure follow up of audit; - Facilitate training for financial management personnel; - Any other tasks as assigned by the authority.
3.	Manager (Financial Management) , PIU-DAE Position: 01 (One)  Duration: 66 man months or upto the project period whichever is earlier Service Package # PP/SD/PIU-DAE/IC-01		- Work independently and maintain all relevant files and documents; - Facilitate external audit and ensure follow up of audit; - Facilitate training for financial management personnel; - Any other tasks as assigned by the authority.

Sl. No.	Name of Position	Qualification & Experience	Scope of services / Duties and Responsibilities
4.	Manager (Financial Management) , PIU-DOF Position: 01(one)  Duration: 66 man months or upto the project period whichever is earlier Service Package # SD PIU-DOF/IC-01		
5.	Manager (Financial Management) PIU-DLS Position: 01(one)  Duration: 72 man months or upto the project period whichever is earlier Service Package # PS/LS-3		
6.	Procurement Specialist, PMU Position: 01(one)  Duration: 72 man months or upto the project period whichever is earlier Service Package # SD/PMU/IC-03	<p><b>a. Academic:</b></p> <ul style="list-style-type: none"> <li>-Minimum Bachelor degree in Engineering/Agriculture or Master Degree in any other field</li> </ul> <p><b>b. Experience:</b></p> <ul style="list-style-type: none"> <li>- Minimum 15 years work experience in the relevant field ;</li> <li>- 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;</li> <li>- Minimum 3 years work experience in donor/IDA funded/ Development projects in procurement activities;</li> <li>- Applicants having knowledge in SEPA and e-GP will have an added advantage;</li> <li>- 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;</li> <li>- Analytical report writing ability;</li> <li>- High level of proficiency in written and spoken English and report writing</li> </ul>	<ul style="list-style-type: none"> <li>- Responsible to the PD, PMU;</li> <li>- Carry out procurement of goods and works and procurement related activities of PMU;</li> <li>- Carry out pooled procurements of goods of PMU and PIUs in collaboration with procurement consultants of PIUs;</li> <li>- Prepare annual procurement plan in GOB format and update the same as and when require;</li> <li>- Enter and update in SEPA the procurement plan &amp; procurement processing schedule of goods , works and services of PMU and pooled procurements and assist in getting approval of the World Bank through SEPA;</li> <li>- Preparation of TOR for hiring consultancy services for baseline survey, concurrent monitoring and impact assessment;</li> <li>- Preparation of REOI and RFP documents for hiring consulting firm for baseline survey, monitoring and impact assessment of PMU in association with Monitoring &amp; Evaluation specialist;</li> <li>- Prepare/update cost estimates and specifications for goods and works of PMU and pooled procurements of PMU and PIUs in collaboration with procurement consultants of PIUs;</li> <li>- Introduce and implement in PMU and assist PIUs in establishing and implementing e-GP by identifying hardware, software, training needs and adequacy of internet connectivity for piloting of Electronic Government Procurement (e- GP);</li> <li>- Obtain authorization from and registration of CPTU's online PROMIS tool and input data for procurement performance monitoring system;</li> <li>- Assist in publishing all information relating to bidding and procurement of PMU and pooled procurement of PMU and PIUs in newspapers and in the websites;</li> <li>- Assist TEC/PEC in evaluation of bid/proposal &amp; preparation of bid evaluation reports (BER);</li> </ul>

Sl. No.	Name of Position	Qualification & Experience	Scope of services / Duties and Responsibilities
		Computer literacy skills (MS Word, Excel, and Power Point etc.) is desirable.	<ul style="list-style-type: none"> <li>- Preparation of final contracts, and ensure timely distribution of all relevant procurement and contract documents to relevant stakeholders;</li> <li>- Preparation of quarterly, half yearly and annual reports on procurement of PMU and pooled items of PMU and PIUs, and submit to PD and the World Bank and arrange publication in the websites;</li> <li>- Carry out ex-post review of PIUs procurement and submit reports with recommendation to Project Director of PMU;</li> <li>- Handle complaints and provide guidance in handling complaints;</li> <li>- Facilitate training for procurement personnel in association with T&amp;C</li> <li>- Any other works as assigned by the PD.</li> </ul>
7.	Procurement Specialist, PIU-BARC Position: 01(one)  Duration: 60 man months or upto the project period whichever is earlier Service Package # SD/PIU-BARC-5		<ul style="list-style-type: none"> <li>- Responsible to Director of relevant PIUs and procuring entities,</li> <li>- Prepare guidelines and make arrangement for procurement of goods, works and services;</li> <li>- Prepare and review the bidding documents, request for proposals;</li> <li>- Prepare and update procurement plans for goods, works and services;</li> <li>- Carry out procurement activities in accordance with PPR 2008 and the World Bank's guidelines;</li> <li>- Assist Director PIU in organizing training on procurement;</li> <li>- Work in close collaboration with Procurement Specialist and Procurement Support Specialist of PMU for pooled procurement of goods and services;</li> <li>- Any other tasks as assigned by the authority.</li> </ul>
8.	Procurement Specialist PIU-DAE Position: 01 (one)  Duration: 66 man months or upto the project period whichever is earlier Service Package # PP/SD/PIU-DAE/IC-02		
9.	Procurement Specialist, PIU-DOF Position: 01(one)  Duration: 66 man months or upto the project period whichever is earlier Service Package # SD DOF/IC-02		
10.	Procurement Specialist, PIU- DLS Position: 01(one)  Duration: 36 man months or upto the project period whichever is earlier Service Package # PS/LS-4		

Project Director, PMU, NATP-2 now invites eligible applicants to express their Interest (EOI) in providing the services. Applicants are advised to provide information indicating that they are qualified to perform the services (complete CV in prescribed form with other details as applicable). The Soft copies of TOR, application form and CV format are available in the websites of MOA: [www.moa.gov.bd](http://www.moa.gov.bd) and BARC: [www.barc.gov.bd](http://www.barc.gov.bd) , DAE: [www.natpdae.gov.bd](http://www.natpdae.gov.bd) , DLS: [www.natpdl.org](http://www.natpdl.org) and DOF: [www.fisheries.gov.bd](http://www.fisheries.gov.bd) . Detailed required academic qualification, experience and scope of work are given in TORs. The soft copy of TOR, application form and CV format may also be obtained from the office mentioned above during office hours on all working days upto 22 January, 2017.


The individual consultants for the above mentioned positions will be selected following the method of Selection of Individual Consultant (SIC) of the World Bank Consultant Guidelines, 2014 and PPR 2008 whichever is applicable as per Project Implementation Manual (PIM) of NATP-2.

Duration of service contract with the successful applicants will be for the period as mentioned against the position mentioned in the above table or upto the project period whichever is earlier. The contract will be renewed every year on satisfactory annual performance of the consultant.

Applicants are requested to submit 01 (one) Expression of Interest (EOI) for all the positions of Manager (Financial Management) and 01 (one) Expression of Interest (EOI) for all the positions of Procurement Specialist giving their preferences in form: D. Expressions of Interest (EOI) one original and 02 (two) hard copies and soft copy must be submitted by the applicants on or before 24 January, 2017 by 1:00 pm in a sealed envelope delivered to the address given above and be clearly marked "Expression of Interest for (name of the position). Only shortlisted candidates will be invited for interview.

Persons who are in service should submit application through proper channel.

The procuring entity reserves the right to accept or reject any or all EOIs without showing any reason whatsoever.

  
12.01.2016  
(Sanat Kumar Saha)

Project Director  
PMU, NATP-2 &  
Joint Secretary (Research)  
Ministry of Agriculture