



Titas Gas Transmission and Distribution Co. Ltd.

Titas Gas Bhaban, 105, Kazi Nazrul Islam Avenue,
Kawran Bazar C/A, Dhaka-1215

Request for Expression of Interest (REoI)

1	Ministry/Division	:	Ministry of Power, Energy & Mineral Resources (MPEMR)/Energy & Mineral Resources Division (EMRD)
2	Agency	:	Bangladesh Oil, Gas & Mineral Corporation (Petrobangla)
3	Procuring Entity Name	:	Titas Gas Transmission & Distribution Company Limited (TGTDCCL)
4	Procuring Entity District	:	Dhaka
5	Expression of Interest for Selection of	:	International Project Management Consulting Firm for the engineering, procurement, field construction, commissioning, supervision, etc. of the "Gas Sector Efficiency Improvement and Carbon Abatement Project".
6	EoI Ref. No.	:	TGTDCCL/GSEICAP-WB/PMC/2024
7	Date	:	29/01/2024
KEY INFORMATION			
8	Procurement Method	:	Quality and Cost Based Selection (QCBS)
FUNDING INFORMATION			
9	Source of Fund	:	International Development Association (IDA) - World Bank (WB) Credit No. 7386-BD, 7387-BD & 7388-BD
PARTICULAR INFORMATION			
10	Project Name	:	Gas Sector Efficiency Improvement and Carbon Abatement Project
11	EoI Closing Date & Time	:	20/02/2024 & 12:00 pm (BST)
INFORMATION FOR APPLICANT			
12	Brief Description of Assignment	:	The Government of Bangladesh has received financing from the IDA to promote the efficient and safe use of gas through the installation of 11 lac Smart Prepaid Gas Meters (SPGMs) for domestic customers in the Metro Dhaka Marketing Division (North), Regional Marketing Division (Mymensingh), and Regional Marketing Division (Gazipur) of Titas Franchise Area (TFA). A detailed description of the Assignment is mentioned in the Terms of Reference (ToR). The ToR and the EoI documents will be available in UN Development Business online, World Bank's external website, www.titasgas.gov.bd , www.petrobangla.org.bd , www.cptu.gov.bd and 02 Bengali & 02 English National Newspaper for national circulation.
13	Experience, Resources, and Delivery Capacity Required	:	The Experience, Resources, and Delivery Capacity Required for the Assignment are mentioned in the ToR.
14	Documents comprising the EoI	:	Consultants are requested to submit at least the following supporting documents in support of the above-mentioned criteria: (a) The Firm's Incorporation/Trade/registration documents from the country of the firm. ; (b) JV agreement/letter of intent (if applicable); (c) Firm's brochure; (d) Audited financial reports for last 3 years; (e) list of the firm's in-house/regular staff with relevant expertise (f) description of the experience of similar assignments (including nature, scope of services, contract amount, name of employer, period of contract (date of contract signing to date of completion) funding agency(s), location /country of service etc.) The attention of interested Consultants is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank Procurement Regulations for IPF Borrowers (Fourth Edition, November 2020) ("Procurement Regulations") setting forth the World Bank's policy on conflict of interest. Consultants may associate with other firms to enhance their qualifications but should indicate clearly whether the association is in the form of a joint venture and/or a sub-consultancy. The qualifications of sub-consultants will not be considered in the EoI evaluation and Shortlisting process. In the case of a joint venture, all the partners in the joint venture shall be jointly and severally liable for the entire contract, if selected, and it is preferable to limit the maximum number of JV partners to 04 (four) including the Lead Firm. In the case of an association (JV or Sub-consultancy), the Consultants must explain in the EoI submission (a) the rationale for forming the association and (b) the anticipated role and relevant qualifications of each member of the Joint Venture and/or of each sub-consultant for carrying out the assignment, to justify the proposed inclusion of the JV members and/or sub-consultants in the association. Failure to provide the above explanation in the Expression of Interest may risk the association not being shortlisted for the assignment. Interested consulting firm/JVs will be required to submit 3 (three) signed copies of EoI – 1 (one) Original and 2 (two) copies in closed envelope marked with "EXPRESSION OF INTEREST (EoI) FOR SELECTION OF INTERNATIONAL PROJECT MANAGEMENT CONSULTING FIRM FOR THE ENGINEERING, PROCUREMENT, FIELD CONSTRUCTION, COMMISSIONING, SUPERVISION ETC. OF THE GAS SECTOR EFFICIENCY IMPROVEMENT AND CARBON ABATEMENT PROJECT" along with soft copy in CD-ROM on all working days (Sunday to Thursday) within office time at the place of receiving EoI before the EoI closing date & time. Any application submitted later than the specific date and time or submitted through e-mail/fax will not be entertained. A Shortlist of firms/JVs will be prepared upon evaluation of EoIs based on the criteria of (a) Management Competence, (b) Technical Competence, and (c) Geographic Competence following the provisions of the PPR-2008 and World Bank's "Procurement Regulations for IPF Borrowers". The Request for Proposal (RFP) Documents will be issued in their favor.
15	Place of receiving the EoI	:	Office of the Project Director, Gas Sector Efficiency Improvement and Carbon Abatement Project. Titas Gas Bhaban (12 th Floor), Titas Gas Transmission and Distribution Co. Ltd, 105, Kazi Nazrul Islam Avenue, Kawran Bazar C/A, Dhaka-1215.
PROCURING ENTITY DETAILS			
16	Name of Official Inviting EoI	:	Engr. Mir Mubarak Hossain
17	Designation of Official Inviting EoI	:	Project Director, Gas Sector Efficiency Improvement and Carbon Abatement Project.
18	Address of Official Inviting EoI	:	Titas Gas Bhaban (12 th Floor), Titas Gas Transmission and Distribution Co. Ltd, 105, Kazi Nazrul Islam Avenue, Kawran Bazar C/A, Dhaka-1215
19	Contact Details of Official Inviting EoI	:	Tel No: 01952277379, E-mail: pd.ipgm.wb@gmail.com

Engr. Mir Mubarak Hossain
Project Director

Gas Sector Efficiency Improvement and Carbon Abatement Project
Titas Gas Transmission and Distribution Co. Ltd.

Terms of Reference (ToR)

for

Selection of Consulting Services for Project Management Consultant (Firm)

(Package no.)

Gas Sector Efficiency Improvement & Carbon Abatement Project

[Installation of Smart Prepaid Gas Meter for TGTDC]

Supported by:

The World Bank

Implemented by: Titas Gas Transmission & Distribution Company Limited (TGTDC)

January 2024

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Annexure

Annexure-1: Location of the project area

SECTION A: GENERAL INFORMATION

1. Project Introduction

Natural gas has been playing a vital role in the rapid economic development of Bangladesh and is a major primary energy source accounting for over 60% of the total primary energy supply in the country. While the high growth trajectory in demand for energy will continue as the economy grows, indigenous gas production peaked in 2017 and is decreasing. To fill the supply gap, Bangladesh began importing liquefied natural gas (LNG) in 2018, and its share in the total gas supply increased from 11% in 2019 to 19% in 2020, which makes the country increasingly vulnerable to the volatility of international gas prices. The increased share of costly imported LNG is also worsening the financial performance of gas sector entities and increasing the energy costs for energy-intensive industrial customers.

Wasteful use of natural gas is prevalent among residential customers in Bangladesh who consume about 13 percent of the natural gas demand. While all other customer categories are connected to gas meters, most residential customers use non-metered gas. Non-metered residential customers pay a fixed amount per month regardless of the gas quantity they use. Since they do not pay for every unit of gas, they tend to use gas inappropriately without limit, nor do they consider using gas more efficiently. Following the Government of Bangladesh's target to connect all residential customers with prepaid gas meters, each of the six gas distribution companies in Bangladesh embarked on programs to connect the remaining residential customers to smart prepaid gas meters (SPGMs) in accordance with the government's standard technical specifications. Of nearly 4.3 million residential gas customers nationwide, less than 500,000 are connected to prepaid meters as of June 2022.

Titas Gas Transmission and Distribution Company Limited (TGTDC) is the largest gas distribution company in Bangladesh and undertook the installation of prepaid gas metering (web-based) system project funded by the Japan International Cooperation Agency (JICA). TGTDC has taken up this project to counteract gas wastage by reducing system loss and helping in the efficient use of gas. The total non-metered domestic connections in the Titas Franchise Area (TFA) is around 2.6 million. At present, there are around 4 lac prepaid gas meters in use in the TFA. TGTDC intends to install 11 lac SPGMs ('pay-as-you-go' meters) in prepayment mode wherein, customers can top up their meters online, via cellphone or text message, point of sales (POS), or even with a smartphone app. The prepayment metering system will have a secure smart data network to collect gas meter data and provide it to TGTDC's System Master Station/Data Center.

TGTDC has applied for a loan from the World Bank (WB) for the Gas Sector Efficiency Improvement and Carbon Abatement Project (the Project). Building on the previous project funded by JICA, the Project will help promote efficient and safe use of gas in TFA. The scope of the Project includes the following components:

- (i) Supply, installation, and commissioning of at least 11,00,000 SPGMs;
- (ii) Supply, installation, and commissioning of Meter Testing and Calibration Bench (MTCB); and
- (iii) Training for operation and maintenance staff and capacity building of TGTDC staff.

The SPGMs shall be EN ISO/IEC conformance or equivalent with accuracies traceable to international standards. The Project will be guided by the Laws of Bangladesh.

2. Project Location

This project will be implemented in the Metro Dhaka Marketing Division (North), Regional Marketing Division (Mymensingh) and Regional Marketing Division (Gazipur) of TFA.

Location of the project area is given in Annexure-1.

3. Project implementation and management

The Project Management Unit (PMU) of TGTDCCL is responsible for implementing the project activities as per operational manual of the project. The PMC firm will work in collaboration with PMU-TGTDCCL to support in the implementation of relevant activities of the project as mentioned in the [section-B](#).

SECTION B: TECHNICAL INFORMATION

1. Objective of the assignment

TGTDCL intends to employ a firm as Project Management Consultant (the Consultant) to assist the Project Implementation Unit (PIU) of TGTDCL in managing the implementation of the Project, strengthen the technical and management capacities of the PIU, and thus the TGTDCL staff, and ensuring that the project activities are undertaken in compliance with all requirements including WB's environment and social safeguard policies, financing agreement between WB and the government of Bangladesh, and applicable laws and regulations in Bangladesh.

The Consultant will also assist TGTDCL in taking advantage of new functions and capabilities of advanced metering infrastructure employed by gas and power utilities across the world to achieve the following objectives:

- (i) A more accurate and timely billing, fewer customer disputes, and improvements in operational efficiencies;
- (ii) Lower capital expenditures and customer bill savings resulting from reduced peak demand and improvements in asset utilization and maintenance;
- (iii) Configurable time- of-use tariffs;
- (iv) Lower outage costs and fewer inconveniences for customers from faster outage restoration and more precise dispatching of repair crews to the locations where they are needed; and
- (v) Operations and maintenance (O&M) cost savings.

2. Duration of the Assignment

The duration of the assignment will be 54 (Fifty-Four) months.

3. Scope of Consulting Services

The Services to be provided by the Consultant will include, but not be limited to, (i) review of all related study reports, bid documents, project reports and the contractor's documentation, (ii) assistance in bidding including preparation of bid documents and bid evaluation, and (iii) project management for the detailed engineering, procurement, field construction, commissioning, all as necessary and appropriate for successful implementation and completion of the Project.

The Consultant will keep TGTDCL fully informed on all matters relating to the Services and the Project at all times during the period of the Service. This can be done through oral communication and will be confirmed by the submission of letters, monthly correspondence, weekly correspondence, and other reports in writing, all as appropriate for the purpose. The Consultant shall carry out the following Services at each stage of the Project:

A. Pre-Installation Stage

- (i) Project management support;
- (ii) Review and updating of data/information of existing studies;
- (iii) Pre-survey to assess the level of awareness and understanding of residential customers on safe and efficient use of domestic gas appliances and SPGMs;
- (iv) Site survey to finalize the customers for SPGM Installation;
- (v) Basic design and engineering;
- (vi) Cost estimate based on the basis of site survey results;

- (vii) Procurement assistance including preparation of bid documents, bid evaluation, awarding of contract, and operations and maintenance service agreement; and
- (viii) Institutional capacity development of TGTDCCL.

B. Installation Stage

- (i) Project management support;
- (ii) Supervision for detailed design engineering, procurement, installation, commissioning and testing;
- (iii) Supervision of the planning and implementation of TGTDCCL's Communication and Awareness Plan for the project, including the efficient and safe use of gas by residential customers;
- (iv) Designing an optimum business model to outsource SPGM operation and maintenance work including preparation of the required bid document; and
- (v) Institutional capacity development of TGTDCCL (monitoring of training and technology transfer to TGTDCCL personnel/operation team by the contractor).

C. Post-Installation Stage

- (i) Inspection, assisting, and advising TGTDCCL to issue a work completion report to the contractor(s) for effective and efficient completion of the Project and preparation of all reports including the Project Completion Report;
- (ii) Post-survey to assess whether awareness of residential customers on safe and efficient use of gas has been enhanced compared with the baseline and measurement of the average monthly gas consumption per customer; and
- (iii) Any other work as required for effective and efficient completion of the Project.

4. Detailed Tasks

The detailed tasks of the Consultants at each stage of the Project are as below:

A. Pre-installation Stage

- (i) Project management support
 - Prepare an overall project implementation program to achieve successful installation, commissioning and operation of the Project. This program has to clearly identify actions with time schedule and funding requirements of all components and concerned parties. It will be the basis of the project implementation and reviewed and revised at the end of the basic design stage.
 - Develop a project management system and a project management plan for the pre-installation stage, taking the following into consideration:
 - Identification of responsibility and authority of the Employer, concerned agencies/parties, and PIU;
 - Decision making process;
 - Coordination among the concerned agencies/parties;
 - Communication/ information dissemination; and
 - Monitoring and reporting.
- (ii) Review and updating of data/information of existing studies

- Carefully review previous studies and documents of similar prepaid gas metering system projects including all data and information related to the Project such as conceptual study results, project implementation schedule, and preliminary cost estimation. The Consultant shall obtain from TGTDCCL all the latest data and information necessary for basic engineering.
- (iii) Site survey
- Conduct project site and customer surveys with TGTDCCL including the following activities to finalize the customers to be equipped with SPGMs for full-scale installation, and the installation sites and conditions for Web system along with the grievance management centers:
 - Examine the cases where gas is supplied to multiple kitchens from a single riser through site surveys and discussions with TGTDCCL, and propose appropriate installation method for such cases by mutual consent of TGTDCCL and customers;
 - Select the installation site for before-after analysis of actual gas consumption from the customer data in TFA; and
 - Finalize the sites and conditions for the installation of SPGMs and POS with the consent of TGTDCCL.
- (iv) Basic design and engineering
- Carry out the following basic engineering work and provide the results for incorporation in the bid and contract documents.
 - Basic design for the Project including, but not limited to (a) conditions for gas service line (customer side) and distribution pipeline, (b) conditions for header, riser, lock wing valves, regulators, bush (insulator), etc. of service gas line, (c) service line replacement, modification, removal etc., (d) type of SPGM, (e) installation method of SPGM and tamper, weather/shelter protection, (f) reliability, availability, maintenance ability and safety; and (g) authorized constructor skills, piping design rules, etc. for piping works.
 - Basic design and engineering for MTCB and recharging points (such as online, Bkash, etc.). The design shall include, but not limited to, the following:
 - Considering the category and total number of customers (domestic, commercial, industrial, CNG, captive power, etc.) as per the requirements of PIU;
 - Considering the technical specifications of SPGM-and MTCB;
 - Conditions of project sites i.e., customer premises.
- (v) Cost estimation
- Based on the basic design, prepare a preliminary cost estimate of the Project. In case any cost increase is observed due to unexpected reasons, compare it with the estimated project cost, and prepare an alternative proposal.
- (vi) Procurement assistance
- Based on the basic design and cost estimation, review and propose the bidding package to attract international contractors/suppliers for competition and shall be based on TGTDCCL comments as well as in consideration of the following phases for successful implementation of the Project:
 - Detailed design and procurement;

- Installation of SPGMs and Recharging Points (such as online, Bkash, etc.), and MTCB;
- Commissioning, integration, testing and functional guarantee; and
- Operational acceptance
- Prepare, qualification criteria including, but not limited to, eligibility, joint venture, general experience, specific experience, financial capability, organizational capacity, and others with the consent of TGTDCCL;
- Prepare bid documents for supply, installation and commissioning of Recharging Points (such as online, Bkash, etc), and MTCB with reference to the applicable WB Standard Bidding Documents;
- Assist TGTDCCL for the pre-bid conference that will be held at TGTDCCL Head office at least one month before the bid closing date, and in replying to bidders' questions and in issuing addenda to bid documents.
- Assist TGTDCCL in the bidding process based on the qualification and evaluation criteria. Consultant's activities shall include, but not be limited to, the following:
 - Assist TGTDCCL in replying to bidders' questions and in issuing addenda to bid documents;
 - Examine and evaluate the technical bids received (on qualification and technical aspects) in accordance with the WB guidelines and TGTDCCL's approved criteria;
 - Prepare a draft evaluation report of TGTDCCL and assist TGTDCCL in selecting technically responsive bidders;
 - Evaluate and tabulate contents of all bids for compliance with the bid documents, reasonableness of price, and proposed time for completion of the work in accordance with WB's applicable guidelines or as required by TGTDCCL. If the reasonableness of the bidder's proposal, especially on the proposed price and/or time of the work is found substantially lower than the previously estimated cost or time, the Consultant shall duly investigate the responsiveness of the bidder;
 - Prepare a final evaluation report and recommend for award of contract taking into consideration the comments of TGTDCCL on the draft evaluation report;
 - Prepare a draft contract to be issued by TGTDCCL to the successful bidder; and
 - In the case of differences of opinion between TGTDCCL and the Consultant on any important matters concerning the evaluation results, a final evaluation report must clearly state those differences.
- After TGTDCCL's approval and review and concurrence from TGTDCCL Authority on the results of the bid evaluation, the Consultant shall assist in contract negotiation with the awarded bidder. The Consultant shall ensure that the contract documents duly incorporate the provisions for the right of TGTDCCL to terminate the contract, and clearly define the conditions for the termination of the contract. Upon the results of bid evaluation, and contract documents, the Consultant shall assist TGTDCCL to issue the Notice to Proceed according to the condition of the contract.

- (vii) Prepare Project Operational Manual
 - Draft a project operational manual for consideration by TGTDCCL highlighting all aspects of project implementation including project components, cost estimates and financing plan, implementation schedule and arrangements, procurement and disbursement, financial management, accounting and reporting, and environment and social management.
- (viii) Institutional development
 - Taking into account the overall project implementation plan, the Consultant shall advise TGTDCCL for the assignment of their staff required for institutional capacity development of TGTDCCL in project implementation as well as operation and maintenance.

B. Installation Stage

- (i) Project management support
 - Provide project management support at all levels including periodic review of budget estimates and administration of project cash flows.
 - Establish a project management system for the installation stage, acceptable to TGTDCCL, which will be used to monitor, track and pinpoint problems. The tasks involved will include, but not be limited to, the following:
 - Establish the overall project construction schedule, budget, and cash disbursement schedule for both foreign and local portions;
 - Establish and implement a project management system and procedures to monitor and control the cost and time schedule to enable timely corrective measures;
 - Support, co-coordinate, supervise, and make decisions and issue instructions for all design and engineering related to all installation activities to TGTDCCL ensuring the engineering standards, quality assurance, and safety of the Project;
 - Set up a quality reporting system of project progress and status to TGTDCCL;
 - Manage claims by and against the contractor properly and reasonably within a reasonable time considering the best interest of TGTDCCL;
 - Identify potential difficulties or conflicts and their effect on the implementation schedule, and recommend steps to be taken by the contractor(s) and/or TGTDCCL to overcome the difficulties and avoid delays;
 - Prepare and/or evaluate recommendations to TGTDCCL regarding any change proposals, technical amendments, and changes in the scope of work, if any, the appropriateness of their pricing, and if agreed by TGTDCCL the timely issuance to the Contractor(s) of change order(s), as per the conditions of the supply and installation contract(s); and
 - Prepare the required reports including a project interim report, and quality progress reports, and maintain all relevant project records.
- (ii) Assessment of existing distribution networks.
 - Assess the existing distribution networks close to customer premises, service lines, and internal house lines; prepare a design for appropriate adjustment of existing layout for efficient

- space management; and assist TGTDCCL with customer management required for the installation of pre-paid meters, etc.
- (iii) Supervision for detailed design engineering, procurement, installation, commissioning and testing
- Supervise detailed design engineering work of the contractor(s) by the following tasks:
 - Monitor the progress of detailed design and engineering works;
 - Check and review the detailed engineering designs, specifications, shop drawings of the works, procurement and engineering plans, schedules, training, procedures, and the like; and
 - Ensure that all the detailed design objectives, such as including quality and safety control design sheet, etc., site installation design and system development plan, etc., are met in accordance with the requirements of the contract(s).
 - Supervise activities for procurement of meters, equipment, materials, hardware, etc. by the following tasks:
 - Vendor check, approval, and monitoring
 - Check and review the contractor(s)' proposed vendor list(s) for all goods, equipment, hardware, and bulk materials. Make a recommendation to TGTDCCL regarding acceptance or rejection of the contractor(s)' proposal;
 - Monitor the status to ensure that the contractor(s) employ only the approved suppliers, vendors, and subcontractors with detailed installation plans and O&M support structure;
 - Evaluate and comment on the sample system demonstration, software and hardware, samples of material, and equipment proposed by the contractor(s); and
 - Monitor the contractor(s)' procurement and delivery schedules for major or critical equipment and materials.
 - Acceptance audit, inspection, testing and delivery control during manufacturing
 - Monitor and supervise the quality assurance program prepared by the contractor(s);
 - Regularly review production and delivery schedule submitted by the contractor(s);
 - Check and approve factory testing procedures and factory test results submitted by the contractor(s);
 - Monitor manufacturing progress by testing regular inspections to ensure compliance with contract documents;
 - Supervise shop test and site test to be conducted according to the specifications on behalf of TGTDCCL for major and critical equipment;
 - Witness factory test and site demonstration test and preparation of corresponding certificates (test items to be witnessed are to be agreed between TGTDCCL and the contractor(s));
 - Check and review inspection report of all routine test submitted by the contractor(s); and

- Ensure that all goods received on site are inspected by the Consultant as necessary to monitor the compliance with the standards and specifications.
- Supervision of installation
 - Examine, accept, or suggest modification to the contractor(s)' alternative proposals, if any;
 - Manage effectively all project interfaces;
 - ensure proper submission of documents to be delivered by the contractor(s);
 - Monitor and verify the quality of the contractor(s)' work to ensure that all works will fit to the purpose of the Project;
 - Review suitability of the contractor(s)' key and supervisory personnel;
 - Issue all necessary instructions to the contractor(s) to ensure that the works are carried out in conformance with the applicable regulations and the requirements of the contract(s);
 - Anticipate and identify potential difficulties or conflicts and their effect on the implementation schedule, and recommend steps to be taken by the contractor(s) and/or TGTDCCL to overcome the difficulties and avoid delays
 - Prepare and maintain an up-to-date progress schedule of the major work items showing the expected date of completion, which can readily be used for discussion with the contractor(s);
 - Prepare change orders for TGTDCCL to issue to the contractor(s) and prepare cost estimates thereof. Review and negotiate the cost proposal of the contractor(s) as necessary, and make recommendations to TGTDCCL regarding approval;
 - Review, verify the contractor(s)' invoices, and make recommendations regarding the issuance of the certification of the contractor(s) progress payment claims;
 - Assess the amount of penalties and liquidated damages caused by the delay of progress of work, if any, and prepare recommendations to TGTDCCL for taking necessary action;
 - Maintain records of all measurements made of the works quantities as may be necessary for payment to the contractor(s). Maintain records of the results of all tests made on materials and equipment used in the works;
 - Make recommendations regarding issuance of certificates to the contractor(s);
 - Monitor contractor(s)' compliance with safety regulations and labor regulations and advise TGTDCCL of any violations or accidents;
 - Attend various meetings with TGTDCCL, the relevant authorities, and/or the contractor(s) and advise TGTDCCL as necessary and appropriate; and
 - Check and review as-built drawings to be submitted by the contractor(s) and make a recommendation to TGTDCCL regarding acceptance.

- Supervision of commissioning and testing
 - Monitor and verify that all pre-commissioning activities carried out by the contractor(s) in compliance with safety and environmental requirements, schedules, and procedures;
 - Check and review the contractor(s)' planning and procedures for the commissioning, start-up, and test runs of the Project;
 - Witness and verify the commissioning and start-up activities of the Project; and
 - Verify completion of all items on the contractor(s)' checklists for any defects or rectifications, and make recommendations to TGTDCCL regarding the issue of completion certificates, as and when appropriate.
- (iv) Public awareness campaigns
- The Consultant shall assist TGTDCCL to plan and implement the Communication and Awareness Plan for the project, and build awareness of residential customers on safe and efficient use of gas by undertaking the following tasks:
 - Check and review the Communication and Awareness Plan proposed by the contractor(s);
 - Assist TGTDCCL to finalize the Communication and Awareness Plan;
 - Monitor the execution of Communication and Awareness Plan and ensure its effectiveness; and
 - Propose Communication and Awareness Campaign for the nationwide expansion of PGM system in the future.
- (v) Institutional Development
- Provide training and team building work to the relevant operations staff of TGTDCCL for technology transfer.
 - Verify and monitor the training programs to TGTDCCL's O&M team provided by the contractor(s), and ensure that TGTDCCL will be capable to operate and maintain the entire project works after taking over by undertaking the following activities:
 - Assist TGTDCCL to define the required skills and experiences for the operation and maintenance of SPGMs team and meter calibration team;
 - Check and review the contractor(s)' plan for technology transfer to TGTDCCL operation team, based on the defined skills and experiences. Revise the definition of the skills and experiences in consultation with TGTDCCL, in accordance with the actual implementation status and situation; and
 - Monitor and ensure the technology required for operation and maintenance is duly transferred to TGTDCCL during the project implementation.
- (vi) Capacity Building through Overseas Training
- In close consultation with TGTDCCL, organize and implement a capacity-building program on high-level technologies related to SPGMs or other technologies identified by TGTDCCL.

C. Post-installation Stage

- (i) Final acceptance
- Defects liability period
 - Inspect and report on the contractor(s)' performance during the Defects Liability Period, one year for the system after the handing over. The Defect Liability Period will start from the date specified in the corresponding contract(s).
 - Final taking over
 - Upon completion of defects liability period for the entire system, advise TGTDCCL to issue the Final Taking Over Certificate(s) according to the stipulation of the contract(s).
 - Project completion report
 - Within 6 months after the commencement of commercial operation of the entire project, prepare and submit the Project Completion Report to TGTDCCL.

5. Key Deliverables

The reports and deliverables to be prepared and submitted to TGTDCCL by the Consultant include, but not be limited to, the following:

Sl no.	Type of Reports and deliverables	Timeline (Tentative timeline to be finalized after negotiation)
i)	Inception report (including schedule);	45 (Forty-five) days from the date of the signing of the contract.
ii)	Engineering report (including basic design report);	3 (Three) months from the date of the signing of the contract.
iii)	Installation schedule and cost estimates;	3 (Three) months from the date of the signing of the contract.
iv)	Draft bid documents including evaluation and qualification criteria;	5 (Five) months from the date of the signing of the contract.
v)	Draft bid evaluation reports;	1 (One) month after the bid opening.
vi)	Monthly progress reports;	1 st week of the following month.
vii)	Quarterly progress reports; and	1 st week of the following quarter.
viii)	Final report along with draft Project completion report.	2 (Two) months after the project completion.

All reports and deliverables shall be one (1) original with the signature of the Team Leader and two (2) copies and softcopy in English in PDF format. The timing of submission will be decided and notified to the Consultant by TGTDCCL.

6. Qualification Requirements

6.1 Qualification of the Firm

The consulting services will be carried out by an international consulting firm/joint venture (JV) associated with national consultants. The consulting firm/JV shall have at least five (05) years

of experience in consultancy services in project management, procurement assistance, engineering, and supervision of construction. The consulting firm or one of the JV partners should have completed at least one (1) contract having a contract value of USD 0.5 million or more in the relevant field in the past ten (10) years, i.e., consultancy service for the establishment of pre-paid gas metering system or pre-paid utility (water, electricity, etc.) metering system. Previous experience with multilateral development banks/partners is advantageous. In addition, it is highly desirable to possess prior experience in similar geographical conditions, like Bangladesh. Furthermore, the establishment of a permanent local presence is preferred.

The consulting firm/JV shall have staff with appropriate experience and expertise in the areas and fields outlined in the terms of reference, particularly in the prepaid customer management system, central call center integration, and integration to recharging points (such as online, Bkash, etc.). In addition, the consulting firm or one of the JV partners shall have an ISO 9001:2015 certification with audit report.

6.2 Qualification of Key Experts

The Consultant will ensure the availability of the key experts shown in Table 1 during the entire project implementation period. As the team composition set out in Table 1 is for guidance only, the Consultant may propose alternative arrangements, which in their opinion will provide the equivalent services with desired quality, while ensuring that the input of any individual member of the international consultants is not less than indicated.

Table 1: Key Experts Setup

Position		Person-Months
International Consultant	Team Leader (Gas Metering Specialist)	20.0
	Subtotal (International) (A)	20.0
National Consultants	Deputy Team Leader (Gas Metering Specialist)	34.0
	Network/Hardware Specialist	6.0
	Web System & Software Specialist	12.0
	Procurement Specialist	12.0
Subtotal (National) (B)		64.0
Total (A) + (B)		84.0

N.B.: Parallel to the Key Experts, there are Non-Key Experts, which include 8 Site Engineers of 288.0 person-months, 1 Manager of 54.0 person-months, 2 Computer Operators of 108.0 person-months, and 2 Office Assistants of 108.0 person-months.

6.2.1 Task Assignment and Qualification

The position-based tasks/responsibilities of the team members and their qualification requirements are in Table 2.

Table 2: Tasks/Responsibilities and Qualification

Position	Task Assignment	Qualification
International Consultant		
Team Leader (Gas Metering Specialist)	Working closely in collaboration with, and reporting to the Project Implementation Unit (PIU), the expert will be responsible for the overall management, coordination, and reporting of the consulting services, for the efficient and effective delivery of the services to meet the defined objectives, and for liaison with TGTDCCL for project	- A bachelor's degree in engineering, or other relevant field. A postgraduate degree in the relevant field, or chartered engineer, or professional engineer with internationally recognized professional body is advantageous.

Position	Task Assignment	Qualification
	<p>matters. The expert will also be expected to apply significant international experience to guiding and supporting all technical and social aspects of the assistance of the consulting firm. Specifically, the expert will:</p> <ul style="list-style-type: none"> - Lead, coordinate & manage the technical, and managerial activities of the team; - Provide overall management and supervision of the consultant staff, quality assurance of all consultant outputs and coordinate closely with PIU, advise and support them on all aspects of the implementation; - Assist PIU in planning, preparation, bidding and implementation of all project works. - Support PIU to ensure that all requirements related to the implementation are effectively met; - Support PIU in project reporting to PD, and be directly responsible for reporting on the progress of the consulting services regarding project activities; - Support PIU in achieving the project objectives, including problem-solving and responding to unexpected events or developments that may impact on project implementation; - Advise and assist PIU to collect system errors, test and evaluate all system procedures in each project site; - Advise and assist PIU to enhance their capacity and knowledge by using the system tool in gas saving consumption analysis skill transferring; - Assist TGTDCCL in fulfilling their responsibilities for engineering, construction, training, monitoring for full-scale installation and O&M work, evaluation of quality and commissioning of SPGMs; - Evaluate the existing training program and suggest to PIU a training program for the key human resource development needs in local training and field visit for improved customer database management and system O&M management under the Project; - Together with PIU, supervise all construction and O&M works through frequent site inspection, checking of their outputs and compliance with contract terms, measurement, and site demonstration and testing; - Advise PIU on actions to address problems arising in the system, to 	<ul style="list-style-type: none"> - A minimum fifteen (15) years of working experience, of which five (5) years of field-level experience in gas metering or power & energy sectors. - A minimum of two (2) years working experience in similar geographical condition like Bangladesh. - A minimum two (2) years of working experience as a Team Leader or Deputy Team Leader in any project. - A minimum two (2) years of working experience in serving in international project. - A minimum one (1) year working experience with multilateral development banks/partners. - Knowledge and experience in current international best practices for prepaid meter system solution, especially for safety protection solution and human interface. - Fluency in oral and written English is essential.

Position	Task Assignment	Qualification
	<p>monitor and report on the physical and financial progress;</p> <ul style="list-style-type: none"> - Assist PIU in implementing and O&M plan, resolving issues (if any) between the contractor and PIU for prepaid metering system; and - Conduct site visit and assist PIU in supervising the implementation of the Project and provide guidance to the contractor(s) to conform to the specifications; - Identify any problem during the implementation stage of the contract(s), propose remedial actions and promptly report any outstanding issues to PIU; - Advise PIU on any contractual or technical disputes between contractor(s) and TGTDCCL during the implementation phase; - Assess the operational soundness of gas distribution networks and installation of SGPMs; - Identify potential hazards in the system and suggest ways and means to eliminate these; - Examine the codes, standards, and practices followed in international as well as in Bangladesh and suggest updates thereto with respect to design, materials, construction, operation and maintenance of gas systems, focusing on carbon abatement, system loss and energy conservation scenario; - Suggest ways and means to be included as built-in mechanism in the sales contracts to safeguard customer's rights on the one hand and TGTDCCL's interests on the other, as in developed countries; - Examine the existing gas metering installations serving both gas intake and delivery measurements at different locations and suggest improvements; - Assess the impact of presently non-metered residential customer's sector on the overall system loss and suggest improvements; - Recommend measures for building customer awareness against wastage of gas and loss of public revenue; - Any other tasks requested by PIU related to the Project. 	
National Consultants		
Deputy Team Leader (Gas Metering System Specialist)	Working closely and in collaboration with PIU under the Team Leader, the expert will be responsible for the overall management, coordination, and reporting of the consulting services, for the efficient and effective delivery of the	- A bachelor's degree in engineering, or other relevant field. A postgraduate degree in the relevant field, or chartered engineer, or professional engineer with internationally

Position	Task Assignment	Qualification
	<p>services to meet the defined objectives, and for liaison with TGTDCI for project matters. The expert will also be expected to apply experience to guiding and supporting all technical and social aspects of the assistance of the consulting firm. Specifically, the expert will:</p> <ul style="list-style-type: none"> - Assist the Team Leader or act as a Team Leader in the absence of the Team Leader; - Coordinate & manage the technical, and managerial activities of the team; - Provide overall management and supervision of the consultant staff, quality assurance of all consultant outputs and coordinate closely with PIU, advise and support them on all aspects of the implementation; - Assist PIU in planning, preparation, bidding, and implementation of all project works; - Support PIU to ensure that all requirements related to the implementation are effectively met; - Support PIU in project reporting to PD, and be directly responsible for reporting on the progress of the consulting services regarding project activities; - Support PIU in achieving the project objectives, including problem-solving and responding to unexpected events or developments that may impact on project implementation; - Advise and assist PIU to collect system errors, test and evaluate all system procedures in each project site; - Advise and assist PIU to enhance their capacity and knowledge by using the system tool in gas saving consumption analysis skill transferring; - Assist TGTDCI in fulfilling their responsibilities for engineering, construction, training, monitoring for full-scale installation and O&M work, evaluation of quality and commissioning of SPGMs; - Evaluate the existing training program and suggest to PIU a training program for the key human resource development needs in local training and field visit for improved customer database management and system O&M management under the Project; - Together with PIU, supervise all construction and O&M works through frequent site inspection, checking of their outputs and compliance with 	<p>recognized professional body is advantageous.</p> <ul style="list-style-type: none"> - A minimum ten (10) years of working experience, of which five (5) years of field-level experience in gas metering or power & energy sectors. - Experience as a Team Leader or Deputy Team Leader in any project is advantageous. - Experience in serving in international project is advantageous. - Experience in serving with multilateral development banks/partners is advantageous. - Knowledge and experience in current international best practices for prepaid meter system solution, especially for safety protection solution and human interface. - Fluency in oral and written English is essential.

Position	Task Assignment	Qualification
	<p>contract terms, measurement, and site demonstration and testing;</p> <ul style="list-style-type: none"> - Advise PIU on actions to address problems arising in the system, to monitor and report on the physical and financial progress; - Assist PIU in implementing and O&M plan, resolving issues (if any) between the contractor and PIU for prepaid metering system; and - Conduct site visit and assist PIU in supervising the implementation of the Project and provide guidance to the contractor(s) to conform to the specifications; - Identify any problem during the implementation stage of the contract(s), propose remedial actions and promptly report any outstanding issues to PIU; - Advise PIU on any contractual or technical disputes between contractor(s) and TGTDCCL during the implementation phase; - Assess the operational soundness of gas distribution networks and installation of SGPMs; - Identify potential hazards in the system and suggest ways and means to eliminate these; - Examine the codes, standards, and practices followed internationally as well as in Bangladesh and suggest updates thereto with respect to design, materials, construction, operation and maintenance of gas systems, focusing on carbon abatement, system loss and energy conservation scenario; - Suggest ways and means to be included as built-in mechanism in the sales contracts to safeguard customer's rights on the one hand and TGTDCCL's interests on the other, as in developed countries; - Examine the existing gas metering installations serving both gas intake and delivery measurements at different locations and suggest improvements; - Assess the impact of presently non-metered residential customer's sector on the overall system loss and suggest improvements; - Recommend measures for building customer awareness against wastage of gas and loss of public revenue; - Assist the team leader of the consultant team in carrying out their assigned activities; and 	

Position	Task Assignment	Qualification
Network/Hardware Specialist	<ul style="list-style-type: none"> - Any other tasks requested by PIU and assigned by Team Leader related to the Project. - Under the direction of the Team Leader and in collaboration with other members of the consultant team, all necessary networking/hardware and related electrical work; - Support PIU in the preparation, supervision, progress monitoring of the Project, reporting of the project progress, and solutions of issues; - Coordinate with PIU, supervise all construction and O&M works through frequent site inspection, checking of their outputs and compliance with contract terms, measurement, site demonstration and testing; - Assist the team leader of the consultant team in carrying out their assigned activities; - Assist PIU in planning, preparation, implementation and training of all project works; - Assist PIU on actions to address problems arising in UWS; - Any other tasks assigned by the Team Leader and or PIU. 	<ul style="list-style-type: none"> - A bachelor's degree in computer science/electrical and electronics engineering or other relevant field. A postgraduate degree is advantageous. - A minimum ten (10) years of working experience of which two (2) years are as network specialist in planning, design, construction, maintenance, and operations. - Expert in trouble shooting, maintaining network/hardware/software including firewall, router/switches, LAN/WAN and network security for overall networks and wireless communication and protocol. - Knowledge and experience in trouble shooting, maintaining network/hardware/software including firewall, router/switches, LAN/WAN and network security for overall networks and wireless communication & protocol; - Knowledge and experience in DC/DRC, cloud services design, installation, operation and maintenance is preferred. - CCNA certified and knowledge in latest security issue is advantageous. - Fluency in oral and written English is essential.
Web System & Software Specialist	<ul style="list-style-type: none"> - Under the direction of the Team Leader and in collaboration with other members of the consultant team, provide PIU in planning, design, bidding and procurement of data center, DRC cloud services and UWS application; - Support PIU in the preparation, supervision, progress monitoring of the project, reporting of the project progress, and the solution of issues specifically UWS; - Coordinate with PIU, supervise all construction and O&M works through frequent site inspection, checking of their outputs and compliance with contract terms, measurement, site demonstration and testing; - Assist Team Leader of the consultant team in carrying out their assigned activities; - Assist PIU in planning, preparation and implementation of all project works; 	<ul style="list-style-type: none"> - A bachelor's degree in computer science/electrical/electronics engineering/information technology or other relevant field. A postgraduate degree is advantageous. - A minimum ten (10) years of relevant working experience in planning, design, construction, maintenance, and operation of similar infrastructure including minimum three (3) years of experience in web system development projects. - Knowledge and experience in (i) current international best practices for prepaid meter system solution, especially for safety protection solution and human interface, (ii) trouble shooting, maintaining network/hardware/software including firewall,

Position	Task Assignment	Qualification
	<ul style="list-style-type: none"> - Any other jobs assigned by Team Leader or PIU. 	<ul style="list-style-type: none"> router/switches, LAN/WAN and network security for overall networks and wireless communication & protocol, and (iv) C++, Java, HTML, MySQL/Oracle. - CCNA certified and knowledge in the latest security issues is advantageous. - Fluency in oral and written English is essential.
Procurement Specialist	<p>Under the direction of the Team Leader and in collaboration with other members of the consultant team, the expert will support PIU in all aspects of procurement and contract management of works and goods under the Project. Specifically, the expert will:</p> <ul style="list-style-type: none"> - Review the procurement plan of the Project, procurement thresholds, procurement methods, and approval requirements (prior or post) in connection with procurement of goods and services under the Project as an advisor for PIU on its application; - Support and advise PIU in preparing, monitoring, and reporting on their procurement plans for works and spare goods, and in resolving any significant problems and issues arising; - Liaise with PIU to support the contract(s), including preparation of specification and bid documents, bidding, and contract award; - Assist and provide advisory support to PIU in the preparation of bid and contract documents and evaluation process, contract award, contract management and administration, all in accordance WB procurement policy and regulations; - Advise PIU in resolving any significant issues and problems that arise in procurement and contract management; - Any other tasks assigned by the Team Leader or PIU. 	<ul style="list-style-type: none"> - A bachelor's degree in engineering, business administration, economics or other relevant field. A postgraduate degree is advantageous. - A minimum ten (10) years of work experience, of which three (3) years of experience are directly to the relevant tasks of procurement planning, bidding, and contract management and administration. - Experience in serving in international project is advantageous. - Experience in serving with multilateral development banks/partners is advantageous. - Procurement specialization/certification from any reputed institution is advantageous. - Thorough understanding of WB procurement policy & regulations and public procurement rules of Bangladesh is advantageous. - Fluency in oral and written English is essential.

CCNA = Cisco Certified Network Associate, HTML = Hypertext Markup Language, O&M = operation and maintenance, PD = Project Director, PIU = Project Implementation Unit, SPGM = smart prepaid gas meter, TGTDCCL = Titas Gas Transmission and Distribution Company Limited, UWS = unified web system

7. Support to be provided by TGTDCCL

TGTDCCL will be responsible for the provision of the following support services:

- (i) Provision of the latest customer data required for the installation of SPGM;

- (ii) Notice of the installation of SPGM to each customer;
- (iii) Obtaining the consent from each customer for the installation of SPGM;
- (iv) Provision of company rules and/or standards to be reviewed for the installation of SPGM; and
- (v) Cooperation to the establishment of new customer data required for the UWS.

Expression of Interest Forms

CONTENTS

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 6. Form (6) Management Competence

Expression of Interest

[Letter head paper of the Applicant including full postal address, telephone no., and fax no.]

Date:.....

To:

**Project Director
Gas Sector Efficiency Improvement & Carbon Abatement Project
[Installation of Smart Prepaid Gas Meter for TGTDC]**
Titas Gas Bhaban (12th Floor)
105, Kazi Nazrul Islam Avenue,
Kawran Bazar C/A, Dhaka-1215

Sir,

1. Being duly authorized to represent and act on behalf of..... here in after referred to as “the Applicant”, and having reviewed and fully understood all of the information provided in the Notice Inviting Expression of Interest, the undersigned hereby expresses its interest in and applies to be short-listed by your selves as a submitter of proposal for consultancy services for Project Director, Gas Sector Efficiency Improvement & Carbon Abatement Project [Installation of Smart Prepaid Gas Meter for TGTDC] in Bangladesh.
2. Attached to this Expression of Interest are copies of original documents defining:
 - (a) the Applicant's legal status; and
 - (b) the place of incorporation/ organization/ institution (for applicants who are firms), or the place of registration and the nationality of the owners (for applicants individually-owned firms).
3. The Project Director and its authorized representatives are here by authorized to conduct any inquiries or investigations to verify the statements, documents and information submitted in connection with this Expression of Interest, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This Expression of Interest will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information

deemed necessary and as requested by Bangladesh Bank to verify statements and information provided in this Expression of Interest, such as the human resources, experience, and competence of the Applicant.

4. The Project Director and its authorized representatives may contact the following persons for further information

Experience inquiries	
Contact	Telephone
Personnel inquiries	
Contact	Telephone
Financial inquiries	
Contact	Telephone

5. This Expression of Interest is made with the full understanding that:
- (a) all information submitted in this Expression of Interest for qualification and selection for short listing will be subject to verification at the time of submitting proposal by short-listed applicants;
 - (b) the Company reserves the right to reject or accept any application, cancel the qualification and selection for short-listing process at any stage, and reject all applications;
 - (c) the Company shall not be liable for any such actions and shall be under no obligation to inform the Applicant of the grounds for them.

Expression of Interest Form (1)

A. General Information

[All Consulting firms applying for short-listing are requested to provide following information in this form. Nationality information should be provided for all owners of firms.]

A-1 Firm's Information

Name of firm	
Head office address	
Telephone	Contact (Name, position)
Fax	
Place of incorporation / registration	Year of incorporation / registration

A-2 General information of the Consulting Firm:

Expression of Interest Form (2)

B. Firm's Experience Record

[Note: The Consulting Firm is requested to list all contracts for experience mentioned in Eol notice]

1. Overall Experience in Consultancy services;

Name of the Contract:	
Details of Employer	Contact (Name, position)
Contract person (Designation, Corporate email, Phone etc.)	
Head office address	
Telephone	
Fax	
E-mail	
Implementation period of Contract	
Scope of the Contract	
Firm's input	

2. Experience in consultancy services in project management, procurement assistance, engineering, and supervision of construction:

Name of the Contract:	
Details of Employer	Contact (Name, position)
Contract person (Designation, Corporate email, Phone etc.)	
Head office address	
Telephone	
Fax	
E-mail	
Implementation period of Contract	
Scope of the Contract	
Firm's input	

3. Experience in consultancy service for the establishment of pre-paid gas metering system or pre-paid utility (water, electricity, etc.) metering system. :

Name of the Contract:	
Details of Employer	Contact (Name, position)
Contract person (Designation, Corporate email, Phone etc.)	
Head office address	
Telephone	
Fax	
E-mail	
Implementation period of Contract	
Scope of the Contract	
Firm's input	

4. Experience with multilateral development banks/partners:

Name of the Contract:	
Details of Employer	Contact (Name, position)
Contract person (Designation, Corporate email, Phone etc.)	
Head office address	
Telephone	
Fax	
E-mail	
Implementation period of Contract	
Scope of the Contract	
Firm's input	

5. Experience in similar geographical conditions, like Bangladesh :

Name of the Contract:	
Details of Employer	Contact (Name, position)
Contract person (Designation, Corporate email, Phone etc.)	
Head office address	
Telephone	
Fax	
E-mail	
Implementation period of Contract	
Scope of the Contract	
Firm's input	

Expression of Interest Form (3)

C. Available Resource Personnel

[Note: The Consulting Firm is requested to provide personnel information of the Resource personnel to be possibly assigned for the specified area mentioned in Request for EOI of expertise.]

No. of Resource personnel to be available

Name of the Resource Personnel	Degree (Bachelor, Master, Doctor)	Year of Professional Experience	Employment Status
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

Expression of Interest Form (4)

D. Available Office Facilities

[Note: The Consulting Firm is requested to provide details of offices with local office, if any, along with resources and other office facilities i.e. office equipment and facilities, list of licensed laboratory Computer hardware/software, list of international journals purchase for firm, library facilities and others if any.]

Expression of Interest Form (5)

E. Financial Capacity

[Note: The Consulting Firm is requested to provide audited financial statement (balance sheet, income statement, and cash flow statement) in last three (3) years. The Consulting Firm is also requested to provide summary of financial information in the following form.]

Financial information in Bangladeshi Taka equivalent	Actual: previous 3 years (use the accounting year of the applicant or partner)		
	Accounting Year 1	Accounting Year 2	Accounting Year 3
1. Total assets			
2. Current assets			
3. Total liabilities			
4. Current liabilities			
5. Turnover of consultancy services only			
6-1. Gross Profits of the firm			
6-2. Gross Profits of which consultancy services provided only			
7-1. Profits after taxes of the firm			
7-2. Profits after taxes of which consultancy services provide only			

Expression of Interest Form (6)

F. Management Competence

[Please answer each question in one paragraph of 3-5 sentences]

1. Describe standard policies, procedures, and practices that your entity has to assure quality interaction with clients and outputs. Please state if your company is ISO certified.

2. How will your firm/consortium handle complaints concerning the performance of experts or quality of the reports submitted for this assignment? What internal controls are in place to address and resolve complaints?

3. How will you ensure the quality of your firm's/consortium's performance over the life of this assignment?

4. Describe standard policies, procedures and practices that your firm has put in place to avoid changes/replacements of personnel and to ensure the continuity of professional services once contracted.

5. Describe what social protection practices you have in place to safeguard the well-being of your proposed experts? Specifically describe arrangements you have in place for medical, accident, and life insurance coverage during the assignment.