

Government of the People's Republic of Bangladesh
Ministry of Fisheries and Livestock
Project Implementation Unit (PIU): Livestock Component
National Agricultural Technology Program- Phase II Project (NATP-2)
Department of Livestock Services, Krishi Khamar Sarak, Farmgate, Dhaka-1215.

Memo No. PIU-NATP-2/DLS/EOI/2016/56

Date: 24 November 2016

Request for Expressions of Interest (EOI) for Selection of Individual Consultants

The Government of the People's Republic of Bangladesh has received a credit (IDA Credit No. 5665 and IFAD Loan No. 2000000721) from the International Development Association (IDA) and International Fund for Agricultural Development (IFAD) towards the cost of National Agricultural Technology Program-Phase II Project (NATP-2) and intends to apply a part of the proceeds for the provision of consultancy services for the Project Implementation Unit (PIU), NATP-2, Livestock Component by hiring 04 (Four) individual consultants.

Position, qualification & experiences, duration and scope of work/duties and responsibilities of individual consultants are given below:

Sl. No.	Name of Position	Qualification & Experience	Scope of services / Duties and Responsibilities
1	<p>Training and Communication Specialist . Position: 01</p> <p>Service Package # PS/LS-01</p> <p>Duration: Duration of the consultancy services will be 69 man months/up to project period which one is earlier. It will be renewed in every year on satisfactory performance of the consultant.</p>	<p>a. Academic: Minimum Master Degree in any discipline of agricultural science or related field</p> <p>b. Experiences:</p> <p>i. Minimum 15 years of work experience in Agricultural Research/Agricultural Extension/ Training & Communication;</p> <p>ii. Must have minimum 5 years work experience in planning, organizing & managing training and communication activities, workshop, etc in any research/extension/ international organization;</p> <p>iii. Minimum 3 years work experience in donor/IDA funded/development projects;</p> <p>iv. High level of proficiency in written and spoken English and report writing ability.</p> <p>v. Computer literacy skills (MS Word, Excel, PowerPoint etc.) is desirable.</p>	<p>i. Responsible to the Director of PIU, DLS and procuring;</p> <p>ii. Develop training, workshop, seminar and study visit programs and their implementation;</p> <p>iii. Assists in hiring a consulting firm for execution of foreign training programs;</p> <p>iv. Perform all functions of project related training and communication activities;</p> <p>v. Implementation of training and communication activities of PIU in timely manner;</p> <p>vi. Preparation of training manuals/modules;</p> <p>vii. Preparation of progress report on training and communication;</p> <p>viii. Prepare and maintain database on training and workshop program;</p> <p>ix. Work independently and maintain all relevant files and documents of the PIU-DLS;</p> <p>x. Work closely with Training & Communication Specialist of PMU and PIUs;</p> <p>xi. Preparation of periodic and annual reports.</p> <p>xii. Any other related tasks assigned by the Director.</p>
2	<p>Monitoring and Evaluation Specialist Position: 01</p> <p>Service Package # PS/LS-02</p> <p>Duration: Duration of the consultancy services will be 72 man months/up to</p>	<p>a. Academic: Minimum Master Degree in agricultural science/economics/statistics or related fields</p> <p>b. Experiences:</p> <p>i. Minimum 15 years work experience in planning and organizing monitoring & evaluation programs in government/autonomous/</p>	<p>i. Responsible to the Director, PIU, NATP-2, Livestock Component;</p> <p>ii. Design result based Monitoring & Evaluation Plan for livestock component of the project and its implementation;</p> <p>iii. Ensure monitoring and evaluation of project activities to be performed by the field offices as per results framework;</p> <p>iv. Collection of data on the key performance indicators and report preparation;</p>

	<p>project period which one is earlier. It will be renewed in every year on satisfactory performance of the consultant</p>	<p>private/international organization</p> <ul style="list-style-type: none"> ii. Minimum 3 years work experience in M&E and related activities in donor/IDA funded development projects iii. Must have experience in log-frame, output and outcomes indicators and monitoring format development and other strategic approaches of M&E; iv. Should have experience in preparing Terms of Reference for hiring consultants 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 and skills (MS Word, Excel, SPSS, and other statistical software, & Power Point etc.) is essential. 	<ul style="list-style-type: none"> v. Maintain data base of field activities; vi. Work independently and maintain all relevant files and documents; vii. Regular monitoring of project input, output/outcome/impact; viii. Monitoring of CIG(s) through balanced score card; ix. Maintain close link with Monitoring & Evaluation Specialist of PMU and PIUs; x. Any other related tasks as assigned by the authority.
3	<p>Assistant Manager (Accounts), Position: 01</p> <p>Service Package # PS/LS-05</p> <p>Duration: Duration of the consultancy services will be 69 man months/up to project period which one is earlier. It will be renewed in every year on satisfactory performance of the consultant</p>	<p>a. Academic: M. Com/ MBA in Accounting/ Finance/related field</p> <p>b. Experience:</p> <ul style="list-style-type: none"> i. 10 years work experience in financial management in government/ autonomous/private sector organization; ii. Minimum 3 years work experience in donor/IDA funded development projects; iii. Experience in auditing and or in operating grant system is desirable; iv. Knowledge in accounting software is required; v. High level of proficiency in written and spoken English and report writing; vi. Computer literacy and skills (MS Word, Excel and Power Point etc.) is essential. 	<ul style="list-style-type: none"> i. Responsible to the Director of PIU, NATP-2, DLS; ii. Assist Manager (FM) is responsible in all financial activities; iii. Assist Manager (FM) for budget preparation, funds disbursement to various spending units; iv. Monitoring of fund utilization at field level v. Receive SOE from the spending units and timely submission of SOEs to PMU; vi. Maintain account related books; vii. Cash flow management; viii. Ensure timely submission of all financial progress reports to PMU, GOB, IMED and development partners; ix. Work independently and maintain all relevant files and documents; x. Facilitate external audit and ensure follow up of audit; xi. Facilitate training for financial management personnel; xii. Any other tasks as assigned by the authority.
4	<p>Assistant ICT Specialist, Position: 01</p> <p>Service Package # PS/LS-06</p> <p>Duration: Duration of the consultancy services will be 69 man months/up to</p>	<p>Academic: Bachelor Degree in Computer Science/Bachelor Degree in Computer Science and Engineering/ICT or in related field from any recognized university</p> <p>b. Experience:</p> <ul style="list-style-type: none"> i. Minimum 5 years work experience in system design, project implementation and firm 	<ul style="list-style-type: none"> i. Responsible to the Director of PIU, DLS; ii. Develop a fully equipped PC-based communication facility for the respective unit; iii. Prepare hardware, software and communication peripheral requirements for the project and facilitate their procurement; iv. Develop, test and implement the required software for administering the service processes of the unit; v. Design, install and configure the network

	<p>project period which one is earlier. It will be renewed in every year on satisfactory performance of the consultant</p>	<p>hiring;</p> <ul style="list-style-type: none"> ii. Experience in the design, development and implementation of LANs, WANs, and most recent communication technologies; iii. Experience in the design, development and implementation of hierarchical and relational database captured through customized software with executive information system capability; iv. Minimum 3 years work experience in public/private/international organization/ development projects is preferred; v. Excellent in communication and presentation skills; vi. Proficiency in written and spoken English; vii. Computer literacy and skills (MS Word, Excel, and Power Point etc.) is essential. 	<p>connecting all project field offices;</p> <ul style="list-style-type: none"> vi. Assess the data needs of policy planners, design and implement the Management Information System (MIS) of the respective project unit; vii. Study and analyze essential elements of effective computerization with particular emphasis on improving administrative efficiency and service compliance; viii. Organize training courses for the officials and staff on computer and communication technologies; ix. Study and analyze data needs for effective monitoring of the project activities; x. Design appropriate modules for dispersion of data from the central database; xi. Manage the central transactions database of the project and developed appropriate modules/ utilities for effective and regular dispersion of the data through regular web page. xii. Any other tasks as assigned by the authority
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The Director, PIU, NATP-2, Livestock Component now invites eligible applicants to indicate their Expression of Interest (EOI) in providing the services. Interested applicants are invited to provide information indicating that they are qualified to perform the services (complete CV in prescribed form with other details as applicable). The detailed TOR and scope of services of the consultants, application form and CV form is available in the websites of PIU-DLS-NATP-2 (Notice Board): www.natpdls.org and DLS Website: www.dls.gov.bd. Applicants may obtain further information and collect the TOR and Application Form by applying from the office of the undersigned during normal office hours (9:00 am - 5:00 pm) on all working days up to **08 December 2016**.

The consultants for the above mentioned positions will be selected following PPR, 2008 and the method of Selection of Individual Consultant (SIC) of the World Bank Consultant Guidelines, 2014.

Expression of Interest (One original and two copies along with a soft copy in sealed envelope and be clearly marked "Request for Expression of Interest" for selection of individual consultant with the name of the post) along with documentary evidences to support the required criteria shall be submitted by the applicants to the Director, Project Implementation Unit (PIU): Livestock Component, National Agricultural Technology Program- Phase II Project (NATP-2), Department of Livestock Services (DLS), Krishi Khamar Sarak, Fargate, Dhaka-1215 on or before **11 December 2016 by 1:00 pm**. Persons who are already in Government/Autonomous/Private service should submit application through proper channel. Any application submitted later than the specified date and time will not be entertained.

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

Dr. Monjur Mohammad Shahjada
Director,

Project Implementation Unit (PIU): Livestock Component

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

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