



**GOVERNMENT OF THE PEOPLE'S REPUBLIC OF
BANGLADESH**

**Request for Application (RFA)
Selection of Individual Consultant (National)**

(Time Based)

**Bangabandhu Academy for Poverty Alleviation and Rural Development (BAPARD)
BAPARD ERM (3rd Revised) project
Kotalipara, Gopalganj.**

May' 2019

Section 1. Information to the Applicants

A. General

1. Scope of assignment
 - 1.1 The Client has been allocated Public fund for expansion, renovation and modernization of BAPARD. BAPARD intends to select 5 Individual Consultants and 1 Individual junior Consultant for the specific assignment as specified in the Terms of Reference in Section 2.
2. Qualifications of the Applicant
 - 2.1 Prospective Individuals shall demonstrate in their Applications that they meet the required qualifications and experiences and are fully capable of carrying out the assignment.
 - 2.2 The capability of Individuals shall be judged on the basis of academic background, experience in the field of assignment, and as appropriate, knowledge of the local conditions, as well as language and culture.
[Minimum educational qualifications, required experience have been mentioned in Terms of reference in Section 2]
3. Eligible Applicants
 - 3.1 Any Bangladeshi national including persons in the service of the Republic or the local authority / Corporations is eligible to apply for the positions
 - 3.2 Government officials and civil servants including individuals from autonomous bodies or corporations while on leave of absence without pay are not being hired by the agency they were working for immediately before going on leave and, their employment will not give rise to Conflict of Interest, pursuant to Rule 112 (9) of the Public Procurement rules, 2008
 - 3.3 Persons who are already in employment in the services of the Republic or the local authorities/ Corporation etc must have written certification from their employer confirming that they are on leave without pay from their official position and allowed to work full-time outside of their previous official position. Such certification shall be provided to the Client by the Consultant as part of his/her Applications
 - 3.4 No person who has been convicted by any Court of Law or dismissed from Services for misconduct shall be eligible for consideration for appointment to a post.
 - 3.5 The Applicant has the legal capacity to enter into the Contract
 - 3.6 The Applicant has fulfilled its obligations to pay taxes and social security contributions under the relevant national laws.
 - 3.7 The Applicant shall not be under a declaration of ineligibility for corrupt, fraudulent, collusive or coercive practices in accordance with Sub-Clause 4.2.
 - 3.8 The Applicant shall not have conflict of interest pursuant to the Clause 5
4. Corrupt, Fraudulent,
 - 4.1 The Government requires that Client, as well as Applicants, shall observe the highest standard of ethics during the implementation of procurement

Collusive or
Coercive Practices

proceedings and the execution of Contracts under public funds.

- 4.2 The Government defines corrupt, fraudulent, collusive or coercive practices, for the purposes of this provision, in the Contract Agreement Sub-Clause 3.4
- 4.3 Should any corrupt, fraudulent, collusive or coercive practice of any kind come to the knowledge of the Client, it shall, in the first place, allow the Applicant to provide an explanation and shall, take actions only when a satisfactory explanation is not received.
- 4.4 If the Client at any time determines that the Applicant has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, a Contract under public funds., the Client shall:
 - (a) exclude the Applicant from participation in the procurement proceedings concerned or reject an Application for award; and
 - (b) Declare the Applicant ineligible, either indefinitely or for a stated period of time, from participation in procurement proceedings under public funds.

5. Conflict of
Interest

- 5.1 Government policy requires that the Applicant provide professional, objective, and impartial advice, and at all times hold the Executing Agency's (Client's) interests paramount, without any consideration for future work, and strictly avoid conflicts with other assignments or their own corporate interests.
- 5.2 The Applicant shall not be hired for any assignment that would be in conflict with their prior or current obligations or that may place them in a position of not being able to carry out the assignment in the best interest of the Client.
- 5.3 Pursuant to Rule 55 of the Public Procurement Rule 2008, the Applicant has an obligation to disclose any situation of actual or potential conflict of interest that impacts on his capacity to serve the best interest of his Client, or that may reasonably be perceived as having this effect. Failure to disclose said situations may lead to the disqualification of the Applicant or the termination of its Contract.
- 5.4 The Applicant that has a business or family relationship with a member of the Client's staff may not be awarded a Contract, unless the conflict stemming from this relationship has been addressed adequately throughout the selection process and the execution of the Contract.

B. Preparation, Submission & Modification or Substitution of Applications

6. Preparation of
Application

- 6.1 Applications shall be typed or written in indelible ink in English language and shall be signed by the Applicant. Applicants are required to complete the following Forms:
 - (a) Form 3A: Application Submission Form;

(b) Form 3B: CV of the Applicant;

7. Submission of Application

- 7.1 Pursuant to Rule-113(5) of the Public Procurement Rules, prospective Applicants can deliver their Application by hand, mail, courier service to the address mentioned in the request for Application advertisement.
- 7.2 Application shall be properly sealed in envelopes addressed to the Client as mentioned in the request for Application advertisement and bear the name & address of the Applicant as well as the name of the assignment.
- 7.3 In case of hand delivery, the Client, on request, shall provide the Applicant with a receipt.
- 7.4 The closing date for submission of Application is 08-01-2019 up to 2.00 PM Applications must be submitted within this deadline. Any Application received after the deadline for submission of Applications shall be declared late, and returned unopened to the Applicant.
- 7.5 Applications may be modified or substituted before the deadline for submission of Applications.
- 7.6 The Client may at its sole discretion, extend the deadline for submission of Applications.
- 7.7 At any time prior to the deadline for submission of Applications the client for any reason on its own initiative may revise the Request for Application Document by issuing an Addendum which shall form an integral part of the Document.

C. Evaluation of Applications

8. Evaluation of applications

8.1 Suitability of the Applicants shall be rated by evaluation on the basis of their academic background, relevant Working Experience and its adequacy for the assignment, knowledge of local conditions as well as language.

8.2 The points to be given under each of the evaluation Criteria are:

[Client shall fixed the Points]

Criteria	Points
• Educational Qualification	<i>[20 points]</i>
• Relevant Working Experience and its adequacy for the assignment	<i>[60 points]</i>

<ul style="list-style-type: none"> Suitability considering age, skill (such as training, computer skills, proficiency in English and Bengali languages and others). 	<i>[15 points]</i>
Total points:	95 points

- 8.3 Applicants thus given points as stated under Clause 8.2, not securing the minimum qualifying points 70 *shall* be considered disqualified.
- 8.4 Applications shall be evaluated by the Tender evaluation committee.
- 8.5 The qualified short-listed Applicants as stated under Clause 8.4 shall be invited for an interview to test their aptitude and presentation by the Tender evaluation committee and shall be rated with five (5) points.
- 8.6 Points already secured by the Applicants in the evaluation as stated under Clause 8.5, shall be combined with the points obtained in the interview and a list of maximum three (3) most suitable Applicants ranked in order of merit (1-2-3) shall be prepared.
- 8.7 In pursuant to Rule 114 of the Public Procurement Rules 2008, there shall be no public opening of Applications.
- 8.8 The Client shall immediately after the deadline for submission of Application convene a meeting of the Proposal Opening Committee(POC)
- 8.9 The POC, having completed the record of opening, shall send the Applications received and the opening record to the PEC.
- 8.10 Following the opening of the Applications, and until the Contract is signed, no Applicant shall make any unsolicited communication to the Client. Such an attempt to influence the Client in its decisions on the examination, evaluation, and comparison of either the Applications or Contract award may result in the rejection of the Application.

9. Application Negotiations

- 9.1 The first-ranked Applicant stated under Clause 8.5 shall then be invited for negotiations, pursuant to Rule 122 of the Public Procurement Rule, 2008 at the address of the client.
- 9.2 If this fails, negotiate with the second-ranked Applicant, and if this fails negotiate with the third-ranked Applicant, with the hope that successful negotiations are concluded
- 9.3 During negotiations, the Client and the Applicant shall finalize the “Terms of Reference”, work schedule, logistics and reporting schedule etc. These documents shall then be incorporated into the Contract as Description of Services”
- 9.4 Negotiations will conclude with a review of the draft Contract. To complete negotiations the Client and the Applicant will initial the agreed Contract

D. Award of Contract

10. Award of Contract 10.1 After completing negotiations and having received the approval to award the contract, the Client shall sign the Contract with the selected Applicant.

11. Debriefing
- 11.1 After signature of the Contract, the Client shall promptly notify other Applicants that they were unsuccessful.
- 11.2 The Client shall promptly respond in writing to any unsuccessful Applicant who request the client in writing to explain on which grounds its application was not selected.
12. Commencement of Services
- 12.1 The applicant is expected to commence the assignment on July 2019 for the post of Agriculture consultant, Fisheries consultant, Livestock consultant, Training Need Assessment(TNA) consultant for 12 months at BAPARD, Kotalipara, Gopalganj.

Section 2. Terms of Reference FOR Individual Consultant

Job title & qualification	Monthly remuneration & Duration	Experience	Responsibilities
<p>Agriculture Consultant (1)</p> <p>Ph.d in Horticulture/Agronomy</p>	<p>1,50,000/- including VAT & IT</p> <p>July/19-June/20 (12m/m)</p>	<p>Minimum 20 years of experience on under/post graduate level teaching on agricultural science/researcher or trainer of renowned agricultural research institute or rural development academies. Preference will be given for retired teacher/researcher of agricultural universities/ rural development academics.</p>	<p>-Research project proposal preparation following Annual research/ action research plan on agriculture.</p> <p>-Research implement, monitoring on research/demonstration plot of the academy.</p> <p>-Research report preparation and published in journal.</p> <p>-Update the training module on agriculture of the academy.</p> <p>-Disseminate the innovative technology to the trainees through hands on training.</p> <p>-Relevant any work assigned by the authority.</p>
<p>Fisheries Consultant (1)</p> <p>Ph.d in Fisheries</p>	<p>1,50,000/- including VAT & IT</p> <p>July/19-June/20 (12m/m)</p>	<p>Minimum 20 years of experience on under/post graduate level teaching on fisheries/researcher or trainer of renowned fisheries research institute or rural development academies. Preference will be given for retired teacher/ researcher of agricultural universities/ rural development academics.</p>	<p>-Research project proposal preparation following Annual research/ action research plan on aquaculture.</p> <p>-Research implement, monitoring on research/demonstration pond of the academy.</p> <p>-Research report preparation and published in journal.</p> <p>-Update the training module on aquaculture of the academy.</p> <p>-Disseminate the innovative technology to the trainees through hands on training.</p> <p>-Fingerling production through induced breeding at fish hatchery of the academy.</p> <p>Relevant any work assigned by the authority.</p>
<p>Livestock Consultant (1)</p> <p>Ph.d in Livestock /Veterinary</p>	<p>1,50,000/- including VAT & IT</p> <p>July/19-June/20 (12m/m)</p>	<p>Minimum 20 years of experience on under/post graduate level teaching on livestock /veterinary science/researcher or trainer of renowned livestock/veterinary research institute or rural development academies. Preference will be given for retired teacher/researcher of agricultural universities/ rural development academics .</p>	<p>-Research project proposal preparation following Annual research/ action research plan on livestock.</p> <p>-Research implement, monitoring on research/demonstration farm of the academy.</p> <p>-Research report preparation and published in journal.</p> <p>-Update the training module on livestock of the academy.</p> <p>-Disseminate the innovative technology to the trainees through hands on training.</p> <p>-Assist to made production plan and implementation for poultry/dairy/cattle fattening farm.</p>

<p>Training Need Assessment (TNA) Consultant (1)</p> <p>Ph.d in Agricultural science/ Agricultural Economics/Sociology</p>	<p>1,50,000/- including VAT & IT</p> <p>July/19-June/20 (12m/m)</p>	<p>Minimum 20 years of experience on under/post graduate level teaching on agricultural science/ agricultural economics/sociology/ researcher or trainer of renowned agricultural research institutes or rural development academies. Preference will be given for retired teacher/researcher of agricultural universities/ rural development academics.</p>	<p>-Training need assessment planning, questionnaire preparation methodology fixation and implementation considering BAPARD location, capacity and national and regional need.</p> <p>- Completion of TNA and report preparation according to plan</p> <p>- Preparation of training module according to TNA considering rural livelihood and foundation course for in service trainees also.</p> <p>-Relevant any work assigned by the authority</p>
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2. Working Hour:

The consultant will be recruited for full time based. The working hour will be followed as per Government rules.

3. Working station:

The consultant will be based at BAPARD, Kotalipara, Gopalgong.

4. Other:

- Necessary documentary evidences shall be attached with the application.
- The client may need physical verification of information and documents provided by the consultant and shall be agreed upon there by.
- Any false statement will lead to cancellation of this assignment and he/she may be debarred from existing/future assignment of BAPARD in any capacity.

Section 3. Application Forms

Form 3A : Application Submission Form

Form 3B : CV of the Applicant

Form 3A. Application Submission

[Location: dd/mm/yy]

To:

[Name]

[Address of Client]

Dear Sir:

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

I declare that I have not been declared ineligible by the Government of Bangladesh on charges of engaging in corrupt, fraudulent, collusive or coercive practices.

I undertake, if I am selected, to commence the consulting Services for the assignment not later than the date indicated.

I understand that you are not bound to accept any Application that you may receive.

I remain,

Yours sincerely,

Signature

Print name

Address:

Tel:

Attachment:

11	WORK UNDERTAKEN THAT BEST ILLUSTRATES THE CAPABILITY TO HANDLE THIS ASSIGNMENT	[Give an outline of experience and training most pertinent to tasks on this assignment, with degree of responsibility held. Use about half of a page A4].
12	COMPUTER SKILL	

CERTIFICATION

[Do not amend this Certification].

I, the undersigned, certify that (i) I was not a former employee of the Client immediately before the submission of this proposal, and (ii) to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Signature			
Print name			
Date of Signing			
dd / mm / yyyy			

