

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

A. Terms of Reference for Specialist Services :

Individual Specialist: Project Management Specialist, PMU
(Package No. SD/PMU-IC-04)

Assignment title	Project Management Specialist, PMU
Assignment duration Contract period	Duration: up to 30.09.2021 or upto the project period whichever is earlier, 1 (one) person
Primary assignment location	PMU Office, Dhaka
Funding source(s)	IDA & IFAD Credit
Contracting entity	Head of Procuring Entity (HOPE)

B. Context of the Assignment

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

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

oriented and sustainable commercial sector by higher productivity and profitability through efficient natural resources management, irrigation expansion, agricultural intensification and diversification, mechanization, value addition and effective market linkages.

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

C. Project Development Objective :

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

D. Project Components

NATP-2 project will have the following 5 components:

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

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

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

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

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

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

E. Overall Objective of the Assignment:

Project Management Specialist will be responsible to perform all functions of PMU related to administration and office management. He will work to assist the Project Director, PMU of NATP-2 under the Ministry of Agriculture. This assistance will cover the works relating to administrative management, office management and personal management of PMU.

He will assist the PD in organizing JPSC and PIM, PMU of NATP-2 from preparation of working paper, holding meeting, preparation and distribution of proceedings of those meetings. Project Management Specialist will initiate and assist PD to support the implementation support missions of the development partners during their visits of NATP-2.

Project Management Specialist will maintain liaison with PIUs, Ministries and the development partners involved in the implementation of NATP-2 project.

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

F. Scope of the Assignment:

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

- i. Assist PD in the preparation of Periodic and Annual Report;
- ii. Office and personnel management of PMU
- iii. Assists Project Director in organizing JPSC, PIC, coordination and other meetings;
- iv. Prepares working paper and proceedings of the meetings;
- v. Manage and maintained office records and files/documents including receiving and dispatching correspondence;
- vi. Liaison with MOA, MOFL & PIUs, in administrative work;
- vii. Maintenance and movement of transports, payment of taxes, insurance of the vehicles, ensure logistic support to PD;
- viii. Provide support for DPP revision;
- ix. Arrange logistics support to the experts, staffs of PMU and persons involved in NATP activities as needed;
- x. Assists PD in facilitating Implementation Support Missions of development partners;
- xi. Preparation of Periodic and Annual Report and DPP revision;
- xii. Any other works as assigned by the PD.

G. Academic Qualification and Experience

a. Academic:

1. Minimum Master Degree in agricultural science/Science or relevant disciplines,
2. Candidates having Ph.D degree may have an added advantage

b. Experience:

- a. Minimum 15 years work experience in agricultural research/research management/extension & training management / project management & their implementation is desirable;
- b. Work experience in administration, institutional and project management is necessary;
- c. Minimum 3 years work experience in donor/IDA funded/development projects;
- d. High level of proficiency in written and spoken English including technical report writing;
- e. Computer literacy skills (MS Word, Excel, and Power Point etc.) is desirable.

H. Reporting and supervision arrangements:

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

I. Responsibilities of the contracting party:

PMU will provide the following inputs and facilities:

- i) Office space and other logistic support as per project provision.
- ii) All available documents, papers and information relevant to the assignment will be provided/made accessible to the Specialist.

J. Duration:

Duration of the consultancy services will be up to 30.09.2021 or upto the project period whichever is earlier. It will be renewed in every year on satisfactory annual performance of the consultant.