

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

**Request for Expression of Interest (REOI) for selection of 05 (Five) Individual Consultants of PMU and 04 (Four) Pooled Individual Consultants of PIUs, NATP-2 project**

Memo No. NATP-2/PMU-89/Individual Consultants/2017/402

Date: 03.12.2017

The Government of the People's Republic of Bangladesh has received credits from the International Development Association (IDA) (Credit No.5665-BD) and International Fund for Agricultural Development (IFAD) (Credit NO. 2000000721) towards the cost of National Agricultural Technology Program-Phase II Project (NATP-2) and intends to apply part of the proceeds to cover eligible payments under the contract for the provision of individual consultant services of 05 (Five) Individual Consultants of PMU and 04 (Four) Pooled Individual Consultants of PIUs, NATP-2 project.

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

<b>Individual Consultants (05 positions) of PMU</b>			
<b>Sl. No.</b>	<b>Name of Position</b>	<b>Qualification &amp; Experience</b>	<b>Scope of services / Duties and Responsibilities</b>
1	Sector Coordinator-Extension, PMU Position: 01  Duration: up to 30.09.2021 or upto the project period whichever is earlier Service Package # SD/PMU/IC-01	<b>a. Academic:</b> <ul style="list-style-type: none"> <li>- Minimum Masters in any discipline of agricultural science;</li> <li>- Candidates having PhD degree may have an added advantage</li> </ul> <b>b. Experience:</b> <ul style="list-style-type: none"> <li>- Minimum 15 years work experience in research/research management and extension (crop/ fisheries/livestock)</li> <li>- Minimum 3 years work experience in donor/IDA funded/development projects in coordinating research, extension, technology transfer and supply chain activities are desirable;</li> <li>- Experience in managing on-farm research and extension activities is necessary;</li> <li>- Publication of popular article on agriculture/scientific paper/technology handbook/training manual etc. are preferred;</li> <li>- Experience in coordination and management of multifaceted project activities is desirable;</li> <li>- High level of proficiency in written and spoken English and report writing ability;</li> <li>- Computer literacy skills (MS Word, Excel, PowerPoint etc.) is desirable</li> </ul>	<ul style="list-style-type: none"> <li>-Responsible to PD of PMU;</li> <li>-Work closely with PIUs of DAE, DOF &amp; DLS and other relevant organizations in planning, supporting and implementing extension program;</li> <li>-Identification of proven technologies for inclusion in extension program for wide scale extension and adoption;</li> <li>-Work closely with PIUs of DAE, DOF and DLS in developing AIF-2 and 3 guidelines/manuals;</li> <li>-Maintain close linkage and coordinate the activities of PIUs of DAE, DOF &amp; DLS, and Hortex foundation;</li> <li>-Align NATP-2 extension program with the extension policies of DAE, DOF and DLS;</li> <li>-Facilitates mobilization and formation of CIGs/POs and coordinate extension training programs;</li> <li>-Maintain liaison with NECC, DECC and UECC;</li> <li>-Conduct field visits and monitor implementation progress of crop, livestock and fisheries development components;</li> <li>-Preparation of Periodic and Annual Report and DPP revision;</li> <li>-Any other works as assigned by the authority</li> </ul>
2	Project Management Specialist, PMU Position: 01  Duration: up to 30.09.2021 or upto the project period whichever is earlier Service Package # SD/PMU/IC-04	<b>a. Academic:</b> <ul style="list-style-type: none"> <li>-Minimum Master Degree in agricultural science/Science or relevant disciplines,</li> <li>- Candidates having Ph.D degree may have an added advantage</li> </ul> <b>b. Experience:</b> <ul style="list-style-type: none"> <li>- Minimum 15 years work experience in agricultural research/research management/extension &amp; training management / project management &amp; their implementation is desirable;</li> <li>- Work experience in administration, institutional and project management is necessary;</li> <li>- Minimum 3 years work experience in donor/IDA funded/development projects;</li> </ul>	<ul style="list-style-type: none"> <li>- Responsible to PD, PMU;</li> <li>- Assist PD in the preparation of Periodic and Annual Report;</li> <li>- Office and personnel management of PMU</li> <li>- Assists Project Director in organizing JPSC, PIC, coordination and other meetings;</li> <li>- Prepares working paper and proceedings of the meetings;</li> <li>- Manage and maintained office records and files/documents including receiving and dispatching correspondence;</li> <li>- Liaison with MOA, MOFL &amp; PIUs, in administrative work;</li> <li>- Maintenance and movement of transports, payment of taxes, insurance of the vehicles, ensure logistic support to PD;</li> </ul>

		<ul style="list-style-type: none"> <li>- High level of proficiency in written and spoken English including technical report writing;</li> <li>- Computer literacy skills (MS Word, Excel, and Power Point etc.) is desirable.</li> </ul>	<ul style="list-style-type: none"> <li>- Provide support for DPP revision;</li> <li>- Arrange logistics support to the experts, staffs of PMU and persons involved in NATP activities as needed;</li> <li>- Assists PD in facilitating Implementation Support Missions of development partners;</li> <li>- Preparation of Periodic and Annual Report and DPP revision;</li> <li>- Any other works as assigned by the PD.</li> </ul>
3	<p>Research-Extension Linkage Specialist, PMU Position: 01</p> <p>Duration: up to 30.09.2021 or upto the project period whichever is earlier Service Package # SD/PMU/IC-05</p>	<p><b>a. Academic:</b></p> <ul style="list-style-type: none"> <li>- Minimum Master Degree in any discipline of agricultural science.</li> <li>- Candidates having PhD degree may have an added advantage</li> </ul> <p><b>b. Experience</b></p> <ul style="list-style-type: none"> <li>- Minimum 15 years work experience in Agricultural Research, Research Management and Agricultural Extension;</li> <li>- Work experience in coordinating research &amp; extension activities;</li> <li>- Minimum 3 years work experience in donor/IDA funded/Development projects (crop, livestock, fisheries and supply chain);</li> <li>- Experience in managing on-farm research and extension activities is necessary;</li> <li>- Publication of popular article on agriculture/scientific paper/technology handbook/training manual etc. are preferred;</li> <li>- High level of proficiency in written and spoken English and report writing ability;</li> <li>- Computer literacy skills (MS Word, Excel, Power Point etc.) is desirable</li> </ul>	<ul style="list-style-type: none"> <li>- Responsible to the PD, PMU;</li> <li>- Work closely with PIUs and relevant research and extension organizations to facilitate research extension linkage;</li> <li>- Identify transferable new technologies for validation and popularization;</li> <li>- Develop plan of activities and facilitate collaborative implementation of research extension program;</li> <li>- Support and coordinate farmer market linkage activities of DAE and Hortex;</li> <li>- Monitoring of research and extension activities and facilitate meeting like NECC, DECC and Joint review workshop of research and extension;</li> <li>- Preparation of Periodic and Annual Report and DPP revision;</li> <li>- Any other work as assigned by the PD.</li> </ul>
4	<p>Producer Organization Mobilization Specialist, PMU Position: 01</p> <p>Duration: up to 30.09.2021 or upto the project period whichever is earlier Service Package # SD/PMU/IC-06</p>	<p><b>a. Academic:</b></p> <ul style="list-style-type: none"> <li>- Minimum Master Degree in any discipline of agricultural science/Economics/MBA/Social Science/any discipline.</li> </ul> <p><b>b. Experience</b></p> <ul style="list-style-type: none"> <li>- Minimum 15 years of work experience in Government/ Autonomous/Semi-Autonomous organizations, universities, private organization/foundation in agro business functions</li> <li>- Minimum 3 years work experience in organizing, coordinating and managing value chain and market development activities, in donor/ IDA funded/ development projects/private sector projects</li> <li>- High level of proficiency in written and spoken English and report writing ability</li> <li>- Computer literacy skills (MS Word, Excel, PowerPoint etc.) is desirable</li> </ul>	<ul style="list-style-type: none"> <li>- Responsible to the PD, PMU;</li> <li>- Coordinate NATP-2 related value chain management activities (value chain mapping, market development, AIF-3 fund management and performance etc.) in crop, fishery and livestock development component;</li> <li>- Work closely with DAE, DOF, DLS and Hortex foundation in developing guidelines for: i) formation of producers' organization involving CIG, Non-CIG farmers and entrepreneurs, and ii) Commodity Collection and Marketing Centers (CCMC) / Collection Point operation;</li> <li>- Monitor and support awareness campaign and training for integration of non-CIG farmers and value chain actors;</li> <li>- Assists PIUs, CIGs in formation of Producers' Organization (POs) and graduate them into business organization;</li> <li>- Monitor the activities and progress of strategic Partner/ service providers in value chain management and marketing;</li> <li>- Support PIUs in Organizing value chain and marketing related meeting, seminar, workshop, training etc;</li> <li>- Maintain database on value chain activities;</li> <li>- Preparation of Periodic and Annual Report and DPP revision;</li> <li>- Any other works as assigned by the PD.</li> </ul>

6	Gender Specialist, PMU Position: 01  Duration: up to 30.09.2021 or upto the project period whichever is earlier Service Package # SD/PMU/IC-08	<b>Academic</b> - Minimum Master Degree in any branch of Social Science/Agricultural Science/Science  <b>b. Experience:</b> - Minimum 15 years work experience in government/ autonomous/semi autonomous/private/ university/NGO/international organization, - Minimum 5 years work experience in Gender and social development activities; - Minimum 3 years work experience in donor/IDA funded/ development projects/NGOs/private sector is preferred; - High level of proficiency in written and spoken English and report writing - Computer literacy skills (MS Word, Excel, and Power Point etc.) is desirable.	Responsible to the PD, PMU; Develop a gender strategy and action plan to promote women/female farmers participation and empowerment (along with social inclusion) to meet the project target; Identify technology suitable for women group and facilitate its transfer in coordination with PIUs of DAE, DOF and DLS; Monitor, evaluate and coordinate the gender; and social and environmental safeguards related activities and maintain database; Organize gender; and social and environmental safeguards related awareness building meeting, seminar, workshop, etc. in consultation with T&CS; Assists PIUs of DAE, DOF and DLS in organizing gender specific training program; Preparation of Periodic and Annual Report and DPP revision; Any other works as assigned by the authority.
<b>- Pooled Individual Consultants (04 ) of PIUs</b>			
	Environmental and Social Safe Guards Specialist SD/PIUs/PP/ IC-01 <b>Positions:</b> PIU-BARC: 01 Duration: maximum 36 mm  PIU-DAE: 01 Duration: up to 30.09.2021 or upto the project period whichever is earlier  PIU-DOF:01 Duration: up to 30.09.2021 or upto the project period whichever is earlier  PIU-DLS: 01 Duration: up to 30.09.2021 or upto the project period whichever is earlier	<b>a. Academic:</b> - Master Degree in Science/Agricultural Science/Social Science (Sociology, Anthropology)/ Environmental Science, - Candidates having Ph.D degree in relevant subject may have an added advantage  <b>b. Experience:</b> - Minimum 10 years work experience in social/ environmental related activities in donor/ GOB assisted agricultural Development projects; - Proven experience in working with safe food production/ environment related activities; - Minimum 3 years work experience in donor/IDA funded/ development projects; - High level of proficiency in written and spoken English and report writing; Computer literacy and skills (MS Word, Excel, and Power Point etc.) is essential.	- Responsible to Director of respective PIU(s) and procuring entity; - Assure Social and Environmental safeguard measures in research sub-project proposals, technology demonstration and dissemination covering social, economic, demographic, cultural, ecological and other related Social and environmental aspects; - Prepare environmental and social safeguard plan for research, technology transfer and value chain activities and ensure its implementation; - Arrange training program/workshops/training events on social and environmental aspects; - Promote and facilitate social and environmental friendly technology; - Implementation of pest management plan; - Monitoring and evaluation of safeguard issues based on set indicators; - Development of simple screening matrix to evaluate safeguard aspects; - Collect data on social and environmental aspects and maintain database; - Work in close collaboration with social and environmental focal persons; Any other tasks as assigned by the authority

Project Director, PMU, NATP-2 now invites eligible applicants to express their Interest (EOI) in providing the services. Applicants are advised to provide information indicating that they are qualified to perform the services (complete CV in prescribed format with other details as applicable). The Soft copies of TOR, application form, CV format and form D are available in the websites of PMU: <http://natp2pmu.portal.gov.bd> and BARC: [www.barc.gov.bd](http://www.barc.gov.bd). Detailed required academic qualification, experience and scope of work are given in TORs. The soft copy of TOR, application forms and CV format may also be obtained from the office mentioned above during office hours on all working days upto 18 December, 2017.

Applicants for Environmental and Social Safe Guards Specialist are requested to submit 01 (one) Expression of Interest (EOI) for all the positions, giving their preferences in form: D.

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

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

Expression of Interest (EOI) one original & 02 (two) hard copies and soft copy in CD must be submitted by the applicants on or before 21 December, 2017 by 1:00 pm in a sealed envelope delivered to PMU office above mentioned address and be clearly marked "Expression of Interest" for (name of the position). Only short listed candidates will be invited for interview.

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

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

Sd/-  
(Shah Muhammad Nasim ndc)  
Project Director (Additional Secretary)  
PMU, NATP-2 Project

**(This REOI will prevail over the short REOI published in news papers)**