# Application Forms

Form A: Application Submission Form

Form B: CV of the Applicant

Form C: Remuneration and Reimbursable

Form D: Preferences for Position

## Form A. Application Submission

[*Date*: dd/mm/yy]

To:

The Project Director

Natonal Agricultural Technology Progam Phase-II Project (NATP-2)

Project Management Unit (PMU)

Room No. 6, AIC Bhaban (3rd Floor)

BARC Complex, Farmgate, Dhaka-1215

Dear Sir:

I am hereby submitting my Expression of Interest (EOI) to provide the consulting services for [Insert title of assignment] in strict accordance with your Request for Expression of Interest (EOI) dated [dd/mm/yy].

I undertake, if I am selected, to commence the consulting services for the assignment within 30 days after negotiation of contract.

I understand that you are not bound to accept any Expression of Interest (EOI) that you may receive.

I remain,

Yours sincerely,

|  |  |
| --- | --- |
|  | Signature |
|  | Name : |
|  | Address :  e-mail :  Mobile : |

Enclosed:

1. Expression of Interest (EOI): 3 (Three ) hard copies (1 original & 2 duplicate) and soft copy in CD.
2. Two passport size photographs.
3. One page description on work and training that best illustrate the capability to handle this assignment

**NB: Be sure that Form D: Preferences for position has been filled up by the applicant for the**

**position of Environmental and Social Safeguard**

## Form B. Curriculum Vitae (CV) of the Applicant

# (Plase provide 2 copies of photograps along with CV)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | PROPOSED POSITION FOR (NATP-2) : | | *[name of position].* | | | | | |
| 2 | NAME OF PERSON  Permanent Address  Mailing Address  :Mobile No.  e-mail | | *[state full name]* | | | | | |
| 3 | DATE OF BIRTH : | | [ dd/mm/yy] | | | | | |
| 4 | NATIONALITY : | | Bangladeshi | | | | | |
| 5 | MEMBERSHIP IN PROFESSIONAL  SOCIETIES | | *[state rank and name of society and year of attaining that rank].* | | | | | |
| 6. EDUCATIONAL QUALIFICATION   |  |  |  |  | | --- | --- | --- | --- | | Degree: | University/IBoard | Year of passing | Class obtiained | | Ph.D (Specify field) |  |  |  | | Masters in (Specify Discipline) |  |  |  | | Honours in (Specify Discipline) |  |  |  | | HSC/Equivalent |  |  |  | | SSC/Eqivalent |  |  |  | | Special Degree (Specify) |  |  |  | | | | | | | | | |
| 7 | | TRAINING  *(Relevant to proposed position)*  *[Indicate significant training since degrees under EDUCATION were obtained, which is pertinent to the proposed tasks of the Consultant].*   |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | Name of Training | Duration of training | Institute where training was held | Country | From | To | Total months  /days |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | | | | | | | |
| 8 | | LANGUAGES & DEGREE OF  PROFICIENCY  *(Indicate poor/good/very good/excellent)* | Language | | Speaking | | Reading | Writing |
|  | | *e.g. English* | | *Fluent* | | *Excellent* | *Excellent* |
| 9 | | COUNTRIES OF WORK EXPERIENCE |  | | | | | |
| 10 | | EMPLOYMENT RECORD  *[starting with latest position list in reverse order [every employment held and state the start and end dates of each employment]*  *[Mention organization type in SL-(i)]* | *[The Applicant should clearly* *distinguish whether as an “employee” of the firm/project/organigation or as a “Consultant” or “Advisor” of the firm].*  *[The Applicant should clearly indicate the Position(s) held and give a brief* ***description of the duties in bullet points (not more than 10 bullets for each position)*** *in which the Applicant was involved].* | | | | | |
|  | | EMPLOYER 1  (*name of employer with address)*   1. Name of Organization/Office   *(Pls. mention type of Organization: GOB/Autonomus / Semi Autonomus/ Private/ Donor, Development Project / Others)*   1. Position(s) held 2. Major *assignments performed in*   relevance to experience and  scope of work of proposed  position  *[not more than10 bullet points for*  *each position]* | From: *[e.g. January 1999]* | | | To: *[e.g. December 2001* | | |
|  | | EMPLOYER 2 etc.  (*name of employer with address)*   1. Name of Organization/Office   *(Pls. mention type of Organization: GOB/Autonomus / Semi Autonomus/ Private/ Donor, Development Project / Others)*   1. Position(s) held 2. Major *assignments performed in*   relevance to experience and  scope of work of proposed  position  *[not more than10 bullet points for*  *each position]* | From: *[e.g. January 1999]* | | | To: *[e.g. December 2001* | | |
|  | |  |  | | |  | | |
| 11 WORK UNDERTAKEN THAT BEST ILLUSTRATES THE CAPABILITY TO HANDLE THIS ASSIGNMENT | | | | *[In addition to information provided for sl.no. 11, pls. give in a separate sheet a description of activities you performed and training you participated most pertinent to tasks on this assignment, Use about one A4 page ]* | | | | |
| 12 | | COMPUTER SKILL  (*Put tick marks)* | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | Poor | Good | Very Good | Excellent |  | | MS Word |  |  |  |  |  | | Excell |  |  |  |  |  | | Power Point |  |  |  |  |  | | | | | | |

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 |  |  |  |

## Form C. Indicative Remuneration & Expenses

The Consultant should provide an indication of the remuneration as per the format shown below. This will not be used for evaluation of the Consultant’s Application but solely for the purposes of Application Negotiations to be held.

1. **Remuneration**

|  |  |  |
| --- | --- | --- |
| Rate in Tk\*  (per month) | Staff Time | Total (Tk) |
|  |  |  |

\*Excluding VAT

1. **Reimbursable** (Need not to fill up)

(As per DPP provision)

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Rate per unit** | **Total unit** | **Total Amount (Tk)** |
| 1. Per Diem Allowance |  |  |  |
| 1. Air Travel Costs |  |  |  |
| 1. Other Travel Costs   (state mode of travel) |  |  |  |
| 1. Communication charges |  |  |  |
| 1. Reproduction of Reports |  |  |  |
| 1. Other Expenses (*to be listed)* |  |  |  |
|  |  |  |  |
| Sub-total (10% of total remuneration) | | |  |

|  |  |
| --- | --- |
| CONTRACT CEILING (1) + (2) |  |

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Form D: Prefernces for the position Environmental and Social Safeguard

(Placement of selected candidates in units will be based on their position in merit list and on their preferences)

|  |  |  |
| --- | --- | --- |
| Name of Unit | Expected Contract Period | Applicant’s reference  (1st, 2nd, 3rd, & 4th) |
| Project Implementation Unit - BARC | Maximum 36 months |  |
| Project Implementation Unit - DAE | Upto 30.09.2021 |  |
| Project Implementation Unit - DOF | Upto 30.09.2021 |  |
| Project Implementation Unit - DLS | Upto 30.09.2021 |  |