

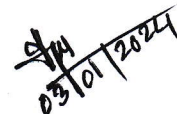
Government of the People's Republic of Bangladesh
Program on Agricultural and Rural Transformation for Nutrition,
Entrepreneurship, and Resilience in Bangladesh (PARTNER-DAM Part)

Department of Agricultural Marketing
Khamarbari, Farmgate, Dhaka-1215.

Request for Expression of Interest (EOI)

1.	Ministry/Division	: Ministry of Agriculture
2.	Agency	: Department of Agricultural Marketing (DAM)
3.	Procuring Entity Name	: Agency Program Director, Program on Agricultural and Rural Transformation for Nutrition, Entrepreneurship, and Resilience in Bangladesh (PARTNER-DAM Part), Department of Agricultural Marketing (DAM)
4.	Procuring Entity Code	: 224374700
5.	Procuring Entity District	: Dhaka
6.	Expression of Interest Selection For	: Selection of Individual Consultant-Export and Private Sector Engagement Consultant (Time Based)".
7.	Invitation Reference	: 12.02.0000.549.35.002.24-06 Date: 03/01/2024
KEY INFORMATION		
8.	Procurement Method	: Selection of Individual Consultant (SIC)
FUNDING INFORMATION		
9.	Budget and Source of Funds	: GoB, Development Fund
10.	Development Partners	: IDA (World Bank), IFAD
PARTICULAR INFORMATION		
11.	Program Name	: Program on Agricultural and Rural Transformation for Nutrition, Entrepreneurship, and Resilience in Bangladesh (PARTNER-DAM Part),
12.	EOI Closing Date and Time	: Expressions of interest (EOIs) must be submitted by 2:00 PM on January 18, 2024 in a sealed envelope to the address provided below. The envelope must be clearly labelled with "Request for Expression of Interest Individual Consultant-Export and Private Sector Engagement (Time Based)".
INFORMATION FOR CONSULTANT		
13.	Title of Service	Export and Private Sector Engagement Consultant
14.	No. of Service	01
15.	Brief Description of the Assignment	: Preparing Policy and regulatory issues, export linkages, private sector involvement for the DLI-7 Promotion of agri-food entrepreneurship for youth and women – associated with two DLRs activities under the supervision of the "Program on Agricultural and Rural Transformation for Nutrition, Entrepreneurship, and Resilience in Bangladesh (PARTNER-DAM Part)". [See details in Terms of Reference (TOR)]
16.	Eligibility	: General Criteria: a) No Age limit. Any person eligible to guide 20,000 entrepreneurs, manage incubation centers, communicate private sectors, execute award mechanisms, facilitate export markets, etc. are encourage to apply; b) Applicants must have Bangladeshi National Academic Qualifications: 1) Must be a Graduate in any field of Business Administration from a reputed University; 2) The applicant must have 1 st Class or Grade A in all board/University level examinations. Results can be relaxed for Participants having practical experience in relevant field;

		<p>Experience:</p> <p>1) Must have a minimum of 10 (Ten) years of working experience;</p> <p>2) Minimum 05 (Five) years of working experience in the field of entrepreneurship development, incubation, teaching and research, market linkage, project management, export support;</p> <p>3) Proven experience in working with international donor agencies in entrepreneurship development;</p> <p>4) Experience in designing and implementing standard operating procedure (SOPs) related to entrepreneurship development;</p> <p>5) Excellent demonstrated documentation skills and prior experience in developing concept notes/research reports/project plans will be essential; Strong understanding of Private Sector dynamics in Agricultural Industry;</p> <p>6) Knowledge of export regulations, market trends, and quality standards;</p> <p>7) Strong networking skills and the ability to build relationship with agricultural producers, exporters, government agencies, and private sector and other stakeholders;</p> <p>8) Fluency in speaking, listening, writing, and Reading English;</p> <p>9) Computer literacy skills: MS Office, Data Analysis (SPSS/Stata/R,etc.)</p>
17.	Details Information of EOI and Proposal	: Individuals are requested to submit 01 (One) copy of EOI hardcopy (Signed in every page) and a soft copy in CD/flash drive (MS word format with necessary documents at the Program office between 9.00 a.m. - 4.00 p.m. within the deadline. The procurement shall be regulated as per PPA-2006 and PPR-2008. For submitting proposal details Terms of Reference (TOR), SRFA can be obtained from Tender menu at www.dam.gov.bd .
PROCURING ENTITY DETAILS		
18.	Package No	SD/PARTNER/DAM-24
19.	Place of Opening EO Document	: Conference Room, Front Building, 4th Floor, Head Office, Department of Agricultural Marketing, Khamarbari, Farmgate, Dhaka-1215.
20.	Name of Official Inviting EOI	: Dr. Mohammed Abdullah Al-Faroque
21.	Designation of Official Inviting EOI	: Agency Program Director
22.	Address of Official Inviting EOI	: Room No-513, Front Building, 4th Floor, Head Office, Department of Agricultural Marketing, Khamarbari, Farmgate, Dhaka-1215.
23.	Contact Details of Official Inviting EOI	: Agency Program Director, Room No-513, Front Building, 4th Floor, Head Office, Department of Agricultural Marketing, Khamarbari, Farmgate, Dhaka-1215. Telephone: 02-55028258; E-mail: partner.dam@gmail.com
Note: The procuring entity reserves the right to accept or reject any proposal or all EOI.		



 03/01/2024

Agency Program Director
 Program on Agricultural and Rural Transformation
 for Nutrition, Entrepreneurship and Resilience in
 Bangladesh (PARTNER-DAM Part)
 Department of Agricultural Marketing.
 E-mail: partner.dam@gmail.com



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

**Standard Request for Application (SRFA)
Selection of Individual Consultant (National)
For
Export and Private Sector Engagement Consultant
(Time Based)**

(Package No. SD/PARTNER/DAM-24)

Program on Agricultural and Rural Transformation for Nutrition,
Entrepreneurship, and Resilience in Bangladesh (PARTNER)
Department of Agricultural Extension
Khamarbari, Dhaka-1215, Bangladesh

January 2024



PS4

Guidance Notes on the Use of the Standard Request for Application for Selection of Individual Consultants (National)

These guidance notes have been prepared by the CPTU to assist a client in the preparation, using the Standard Request for Application (SRFA), for procurement of Individual Consultants (National). The Client should also refer to the Public Procurement Act 2006 (Act No 24 of 2006), and the Public Procurement Rules 2008, issued to supplement the Act available on CPTU's website: www.cptu.gov.bd/. All concerned are advised to refer to the aforementioned Act and Rules while participating in any selection process of Consultants.

Individual Consultants shall be employed in accordance with Section 38 of the Public Procurement Act 2006 and Rule 112 & Rule 104(d) of the Public Procurement Rule 2008 for assignments for which the qualifications and experience of the individual are the overriding requirements and no team of staff and no additional professional support are required.

This document shall be used when a Procuring Entity (the Client) wishes to select an Individual Consultant (National) for **assignments for which the qualifications and experience of the individual are the overriding requirement**, for which remuneration is being determined on the basis of the time actually spent by the Consultant in carrying out the services.

Time-based Contracts are recommended when the Scope of the Services cannot be established with sufficient precision, or the duration and quantity of Services depends on variables that are beyond the control of the Consultant, or the output required of the consultants is difficult to assess.

Consultant's remuneration is based on (i) agreed unit rates for the Consultant multiplied by the actual time spent by him/her in executing the assignment, and (ii) reimbursable expenses using actual expenses and/or agreed unit prices. This type of Contract requires the Client to closely supervise consultants and to be involved in the daily execution of the assignment.

SRFA (PS4) has been designed to suit the particular needs of procurement within Bangladesh, and has four (4) Sections, of which **Section 1: Information to the Applicants and the Contract Agreement in Section 4 must not be altered or modified under any circumstances.**

The Client addresses its specific needs through the **Section 2: Terms of Reference (TOR)**. The way in which an Applicant expresses his/her interest is by completion and submission of the Application Forms in **Section 3**.

Guidance notes in brackets and italics are provided for both the Client and the Applicants and as such the Client should carefully decide what notes need to remain and what other guidance notes might be required to assist the Applicant in preparing its Application submission; so as to minimize the inept Selection process.

SRFA (PS4), when properly completed will provide all the information that an Individual Consultant (National) needs in order to prepare and submit an Application. This should provide a sound basis on which the Client can fairly, transparently and accurately carry out an evaluation process on the application submitted by the Individual Consultant.

SRFA(PS4) duly tailored may also be used for the purpose of Single Source Selection Method. The following briefly describes the Section of SRFA (PS4) and how a Client should use these when preparing a particular request for Applications.



Section 1: Information to the Applicants

This Section provides relevant information to help Consultants prepare their Applications. Information is also provided for submission, opening, and evaluation of Applications and on the award of Contract.

This Section also contains the criteria for selection of suitable Applicant
The text of the clauses in this section shall not be modified.

Section 2. Terms of Reference

This section defines clearly the Objectives, Goals, and Scope of the assignment, and provides background information (including a list of existing relevant studies and basic data) to enable the Individual Consultant to clearly understand the assignment. This section lists the Services and surveys that may be necessary to carry out the assignment and the expected outputs (for example, reports, data, maps, surveys); it also clearly defines the Client's and Consultants' respective responsibilities.

Section 3. Application Forms

This section provides the standard format that permits the requested information to be presented in a clear, precise and readily available manner and allows the Client to readily understand and evaluate Applications in accordance with the pre-disclosed criteria. The completed forms will indicate details of the Applicant's qualifications and experience best suited to the specific assignment.

Section 4. Contract Agreement Forms

The Form of Contract Agreement which, once completed and signed by the Client and the Consultant clearly defines the Client's and Consultants' respective responsibilities. The Annexes to the formal Contract include a Description of the Services, the Reporting Schedule and **Cost estimates** of Services.



Table of Contents

Section 1. Information to the Applicants.....	5
A. General	5
1. Scope of assignment	5
2. Qualifications of the Applicant	5
3. Eligible Applicants.....	5
4. Corrupt, Fraudulent, Collusive or Coercive Practices.....	6
5. Conflict of Interest.....	6
B. Preparation, Submission & Modification or Substitution of Applications	7
6. Preparation of Application.....	7
7. Submission of Application.....	7
C. Evaluation of Applications	8
8. Evaluation of applications	8
9. Application Negotiations	10
D. Award of Contract	11
10. Award of Contract	11
11. Debriefing.....	11
12. Commencement of Services.....	11
Section 2. Terms of Reference	12
Section 3. Application Forms	13
Form 3A. Application Submission	14
Attachment:	14
Form 3B. Curriculum Vitae (CV) of the Applicant.....	15
Form 3C. Indicative Remuneration & Expenses	17
Section 4. Contract Forms.....	18
4.1 Contract Agreement (Time-based)	19
General.....	19
1. Services	19
2. Duration	19
3. Corrupt, Fraudulent, Collusive or Coercive Practices.....	19
4. Applicable Law.....	20
5. Governing Language	20
6. Modification of Contract.....	20
7. Ownership of Material.....	20
8. Relation between the Parties.....	20
9. Contractual Ethics.....	20
Payments to the Consultant.....	21
10. Ceiling Amount.....	21
11. Remuneration	21
12. Reimbursables	21
13. Payment Conditions.....	22
Obligations of the Consultant.....	22
14. Medical Arrangements.....	22
15. Working Hours and Leave.....	22
16. Performance Standard.....	22
17. Contract Administration.....	23



18. Confidentiality	23
19. Consultant's Liabilities	23
20. Consultant not to be Engaged in Certain Activities	23
Obligations of the Client.....	23
21. Services, Facilities and Property	23
Termination and Settlement of Disputes	23
22. Termination	23
23. Dispute Resolution.....	23
ANNEX A: Description of the Services	25
ANNEX B: Cost estimates of Services and Schedule of Rates	26
ANNEX C: Consultant's Reporting Obligations	27
ANNEX D: Program Areas.....	29
ANNEX-E: Terms of Reference.....	31
Request for Expressions of Interest	Error! Bookmark not defined.



Section 1. Information to the Applicants

A. General

- | | | | |
|------------------------------------|-----|-----|--|
| 1. Scope of assignment | 1.1 | 1.2 | The Client has been allocated Public fund for Program on Agricultural and Rural Transformation for Nutrition, Entrepreneurship, and Resilience in Bangladesh (PARTNER-DAM Part) and intends to select an Individual Consultant for the specific assignment as specified in the Terms of Reference in Section 2. |
| 2. Qualifications of the Applicant | 2.1 | 2.2 | Prospective Individuals shall demonstrate in their Applications that they meet the required qualifications and experiences and are fully capable of carrying out the assignment. |
| | 2.3 | 2.4 | 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. |
| | | | <i>[Minimum educational qualifications, required experience (General experience, Specific experience), knowledge, language have been mentioned in Terms of reference in Section 2]</i> |
| 3. Eligible Applicants | 3.1 | 3.2 | Any Bangladeshi national including persons in the service of the Republic or the local authority / Corporations is eligible to apply for the positions |
| | 3.3 | 3.4 | 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 |
| | 3.5 | 3.6 | 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 |
| | 3.7 | 3.8 | 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. |



- | | | | |
|---|------|------|--|
| | 3.9 | 3.10 | The Applicant has the legal capacity to enter into the Contract |
| | 3.11 | 3.12 | The Applicant has fulfilled its obligations to pay taxes and social security contributions under the relevant national laws. |
| | 3.13 | 3.14 | The Applicant shall not be under a declaration of ineligibility for corrupt, fraudulent, collusive or coercive practices in accordance with Sub-Clause 4.2. |
| | 3.15 | 3.16 | The Applicant shall not have conflict of interest pursuant to the Clause 5 |
| 4. Corrupt, Fraudulent, Collusive or Coercive Practices | 4.1 | 4.2 | The Government requires that Client, as well as Applicants, shall observe the highest standard of ethics during the implementation of procurement proceedings and the execution of Contracts under public funds. |
| | 4.3 | 4.4 | The Government defines corrupt, fraudulent, collusive or coercive practices, for the purposes of this provision, in the Contract Agreement Sub-Clause 3.4 |
| | 4.5 | 4.6 | 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. |
| | 4.7 | 4.8 | 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: <ul style="list-style-type: none"> (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 | 5.2 | Government policy requires that the Applicant provide professional, objective, and impartial advice, and at all times hold the Executing Agency's (Client's) interest's paramount, without any consideration for future work, and strictly avoid conflicts with other assignments or their own corporate interests. |
| | 5.3 | 5.4 | 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.

5.5 5.6 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.

5.7 5.8 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. C. Preparation, Submission & Modification or Substitution of Applications

6. Preparation of Application 6.1 6.2 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; and
- (c) Form 3C: Remuneration and Reimbursable

6.3 6.4 The Remuneration and reimbursable are **purely indicative** and are subject to negotiations and agreement with the Client prior to finalisation of the Contract.

7. Submission of Application 7.1 7.2 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.

7.3 7.4 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.

7.5 7.6 In case of hand delivery, the Client, on request, shall provide the Applicant with a receipt.

7.7 7.8 The closing date for submission of Application is 18/01/2024 up to 02:00 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.

- 7.9 7.10 Applications may be **modified or substituted** before the **deadline for submission** of Applications.
- 7.11 7.12 The Client may at its sole discretion, extend the deadline for submission of Applications.
- 7.13 7.14 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.

D. Evaluation of Applications

8. Evaluation of applications 8.1 8.2 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.
- 8.3 8.4 The points to be given under each of the evaluation Criteria are:

Criteria	Points	Total Points
<ul style="list-style-type: none"> Educational Qualification 		
1) Should be a Graduate in any field of Business Administration from a reputed University;	15	20 Points
2) The applicant must have 1 st Class or Grade A in all board/University level examinations. Results can be relaxed for Participants having practical experience in relevant field;	5	
<ul style="list-style-type: none"> Relevant Working Experience and its adequacy for the assignment 		
1) Must have a minimum of 10 (Ten) years of working experience;	10	60 points
2) Minimum 05 (Five) years of working experience in the field of entrepreneurship development, incubation, teaching and research, market linkage, project management, export support;	15	



3) Experience in designing and implementing standard operating procedure (SOPs) related to entrepreneurship development;	10	
4) Excellent demonstrated documentation skills and prior experience in developing concept notes/research reports/project plans will be essential;	5	
5) Proven Experience in Conducting Need Assessment and Participatory approach	5	
6) National/Daily Newspaper Column Writing/Research article on entrepreneurship development, product/brand development, understanding the need of youth, agricultural supply chain, etc shall be given preference	5	
7) In-depth knowledge of agricultural markets, including supply chains, pricing mechanisms, and regulatory frameworks, will be given preferences;	10	
<ul style="list-style-type: none"> • Suitability considering age, skill (such as training, computer skills, proficiency in English and Bengali languages and others). 		
1) if Candidate Age is below 55 years = 7 Points (Out of 7 Points). If Candidate Age is 56 and above =5 Points (out of 7 points)	7	15 points
2) Strong networking skills and the ability to build relationships with agricultural producers, exporters, government agencies, and private sectors and other stakeholders.	2	
3) Fluency in speaking, listening, writing, and reading English is essential.	2	
4) Computer literacy skills (MS Office, SPSS/STATA/R, etc.)	2	
5) Professional Training	2	
Total points:		95 points

8.5

8.6 Applicants thus given points as stated under Clause 8.2, not securing the minimum qualifying **point 70 (Seventy)** shall be considered disqualified.



- 8.7 8.8 Applications shall be evaluated by the PEC who shall prepare a short-list of minimum four (4) and maximum seven (7) Applicants
- 8.9 8.10 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 PEC and shall be rated with five (5) points.
- 8.11 8.12 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.
- 8.13 8.14 In pursuant to Rule 114 of the Public Procurement Rules 2008, there shall be no public opening of Applications.
- 8.15 8.16 The Client shall immediately after the deadline for submission of Application convene a meeting of the Proposal Opening Committee (POC)
- 8.17 8.18 The POC, having completed the record of opening, shall send the Applications received and the opening record to the PEC.
- 8.19 8.20 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 9.2 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.
- 9.3 9.4 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
- 9.5 9.6 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"
- 9.7 9.8 The Financial negotiations will involve the remuneration and other reimbursable cost to be paid to the Applicant.



- 9.9
- 9.10 Negotiations will conclude with a review of the draft Contract. To complete negotiations the Client and the Applicant will initial the agreed Contract

E.

10. Award of Contract

10.1

11. Debriefing

11.1

11.3

12. Commencement of Services

12.1

F. Award of Contract

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

11.2 After signature of the Contract, the Client shall promptly notify other Applicants that they were unsuccessful.

11.4 The Client shall promptly respond in writing to any unsuccessful Applicant who requests the client in writing to explain on which grounds its application was not selected.

12.2 The applicant is expected to commence the assignment on **01 January, 2024** at **Dhaka**. The duration of the contract shall be **54 Months or end of the program period whichever earlier from** from the date of commencement.



Section 2. Terms of Reference

(Detailed Terms of Reference in Annex-E).



Section 3. Application Forms

Form 3A : Application Submission Form

Form 3B : CV of the Applicant

Form 3C: Remuneration and Reimbursable



Form 3A. Application Submission

[Location: dd/mm/yy]

To:

[Name]

[Address of Client]

Dear Sirs:

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 was not associated, nor have been associated in the past, directly or indirectly, with a Consultant or any other entity that has prepared the design, specifications and others documents in accordance with Clause 5.

I further declare that I have not been declared ineligible by the Government of Bangladesh on charges of engaging in corrupt, fraudulent, collusive or coercive practices in accordance with Clause 4.

I undertake, if I am selected, to commence the consulting Services for the assignment not later than the date indicated in Clause 12.1.

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:

Form 3B. Curriculum Vitae (CV) of the Applicant

1	PROPOSED POSITION FOR THIS PROJECT :	<i>Export and Private Sector Engagement Consultant</i>			
2	NAME OF PERSON :	<i>[state full name]</i>			
3	DATE OF BIRTH :	<i>[dd/mm/yy]</i>			
4	NATIONALITY :				
5	MEMBERSHIP IN PROFESSIONAL SOCIETIES	<i>[state rank and name of society and year of attaining that rank].</i>			
6	EDUCATION	<i>[list all the colleges/universities which the Applicant attended, stating degrees obtained, and dates, and list any other specialised education of the Applicant].</i>			
7	OTHER TRAINING	<i>[indicate significant training since degrees under EDUCATION were obtained, which is pertinent to the proposed tasks of the Consultant].</i>			
8	LANGUAGES & DEGREE OF PROFICIENCY	<u>Language</u>	<u>Speaking</u>	<u>Reading</u>	<u>Writing</u>
		<i>e.g. English</i>	<i>Fluent</i>	<i>Excellent</i>	<i>Excellent</i>
9	COUNTRIES OF WORK EXPERIENCE				
10	EMPLOYMENT RECORD <i>[starting with present position list in reverse order every employment held and state the start and end dates of each employment]</i>	<i>[The Applicant should clearly distinguish whether as an "employee" of the firm or as a "Consultant" or "Advisor" of the firm].</i> <i>[The Applicant should clearly indicate the Position held and give a brief description of the duties in which the Applicant was involved].</i>			
	EMPLOYER 1	FROM: <i>[e.g. January 1999]</i>	TO: <i>[e.g. December 2001]</i>		
	EMPLOYER 2	FROM:	TO:		
	EMPLOYER 3	FROM:	TO:		



EMPLOYER 4 (etc)	FROM:	TO:
11 WORK UNDERTAKEN THAT BEST ILLUSTRATES THE CAPABILITY TO HANDLE THIS ASSIGNMENT	<i>[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].</i>	
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			



Form 3C. 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 as stated in **Clause 9.1**.

(1) Remuneration

Rate (Per month / day / hour in Tk) (Including VAT &IT)	Staff Time (No. month / day / hour)	Total (Tk) (Including VAT &IT)

Note: A month consists of 30 calendar days.

(2) Reimbursable (as applicable)

	Rate per unit (Including VAT &IT)	Total unit	Total Amount (Tk) (Including VAT & IT)
(a) Per Diem Allowance			
(b) Air Travel Costs			
(c) Other Travel Costs (state mode of travel)			
(d) Communication charges			
(e) Reproduction of Reports			
(f) Other Expenses (<i>to be listed</i>)			
		Sub-total	

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



Section 4. Contract Forms

The ***Contract Agreement***, which once completed and signed by the Client and the Consultant, clearly defines the Client's and Consultants' respective responsibilities.



4.1 Contract Agreement (Time-based)

THIS CONTRACT ("the Contract") is entered into this day of [dd/mm/yy], by and between [insert name of Client] ("the Procuring Entity") having its office at [insert address of Client], and [insert name of Consultant] ("the Consultant") having his/her address at [insert address of Consultant].

WHEREAS, the Client wishes to have the Consultant performing the Services hereinafter referred to, and

WHEREAS, the Consultant is willing to perform these Services,

NOW THEREFORE THE PARTIES hereby agree as follows:

General

1. Services
 - 1.1 The Consultant shall perform the Services specified in Annex A (*Description of Services*), which are made an integral part of the Contract.
2. Duration
 - 2.1 The Consultant shall perform the Services during the period commencing from [dd/mm/yy] and continuing until [dd/mm/yy], or any other period as may be subsequently agreed by the parties in writing.
3. Corrupt, Fraudulent, Collusive or Coercive Practices
 - 3.1 The Government requires that Client, as well as Applicants, shall observe the highest standard of ethics during the implementation of procurement proceedings and the execution of Contracts under public funds.
 - 3.2 The Government defines corrupt, fraudulent, collusive or coercive practices, for the purposes of this provision, in the **Sub-Clause 3.5**
 - 3.3 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.
 - 3.4 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.



3.5 The Government defines, for the purposes of this provision, the terms set forth below as follows:

“corrupt practice” means offering, giving or promising to give, receiving, or soliciting either directly or indirectly, to any officer or employee of a Client or other public or private authority or individual, a gratuity in any form; employment or any other thing or service of value as an inducement with respect to an act or decision or method followed by a Client in connection with a Procurement proceeding or Contract execution;

“Fraudulent practice” means the misrepresentation or omission of facts in order to influence a decision to be taken in a Procurement proceeding or Contract execution;

“Collusive practice” means a scheme or arrangement between two (2) or more Persons, with or without the knowledge of the Client, that is designed to arbitrarily reduce the number of Tenders submitted or fix Tender prices at artificial, non-competitive levels, thereby denying a client the benefits of competitive price arising from genuine and open competition; or

“Coercive practice” means harming or threatening to harm, directly or indirectly, Persons or their property to influence a decision to be taken in the Procurement proceeding or the execution of a Contract, and this will include creating obstructions in the normal submission process used for Tenders, Applications, Proposals or Quotations.

- | | | | |
|----|------------------------------|-----|--|
| 4. | Applicable Law | 4.1 | The Contract shall be governed by and interpreted in accordance with the laws of the People's Republic of Bangladesh |
| 5. | Governing Language | 5.1 | The language governing the Contract shall be English, however for day-to-day communications in writing both Bangla and English may be used. |
| 6. | Modification of Contract | 6.1 | The Contract shall only be modified by agreement in writing between the Client and the Consultant. |
| 7. | Ownership of Material | 7.1 | Any studies, reports or other material, graphic, software or otherwise, prepared by the Consultant for the Client under the Contract shall belong to and remain the property of the Client. |
| | | 7.2 | The Consultant may, with the prior written approval of the Client, retain a copy of such documents and software, but shall not use them for purposes unrelated to the Contract. |
| 8. | Relation between the Parties | 8.1 | Nothing contained in the Contract shall be construed as establishing or creating any relationship other than that of independent Consultant between the Client and the Consultant. |
| 9. | Contractual Ethics | 9.1 | No fees, gratuities, rebates, gifts, commissions or other payments, other than those shown in the Contract, shall have been given or received in connection with the selection process or in the contract execution. |



Payments to the Consultant

10. Ceiling Amount
- 10.1 The Client shall pay the Consultant for the Services rendered pursuant to 'Description of Services' 'a ceiling amount not to exceed Tk [insert amount], which includes remuneration and reimbursable expenses as set forth in Clauses 10.2. These amounts have been established based on the understanding that it includes all of the Consultant's costs as well as any tax obligation that may be imposed on the Consultant
- 10.2 The composition of the Remuneration and Reimbursable which make up the ceiling amount are detailed in Annex B
11. Remuneration
- 11.1 The Client shall pay the Consultant for Services rendered with the rates agreed and specified in **ANNEX B** "Cost estimates for Services and Schedule of Rates". Remuneration rates shall be on monthly/daily/hourly [delete those inappropriate]
- 11.2 **Monthly Rate:** The time spent in performing the Services shall include travel time, weekends and public holidays, and to the extent specified in Clause 15.2 shall also include periods of casual leave and sick leave. In cases where only part of a month is worked then remuneration shall be computed by dividing the monthly rate by 30 and multiplying by the number of days worked i.e. time spent (as described above) during that month;
- or**
- Daily rate:** The time spent in performing the Services shall be determined solely on the basis of the number of days actually worked by the Consultant, and shall include travel time, but not weekends, public holidays, casual or sick leave
- or**
- Hourly rate:** The time spent in performing the Services shall be determined solely on the basis of the number of hours actually worked by the Consultant, and shall include travel time, but not weekends, public holidays, casual or sick leave.
12. Reimbursables
- 12.1 **Per Diem Allowance:** The Consultant shall, when performing the Services away from the duty station, be entitled to per diem allowance in accordance with the agreed per diem rates.
- 12.2 **Travel Costs:** The Consultant shall, when performing the Services away from the duty station, be entitled to travel costs in accordance with the agreed travel costs.
- 12.3 **Other Expenses:** The Consultant shall, when performing the Services, be entitled to reimbursement of any other expenses as detailed in **Annex B**.
- 12.4 For other reasonable reimbursable expenses not falling within the above three categories, but which may arise during performance of the Services, such expenses will only be reimbursed by the Client as it may at its sole discretion approve, subject to available of budget.



13. Payment Conditions

13.1 **Currency:** Payments shall be made in Bangladesh Taka by the end of each calendar month or within fifteen (15) calendar days of receipt of the Invoice as the case may be.

13.2 **Advance Payment:** The Consultant shall, if he/she so requests, be entitled to a total advance payment, as specified in Annex B, to cover his/her out-of-pocket expenses which are to be recovered in equal installments from monthly amounts due to him/her.

[For aid funded procurement Advance Payments may be applicable. However, for 100% GoB funded procurement Advance payments shall not be applicable unless otherwise specifically decided by The Government.]

13.3 **Monthly Payments:** The Consultant shall submit an Invoice for Remuneration and Reimbursable at the end of every month and payments shall be made by the Client within fifteen (15) calendar days of receipt of the invoice.

13.4 **Final Payment:** The final payment shall be made only after the final report shall have been submitted by the Consultant and approved as satisfactory to the Client. If the Client notifies any deficiencies in the Services or the final report, the Consultant shall promptly make any necessary corrections, to the satisfaction of the Client.

13.5 **Suspension:** The Client may, by written notice of suspension to the Consultant, suspend all payments to the Consultant hereunder if the Consultant fails to perform his/her obligations under this Contract.

13.6 **Refund of Excess Payment:** Any amount if paid to the Consultant in excess of the amount actually payable under the provisions of the Contract shall be reimbursed by the Consultant within thirty (30) days of receipt of the claim from the Client, provided that such claim is lodged within three (3) months after the acceptance of the final report.

Obligations of the Consultant

14. Medical Arrangements

14.1 The Consultant shall, before commencement of the Services furnish the Client with a medical report providing evidence satisfactory to the Client that the Consultant is in good health and is not subject to any physical or mental disability which may interfere with his/her performance of the Services.

15. Working Hours and Leave

15.1 The Consultant shall, when engaged directly with the Client, follow the normal Working Hours and Holidays of the Client, and entitlement to leave as per the Client's Rules.

15.2 The Consultant's remuneration shall be deemed to cover leave except otherwise specified in the Contract.

16. Performance Standard

16.1 The Consultant undertakes to perform the Services with the highest standards of professional and ethical competence and integrity.



- | | |
|--|---|
| 17. Contract Administration | <p>17.1 Client's Representative</p> <p>The Client's representative, as indicated in Annex A, shall be responsible for the coordination of all activities under the Contract.</p> <p>17.2 Timesheets</p> <p>The Consultant providing Services may be required to complete standard timesheets or any other document to identify the time spent, as requested by the Client's Representative.</p> |
| 18. Confidentiality | <p>18.1 The Consultant shall not, during the term of the Contract or within two years after its expiration, disclose any proprietary or confidential information relating to the Services, the Contract or the Client's business operations without the prior written consent of the Client.</p> |
| 19. Consultant's Liabilities | <p>19.1 The Consultant shall continue to cooperate with the Client after the termination of the Contract, to such reasonable extent as may be necessary to clarify or explain any reports or recommendations made by the Consultant.</p> <p>19.2 The Consultant shall report immediately to the Client any circumstances or events which might reasonably be expected to hinder or prejudice the performance of the Services.</p> |
| 20. Consultant not to be Engaged in Certain Activities | <p>20.1 The Consultant agrees that, during the term of the Contract and after its termination, the Consultant shall be disqualified from providing goods, works or services (other than any continuation of the Services under the Contract) for any project resulting from or closely related to the Services.</p> |

Obligations of the Client

- | | |
|---------------------------------------|---|
| 21. Services, Facilities and Property | <p>21.1 The Client shall, free of any charge to the Consultant, make available for the purpose of carrying out the assignment data, local services, personnel, and facilities indicated in Annex A.</p> |
|---------------------------------------|---|

Termination and Settlement of Disputes

- | | |
|------------------------|--|
| 22. Termination | <p>22.1 By the Client</p> <p>The Client may terminate the Contract by not less than twenty-eight (28) days written notice to the Consultant, such notice to be given after the occurrence of any event necessitating such termination.</p> <p>22.2 By the Consultant</p> <p>The Consultant may terminate the Contract, by not less than twenty-eight (28) days written notice to the Client, if the Client fails to pay any monies due to the Consultant pursuant to the Contract.</p> |
| 23. Dispute Resolution | <p>23.1 Amicable Settlement</p> <p>The Client and the Consultant shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.</p> |



23.2 Arbitration

If the dispute cannot be settled the same may be settled through arbitration in accordance with the Arbitration Act 2001 of Bangladesh as at present in force. The place of Arbitration shall be in Dhaka.

IN WITNESS WHEREOF the parties hereto have signed this agreement the day and year first above written.

FOR THE CLIENT

FOR THE CONSULTANT

Signature

Signature

Print Name & Position:

Print Name:

The following documents forming the integral part of this contract shall be interpreted in the following order of priority:

(a) The Form of contract

Annex A: Description of Services

Annex B: Cost Estimates of Services and Schedule of Rates

Annex C: Consultant's Reporting Obligations



ANNEX A: Description of the Services

Scope of the service required (Duties and Responsibilities):

Under the overall supervision of the Agency Program Director (DAM) and Program Implementation Unit (PIU), the consultant will be responsible for the following task (**Annex-E** See the Terms of Reference 3.1 DLR 7.1 and 3.2 DLR 7.2)

Program Areas: Annex-E

Duty Station:	Dhaka
Reports to:	Agency Program Director, Program on Agricultural and Rural Transformation, Nutrition, Entrepreneurship and Resilience in Bangladesh (PARTNER-DAM Part). Phone: 01917-991899, Email: pd.partner@dam.gov.bd

Logistics and facilities to be provided to the Consultant by the Client are listed below:

- Office space with furniture including file cabinet and electric connection;
- Support staff if necessary;
- Office equipment like computer, printer etc;
- Facilities for production and binding of reports
- Any other facilities agreed by both Client & the Consultant.



ANNEX B: Cost estimates of Services and Schedule of Rates

(A) Remuneration

Name of Consultant	Rate, Taka (Including IT & VAT)	Quantity	Total Taka (Including IT & VAT)
(a)	(b)	(c)	(d) = (b) x (c)
Remuneration is made on a [<i>monthly</i>] rate		Sub-Total (A)	

(B) Reimbursable

Items of reimbursable	Unit	Qty	Rate (Taka) (Including IT & VAT)	Total (Taka) (Including IT & VAT)
(a)	(b)	(c)	(d)	(e) = (c) x (d)
(a) Per Diem Allowance				
(b) Air Travel Costs				
(c) Other Travel cost				
(d) Communication charges				
(e) Reproduction of reports				
(f) Other Expenses (to be listed)				
<i>Supporting documents and vouchers must be attached with the invoice</i>		Sub-total (B) =		

CONTRACT CEILING (A) +(B)=	Total =
-----------------------------------	----------------



ANNEX C: Consultant's Reporting Obligations

Sl. No.	Reports	Contents of Reports	Persons to Receive them	Date of Submission
1	Monthly Activity Report	Each Activity on Workplan	APD, DAM, PARTNER	End of Each Month
2	Monthly DLI Progress Report	DLR 7.1 and DLR 7.2	DTT Head, DAM, PARTNER	End of Each Month
3	DLI Progress Report for ISM	DLR 7.1 and DLR 7.2	DTT Head, DAM, PARTNER	At the time of ISM, WB
4	Entrepreneur On the Job Training Report	OJT Provider, Training conduction, Before and after assessment	DTT Head, DAM, PARTNER	End of Each OJT Title
5	Probable Entrepreneur Need Assessment Report and Recommendation (Matching Grant)	List of entrepreneurs, Need of Support, Category of Support	DTT Head, DAM, PARTNER	Before the final selection of Matching Grant Applicants
6	Entrepreneur Follow up and Incubation Report	Action Plan, Execution Progress, Export Integration Report	APD, PARTNER, DAM	Every Six Month
7	Final Report	Work done after the completion of the contract period	APD, DAM, PARTNER	One week before the completion of the contract period



Annexure-D

Table 1: Program Areas

Region	District	City Corporation/Pourasova/Upazilla
1) Dhaka	1. Dhaka	1) Savar, 2) Dhamrai, 3) Dhaka South City Corporation, 4) Dhaka North City Corporation
	2. Narsingdi	1) Belabo, 2) Shibpur, 3) Sadar, 4) Raipura
	3. Gazipur	1) Gazipur Sadar, 2) Shreepur, 3) Kapashia
	4. Manikganj	1) Manikganj Sadar, 2) Singair, 3) Saturia
	5. Munshiganj	1) Munshiganj Sadar, 2) Tongibari, 3) Louhojong
	6. Narayanganj	1) Sonargaon, 2) Sadar
	7. Kishoreganj	1) Bajitpur, 2) Hosenpur, 3) Pakundia
	8. Tangail	1) Modhupur, 2) Tangail Sadar, 3) Bhuyapur, 4) Dhonbari 5) Sakhipur
2) Faridpur	9. Madaripur	1) Madaripur Sadar, 2) Kalkini, 3) Shibchar,
	10. Shariatpur	1) Zazira, 2) Sadar
	11. Faridpur	1) Faridpur Sadar, 2) Modhukhali, 3) Boalmari.
	12. Rajbari	1) Sadar, 2) Pangsha
	13. Gopalganj	1) Tungipara, 2) Muksudpur, 3) Kasiyani, 4) Sadar
3) Rangpur	14. Rangpur	1) Mithapukur, 2) Taraganj, 3) Sadar 4) Pirganj
	15. Gaibandha	1) Gobindaganj, 2) Polashbari, 3) Sadar
	16. Kurigram	1) Kurigram Sadar, 2) Rajarhat, 3) Ulipur
	17. Nilphamari	1) Nilphamari Sadar, 2) Domar, 3) Kishoreganj
4) Dinajpur	18. Lalmonirhat	1) Lalmonirhat Sadar, 2) Aditmari, 3) Hatibandha
	19. Thakurgaon	1) Thakurgaon Sadar, 2) Pirganj, 3) Baliadangi,
	20. Dinajpur	1) Dinajpur Sadar, 2) Birganj, 3) Chiribandar,
5) Rajshahi	21. Panchagarh	1) Panchagarh Sadar, 2) Debiganj, 3) Boda
	22. Chapainawabganj	1) Shibganj, 2) Nachol
	23. Rajshahi	1) Bagha, 2) Puthia, 3) Baghmara 4) Godagari, 5) Charghat
	24. Natore	1) Natore Sadar, 2) Singra, 3) Gurudashpur,
	25. Naogaon	1) Shapahar, 2) Mohadevpur, 3) Sadar 4) Porsha
6) Bogura	26. Bogura	1) Bogura Sadar, 2) Shibganj, 3) Sherpur, 4) Dhunat
	27. Pabna	1) Pabna Sadar, 2) Ishwardi, 3) Atgharia, 4) Sathia
	28. Sirajganj	1) Ullapara, 2) Tarash, 3) Sirajganj Sadar
	29. Joypurhat	1) Sadar, 2) Panchbibi, 3) Akkelpur, 4) Kalai
7) Khulna	30. Bagerhat	1) Sadar, 2) Fakirhat, 3) Mollarhat,
	31. Khulna	1) Dumuria, 2) Fultola, 3) Sadar 4) Batighata, 5) Digolia
	32. Satkhira	1) Satkhira Sadar, 2) Kolaroa, 3) Tala
	33. Narail	1) Narail Sadar, 2) Lohagora
8) Jashore	34. Meherpur	1) Gangni, 2) Meherpur Sadar, 3) Mujibnagar
	35. Kushtia	1) Kushtia Sadar, 2) Kumarkhali, 3) Mirpur
	36. Magura	1) Magura Sadar, 2) Mohammadpur, 3) Shreepur
	37. Chuadanga	1) Chuadanga Sadar, 2) Damurhuda, 3) Alamdanga
	38. Jhinaidah	1) Jhinaidah Sadar, 2) Kaliganj, 3) Kotchadpur,
9) Rangamati	39. Jashore	1) Jashore Sadar, 2) Jhikargacha, 3) Chougacha, 4) Keshabpur,
	40. Khagrachhari	1) Khagrachhari Sadar, 2) Lakshmichhari, 3) Mohalchhari, 4) Manikchhari
	41. Bandarban	1) Bandarban Sadar, 2) Rowangchhari, 3) Lama
	42. Rangamati	1) Sadar, 2) Langadu, 3) Kaukhali
10) Cumilla	43. Chandpur	1) Chandpur Sadar, 2) Motlob, 3) Faridganj
	44. Cumilla	1) Chandina, 2) Burichong, 3) Cumilla Sadar, 4) Debiddar,
	45. Brahmanbaria	1) Brahmanbaria Sadar, 2) Brahmanbaria, 3) Nobinagar,
	46. Lakshmipur	1) Lakshmipur Sadar, 2) Rajshahi



Region	District	City Corporation/Pourasova/Upazilla
11) Chattogram	47. Cox's Bazaar	1) Cox's Bazaar Sadar, 2) Chokoria, 3) Ramu
	48. Feni	1) Sadar, 2) Dagonbhuiyan
	49. Noakhali	1) Noakhali Sadar, 2) Chatkhil, 3) Kabirhat
	50. Chattogram	1) Sitakunda, 2) Sadar 3) Bashkhali, 4) Chandanaish, 5) Potiya
12) Barisal	51. Pirojpur	1) Pirojpur Sadar, 2) Najirpur, 3) Nedarabad, 4) Vandaria, 5) Kawkhali
	52. Barisal	1) Babuganj, 2) Ujirpur, 3) Barisal Sadar, 4) Gourandi
	53. Bhola	1) Bhola Sadar, 2) Lalmohan, 3) Borhanuddin
	54. Barguna	1) Amtoli, 2) Taltoli, 3) Sadar
	55. Patuakhali	1) Kolapara, 2) Mirzaganj, 3) Sadar
	56. Jhalokathi	1) Jhalokathi Sadar, 2) Nalchity, 3) Kathalia
13) Sylhet	57. Sunamganj	1) Sunamganj Sadar, 2) Tahirpur, 3) Dakshin Sunamganj,
	58. Moulvibazaar	1) Shreemangal, 2) Kamalganj, 3) Sadar
	59. Sylhet	1) Sylhet Sadar, 2) Biswanath, 3) Golapganj,
	60. Habiganj	1) Habiganj Sadar, 2) Madhabpur, 3) Chunarughat,
14) Mymensingh	61. Sherpur	1) Sherpur Sadar, 2) Nalitabari, 3) Shribardi, 4) Nakla
	62. Mymensingh	1) Ishwarganj, 2) Mymensingh Sadar, 3) Fulbaria,
	63. Jamalpur	1) Jamalpur Sadar, 2) Shorishabari, 3) Melandah
	64. Netrokona	1) Netrokona Sadar, 2) Kendua, 3) Purbadhala
14 Regions	64 Districts	208



**Terms of References
for
Hiring of Export and Private Sector Engagement Consultant**

1. Background and general descriptions:

The "Program on Agricultural and Rural Transformation for Nutrition, Entrepreneurship, and Resilience in Bangladesh (PARTNER)" is designed to promote diversification, food safety, entrepreneurship, and resilience in the agri-food value chains of Bangladesh. The International Development Association (IDA) and the International Fund for Agricultural Development (IFAD) provided USD as a loan to the GoB. The program primarily focuses on three Results Areas (RA1: Promoting sustainable and nutritious food production; RA2: Increasing entrepreneurship and access to services along the value chain; and RA3: Modernizing institutions and policies for agriculture transformation) that support the GoB's vision and objectives of achieving a safe and profitable agriculture, and sustainable food and nutrition security, as presented in the 2020 Plan of Action (PoA) for implementing the National Agriculture Policy of 2018. Since the program aims to support a transformational shift in agriculture in support of diversification towards higher-value crops, ensuring food and nutrition security, and building long-term sector resilience to climate change, it is significantly relevant and linked to the Bangladesh Delta Plan 2100, the Perspective Plan 2021-41, the 8th Five-Year Plan, Sustainable Development Goal (SDG) targets, and so on.

The program will be disbursed by a new financial modality, PforR (program for result), which will be measured by ten (10) disbursement link indicators (DLIs) along with twenty-four (24) disbursement linked results (DLRs) under the three result areas (RAs). Based on the DLIs the key objectives of the program are as follows: to increase area under fruits and vegetables with GAP certification to 300000 hectares; to increase area under climate resistant and high yielding Rice varieties to 200000 hectares; to increase area under non- rice cereals, pulses, oilseeds, and horticulture crops to 200000 hectares; to cover new area of 100000 hectares under improved and efficient irrigation technologies; to roll out services (such as extension support, input subsidy support, and credit support), and made them available through the "Krishak Smart Card (2.27 crores Nos)" system; to establish the laboratories and accredited testing processes for agricultural commodities in testing laboratories; to train youth and women entrepreneurs (20000 Nos) in commercial agriculture agribusinesses, agricultural innovations and

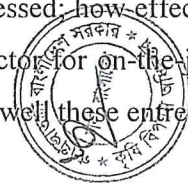
agricultural services; to increase R&D activities for new technologies and innovations along with development of an operational evaluation system for NARS institutes and extension systems; to establish and operationalize at least five value chain promotional bodies for selected commodities; and to improve quality information system (agricultural statistics and market research services including foreign markets). This task is for DLI 7: – Promotion of agri-food entrepreneurship for youth and women – associated with two DLRs:

DLR 7.1 – Partnerships with businesses for on-the-job training and PARTNER award mechanism established.

DLR 7.2 – Youth and women entrepreneurs trained (including on-the-job training) in commercial agriculture, agribusinesses, new agricultural innovations, and agricultural services

2. Objectives of the service required:

The high level objective of the service is to help DAM in achieving DLI-7. There have been numerous efforts in public and private sector to develop entrepreneurship in order to create employment, generate government revenue, and explore sectors, and so on. A recent study showed that only 4% entrepreneurs could prolong their ventures for five years, remaining are lost in between. The major reasons behind this include lack of incubation and follow up support, wrong selection of beneficiaries, fewer market linkage initiatives, and weaker negotiation skills. PARTNER has a target to develop 20,000 entrepreneurs (60% female and 40% youth male) within the age limit (18-35) as per the National Youth Policy, 2017. These entrepreneurs have to be linked with agro-based private sector companies for on-the-job training. Upon successful completion of on-the-job training, it is presumed that some entrepreneurs will be hired by the respective companies. The remaining entrepreneurs have to be nurtured through incubation centers. Many grant facilities will also be available for these entrepreneurs to support their venture subject to a thorough screening process. Interested entrepreneurs who plan to export their produces need to be linked with advanced market and given necessary legal and logistics supports. The success of achieving this target will largely depend on how properly the need of these entrepreneurs are addressed; how effectively these entrepreneurs are selected, nurtured, and connected to private sector for on-the-job training; how well they are given grants to support their ventures; and how well these entrepreneurs are sustained.



3. Duties and Responsibilities:

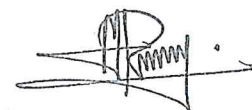
Under the overall supervision of the Agency Program Director (DAM), the consultant will be responsible for the following DLI wise task.

3.1 DLR 7.1 related duties and responsibilities:

- Facilitate to stock take current entrepreneurship development initiatives, performances, challenges, and suggestions
- Clarify the rules and regulations (e.g. standards, laws, informal rules and norms) related to the entrepreneurship development
- Organize and facilitate discussions on agribusiness investment related policy issues involving representatives of the private and public sector;
- Promote the conditions for private sector involvement in food and agriculture supply and value chains, producer's groups, civil society, public-private partnerships;
- Prepare MoU with industries, corporates, relevant NGOs, govt agencies, and incubators for on-the-job trainings)
- Design of mechanism for incubation and acceleration support for entrepreneurs [PARTNER award/grant/acknowledgement/branding] through multilateral meetings, symposiums, workshops
- Establish MoUs with Incubators (startup, entrepreneur seeker, HR firms), financial institutions [supporting entrepreneur, evaluating & financing business ideas, incentivizing FIs]
- Develop strategic action plan for the establishment of partnerships and the PARTNER award mechanism through inter-ministerial and inter-agency workshops, meetings, seminars, etc.
- Make Industry level communications for agreed upon on-the-job training framework (incentivizing, post training award) through seminar, meeting
- Other relevant duties assigned by the PIU.

3.2 DLR 7.2 related duties and responsibilities:

- Develop and carry out export related activities to assist entrepreneurs and new exporters to collect orders, ensure testing requirements, assist in packaging and transportation requirements, connect with freight and shipping firms, and monitor the export channels.
- Develop various guidelines and Standard Operating Procedures (SOPs) for export related training and communication materials including brochure, booklet, product profile, etc.
- Facilitate to assess the competitiveness of the entrepreneurs' venture and determine how to create competitive advantages in local and international market
- Facilitate to analyze the supporting functions that are required to support entrepreneurs in expanding the market in country and abroad



- Provide guidelines on support of private sector investment in agriculture; assess the legal, regulatory, and institutional agribusiness enabling environment in order to diagnose constraints to economic growth;
- Stocktake of existing entrepreneurship development activities in relevant sectors and businesses through Need Assessment Study, Corporate level meetings, etc.
- Monitor consulting firm responsible for developing training modules
- Facilitate the execution of Market Actors Business School for Women and Young Entrepreneurs
- Facilitate the conduction On-The-Job Training Program
- Monitor the Entrepreneurship development through Project Grant of equipment support and machinery support, including machine rental.
- Facilitate the Entrepreneurial market creation, integration, and linkage development
- Facilitate o hire agribusiness incubation centers and establishment of youth/women network
- Facilitate to prepare modality and provide technological and legal support to the entrepreneurs including transportation, storage, and packing materials as well as testing fee, freight charge, and license support.
- To identify value addition and food processing prospects in domestic and export market
- To provide suggestions and recommendations to facilitate entrepreneurship development process to increase in women and youth income
- Facilitate to prepare Database for eligible/interested entrepreneurs (area/sector based) (Entrepreneur hunt, advertising, demo/road shows, other agencies recommendations)
- Disseminate and making awareness of developed policy through roadshows, documentaries, fair/exhibitions, media coverage, etc.
- Other relevant duties assigned by the PIU.

4. Eligibility of the Prospective Consultant

4.1 Academic Qualification:

- Should be a Graduate in any field of Business Administration from a reputed university
- The applicant must have 1st Class or Grade A in all board/university level examinations. Results can be relaxed for participants having practical experience in relevant field.

4.2 General Experience:

- The applicant must have a minimum 10 (ten) years of working experience
- Proven experience in working with international donor agencies in entrepreneurship development
- Strong understanding of private sector dynamics in the agricultural industry
- Knowledge of export regulations, market trends, and quality standards



4.3 Specific Experience:

- Minimum 05 (five) years of working experience in the field of entrepreneurship development, incubation, teaching and research, market linkage, project management, export support, etc.
- Experience in designing and implementing standard operating procedure (SOPs) related to entrepreneurship development
- Excellent demonstrated documentation skills and prior experience in developing concept notes/research reports/project plans will be essential
- Proven experience in conducting need assessment and participatory approaches
- National/daily Newspaper column writing/Research article on entrepreneurship development, product/brand development, understanding the need of youth, agricultural supply chain, etc. shall be given preference
- In-depth knowledge of agricultural markets, including supply chains, pricing mechanisms, and regulatory frameworks, will be given preferences.

4.4 Communication skills:

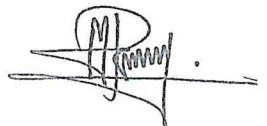
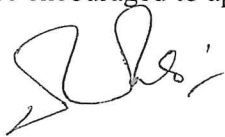
- Strong networking skills and the ability to build relationships with agricultural producers, exporters, government agencies, and private sectors and other stakeholders.
- Good communication, interpersonal skills, with an ability to work in a multi-cultural environment.
- Corporate level verbal and written communication for effective negotiation and persuasion
- Self-motivated and ability to work with minimal supervision.

4.5 Language Requirements: Fluency in speaking, listening, writing, and reading English is essential.

4.6 Computing Skills: MS Office, Data Analysis (SPSS/Stata/R, etc),

5. Age limit

There is no particular age limit. Any person eligible to guide 20,000 entrepreneurs, manage incubation centers, communicate private sectors, execute award mechanisms, facilitate export markets, etc. are encouraged to apply.



6. Termination/Discontinuance/Notice

In case of discontinuance, either party is required to give one month notice in lieu thereof and rescind the contract. If performance of consultant is not satisfactory, PE may terminate the contract during the contract period.

7. Duration of the Service

54 Months from the signing of the contract or project duration whichever is earlier.


8. Indicative Work Program and Locations:


Name of the position:	Export and Private Sector Engagement Consultant
Contract Package:	SD/PARTNER/DAM-24
Number of position:	01 (One)
Duty Station:	Dhaka
Expected start date of Assignment:	01 January 2024 Duration: 54 Months.
Source	National
Category:	Individual Consultant
Main Tasks:	Export and Private Sector Engagement Consultant will be procured for regulatory issues, export linkages, as well as private sector involvement related tasks.
Reports to:	Agency Program Director, Program on Agricultural and Rural Transformation, Nutrition, Entrepreneurship and Resilience in Bangladesh (PARTNER-DAM Part).


9.0 Non-Technical Instructions

- Applicants must have own arrangement of Transportation support for daily office work and visit to the project locations;
- No reimbursable TA/DA is admissible for the consultant;
- Daily office hours as per GoB office rules. However, he/she must have to work extra hours as per the instruction of Program Implementation Unit (PIU).





19/12/2023
Md. Rashidul Islam
Senior Monitoring Officer
PARTNER, DAM
Khamarbari, Dhaka.


19/12/23
Reza Shahbaz Haque
Senior Monitoring Officer
PARTNER, DAM
Khamarbari, Dhaka.


19/12/2023
Md. Bayezid Bostami
Senior Monitoring Officer
PARTNER, DAM
Khamarbari, Dhaka.


19/12/23
Dr. AFM Tariqul Islam
Principal Scientific Officer (Agril. Engg.)
Bangladesh Agricultural Research Council
Farmgate, Dhaka-1215.


19/12/2023
Masud Rana
Deputy Program Director
PARTNER, DAM
Khamarbari, Dhaka