

Hortex Foundation As Strategic Partner of Department of Agricultural Extension (DAE) Under

National Agricultural Technology Program-Phase II Project (NATP-2)
Sech Bhaban (3rd Floor), 22, Manik Mia Avenue, Sher-e-Bangla Nagar, Dhaka- 1207
Website: www.hortex.org

Memo No. NATP-2/Hortex-SP-DAE/SC/2017-201

Date: 05 September 2017

Request for Expressions of Interest (EOI) for Selection of Individual Consultants/Experts

The Government of the People's Republic of Bangladesh has received credit (IDA Credit No. 5665-BD and IFAD Loan No. 2000000721) respectively from the International Development Association (IDA) and International Fund for Agricultural Development (IFAD) towards the cost of National Agricultural Technology Program-Phase II Project (NATP-2) and intends to apply a part of the proceeds for the provision of consultancy services for the Hortex Foundation as Strategic Partner of DAE by hiring of 04 (four) individual consultants/experts. Position, qualification & experiences, duration and scope of work/duties and responsibilities of 04 (four) individual consultants/experts are given below:

Sl. No.	Name of Position, No. of Position and Duration	Qualifications & Experiences	Scope of Services/Duties and Responsibilities
1.	Name of Position: Post Harvest Management Expert No. of Position: 01 (one) Service Package # SD/Hortex-NATP2/01 Duration: Duration of the consultancy services will be 60 man months or up to project period which one comes earlier. It will be renewed in every year on satisfactory annual performance of the individual consultant/expert.	a. Academic: - Minimum Master Degree in Horticulture/relevant field. - Candidates having Ph.D in Horticulture may have an added advantage. b. Experience: - Minimum 15 years working experience in horticultural research/post harvest management of horticultural crops in Government/ Autonomous/Semi Autonomous organizations/Universities/International organizations. - Minimum 03 years working experience in donor/IDA funded/ development projects. - Scientific publications are desirable. - High level of proficiency in written and spoken English and report writing. - Working experience in national & international food quality and safety standards would be an added qualification. - Computer literacy (MS Word, Excel and PowerPoint etc.) is essential.	- Responsible to Managing Director, Hortex Foundation; - Assess the knowledge gap of stakeholders in post harvest management of horticultural/agricultural crops and identify constraints and develop an action plan in resolving the constraints and reduce post harvest losses; - Assist in supervising all aspects of production, harvesting and post harvest management activities in project sites, farmer fields, collection points, commodity collection & marketing centers (CCMCs); - Prepare detailed work plan on the basis of the project activities for interventions in post harvest management and quality assurance areas; - Prepare post harvest technology packages of horticultural/agricultural crops including maturity indices of specific crops; - Check regularly the produces both in the collection points, CCMCs and the developed markets to ensure produce quality; - Supervise harvest practices and post harvest handling, grading, sorting, washing, packaging, storage and transportation; - Develop training modules and materials on post harvest management and organize training for stakeholders; - Collaborate in establishing collection points, CCMCs and market infrastructure/renovation; - Provide technical assistance in agro-product processing, value addition, food safety, packaging, storage, cool chain transport etc; - Organize training, workshop, seminar and field days relating to post harvest management of horticultural produce; - Submit technical reports (monthly, half yearly, yearly, terminal reports, PCR) timely; - Work independently and maintain all related files and documents and - Any others tasks as assigned by the Authority.
2.	Name of Position: Supply Chain Integration and Marketing Expert No. of Position: 01 (one) Service Package # SD/Hortex-NATP2/02 Duration: Duration of the consultancy services will be 60 man months or up to project period which one comes earlier. It will be renewed in every year on satisfactory annual performance of the individual consultant/expert.	a. Academic: - Minimum Master Degree in Agriculture/Agricultural Economics/Agricultural Marketing/MBA major in Marketing/ relevant field. - Candidates having Ph.D in relevant field may have an added advantage. b. Experience: - Minimum 15 years working experience in contract farming, group marketing, business development, market linkage development, supply & value chain management of horticultural/agricultural produce. - Minimum 03 years working experience in donor/IDA funded/development projects. - Scientific publications are desirable. - High level of proficiency in written and spoken English and report writing. - Computer literacy (MS Word, Excel and Power Points etc.) is essential.	- Responsible to Managing Director, Hortex Foundation; - Identify opportunities and constraints affecting the supply chains and formulate appropriate interventions strategies for resource mobilization; - Suggest appropriate methods for selection of sub-sectors, different actors and potential buyers and compile data for supply chain analysis; - Prepare plan for specific interventions and activities that promote equitable growth through supply chain development; - Design and develop a computerized information database for the supply chain knowledge development with information on regulations/codes for safe and clean food with the help of relevant consultant(s); - Formulate training courses on the supply chain management oriented information packages for farmers, exporters, traders, entrepreneurs and processors; - Organize training, workshop, seminar, field-days, fairs relating to supply chain integration & market management of horticultural/ agricultural produce; - Develop and design appropriate strategy with guidelines for farmers led (POs) Marketing Association with the assistance of Private Sectors for channelizing high value produces at markets; - Develop training modules and resource materials for building capacity of the project stakeholders and beneficiaries on supply & value chain management, marketing and agribusiness; - Conduct a feasibility study on marketing of processed agro-products at home and abroad; - Conduct studies, surveys on existing markets for identifying potential niche markets; - Prepare guidelines and MOU's for contract farming based on most appropriate model; - Assist CIGs, POs, MMC, input sellers, traders, exporters, processors and entrepreneurs in developing market linkages; - Organize value chain analysis in clusters for horizontal and vertical expansion of high value crops; - Suggest improved market management practices for increasing marketing capacity of the project beneficiaries; - Organize exposure visits, foreign tours for the project stakeholders and beneficiaries; - Work independently and maintain all related files and documents; - Write and submit different periodical reports as per project requirements and as assigned by the Authority and - Any others tasks as assigned by the Authority.
3.	Name of Position: Training Management Expert No. of Position: 01 (one) Service Package # SD/Hortex-NATP2/03 Duration: Duration of the consultancy services will be 24 man months. It will be renewed in every year on satisfactory annual performance of the individual consultant/expert.	a. Academic: - Minimum Master Degree in any discipline of agricultural science or related field. b. Experience: - Minimum 15 years working experience in Agricultural Research/Agricultural Extension/Training & Communication. - Must have minimum 5 years working experience in planning, organizing & managing training and communication activities, workshop etc. in any research/extension/International organization. - Minimum 03 years working experience in donor/IDA funded/development projects. - High level of proficiency in written and spoken English and report writing ability. - Computer literacy (MS Word, Excel and Power Point etc.) is essential.	- Responsible to Managing Director, Hortex Foundation; - Develop training, ToT, workshop, seminar, exposure visit and overseas study visit programs and ensure their implementation in time; - Assist in hiring consulting firm for execution of foreign training programs; - Perform all project related training and communication activities; - Implement training and communication activities of Hortex Foundation in a timely manner; - Prepare training manuals/modules on all events in Hortex under NATP-2; - Prepare timely progress report on training and communication; - Prepare and maintain database on training and workshop programs; - Work independently and maintain all relevant files and documents of the project; - Work closely with Training & Communication Specialist of DAE; - Prepare periodical and annual reports including PCR and - Any other related tasks as assigned by the Authority.

4.	Name of Position: M & E Expert No. of Position: 01 (one) Service Package # SD/Hortex-NATP2/04 Duration: Duration of the consultancy services will be 60 man months or up to project period which one comes earlier. It will be renewed in every year on satisfactory annual performance of the individual consultant/expert.	a. Academic: - Minimum Master Degree in Agricultural Science/Economics/Statistics or related fields. b. Experience: - Minimum 15 years working experience in planning and organizing monitoring & evaluation programs in government/ autonomous/private/international organization. - Minimum 3 years working experience in M & E and related activities in donor/IDA funded/development projects. - Must have experience log-frame, impact, output and outcomes indicators, monitoring format development, other strategic approaches of M & E. - Should have experience in preparing Terms of Reference (ToR) for relevant activities. - Well experienced in database management and strong analytical skills. - High level of proficiency in written and spoken English and report writing. - Computer literacy (MS Word, Excel, Power Point, SPSS and other statistical software) is essential.	- Responsible to Managing Director, Hortex Foundation; - Design result based monitoring & evaluation plan and implementation; - Ensure monitoring and evaluation of overall project activities including the field offices as per results framework; - Collect data on the key performance indicators and prepare relevant reports; - Maintain database of all field activities including CIGs, POs, MMC & CCMCs; - Work independently and maintain all relevant files and documents; - Monitor regularly project input, output/outcome/impact; - Monitor CIGs through balanced score card; - Maintain close link with Monitoring & Evaluation Specialist of DAE, PMU & other PIUs; - Prepare and published all monthly, quarterly, half yearly annual reports and PCR in time and - Any other related tasks as assigned by the Authority.
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Now, Managing Director (MD), Hortex Foundation invites eligible applicants to express their Expression of Interest (EOI) in providing the services. Interested applicants are invited to provide information indicating that they are qualified to perform the said services. The individual consultants/experts will be hired following PPR-2008 and the method of Selection of Individual Consultant (SIC) of the World Bank Consultant Guidelines, 2014. The detailed TOR and scope of services of the individual consultants/experts, application form and CV format will be available in the websites of Hortex Foundation www.hortex.org. Applicants may obtain further information and collect the TOR and application format from the office of the undersigned during office hours (9:00am-5:00pm) on all working days up to 21 September 2017.


Interested applicants are requested to submit their Expression of Interest (one original and two copies in sealed envelope along with a soft copy) on or before 28 September 2017 by 1:00pm either by hand delivery or by post to the address below along with documentary evidences to support the required criteria. Please clearly mark **"Request for Expression of Interest"** for selection of individual consultant/expert with the name of the position. Any application submitted later than the specified date and time will not be entertained.

The procuring entity reserves the right to accept or reject any or all EOIs without showing any reason whatsoever. No TA/DA will be provided for attending interviews.

Magbuzan
05.09.2017

Managing Director
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D-358

Government of the People's Republic of Bangladesh Office of the Director National Institute of Neuro-sciences and Hospital Sher-e-Bangla Nagar, Dhaka-1207.					
Ref:-56/NINS&H/Admin/Tender Document/2017-18/ 604				Date: 06/09/2017	
Invitation for Tender(OTM)					
01	Ministry/Division		Ministry of Health and family Welfare		
02	Agency		Director General of Health Service		
03	Procuring Entity Name		Director, National Institute of Neuro-Sciences & Hospital		
04	Procuring Entity Code		3-2751-0230		
05	Procuring Entity District		Dhaka-1207		
06	Invitation for		Supply of MSR Goods		
07	Invitation Reference No		56/NINS&H/Admin/Tender Document/2017-18/604		
08	Date		06/09/2017		
KEY INFORMATION					
09	Procurement method		Open Tendering Method (OTM)		
FUNDING INFORMATION					
10	Budget & Source of Fund		Revenue Budget (GoB)		
PARTICULAR INFORMATION					
11	Office Code		0230		
12	Office Name		National Institute of Neuro-Sciences & Hospital		
13	Tender Package No		Package No:NINS&H/MSR Goods-04		
14	Tender Package Name		Supply of MSR Goods		
15	Tender Publication Date		06/09/2017		
16	Tender Last Selling Date		04/10/2017 (Office hour)		
17	Tender Closing Date & Time		05/10/2017, Time:12:00 noon		
18	Tender Opening Date & Time		05/10/2017, Time:12:30 pm		
19	Name & Address of the office				
	Selling Tender Document		Accounts section, National Institute of Neuro-Sciences & Hospital. Sher-e-Bangla Nagar, Dhaka-1207		
	Receiving Tender document		Office of the Director, National Institute of Neuro-Sciences & Hospital. Sher-e-Bangla Nagar, Dhaka-1207		
	Opening tender document		Office of the Director, National Institute of Neuro-Sciences & Hospital. Sher-e-Bangla Nagar, Dhaka-1207		
INFORMATION FOR TENDERER					
20	Eligibility of Tenderer		This invitation for Tenders is open to all eligible Tenderer as mentioned below:- 1) The tenderer should have valid Trade License, Vat registration certificate and upto date income tax clearance certificate. 2) Other details conditions included in the schedule.		
21	Brief Description of Goods		Supply of MSR Goods Code (4868)		
22	Price of Tender Document		TK. 5000.00 (Five Thousand) (Non refundable Cash)		
23	Lot No	Identification of lot	Location	Security Amount	Completion Time in work
	01	Supply Of Medicine(Non-EDCL)	National Institute of Neuro-Sciences and Hospital. Sher-e-Bangla Nagar, Dhaka-1207	Tk.8,75,000 /-	14 days after Work Order.
	02	Supply Of MSR Instrument		Tk.14,00,000 /-	30 days after Work Order
	03	Supply Of Linen		Tk.1,80,000 /-	30 days after Work Order
	04	Supply Of Gauze, Bandage & Cotton		Tk.1,50,000 /-	30 days after Work Order
	05	Supply Of MSR Furniture		Tk.1,20,000 /-	30 days after Work Order
PROCURING ENTITY DETAILS					
24	Name of Official Inviting Tender		Prof. Dr. Quazi Deen Mohammad.		
25	Designation of Official Inviting Tender		Director		
26	Address of Official Inviting Tender		National Institute of Neuro-Sciences & Hospital Sher-e-Bangla Nagar, Dhaka-1207		
27	Contact Details of Official Inviting Tender		Tel : +88-02-9140752; Fax: +88-02-9137292, E-mail: nins_hospital@yahoo.com		
28	The procuring entity reserves the right to accept or reject any/all tender(s) without assigning any reason whatever.				
Note: (1) If the date of selling, receiving & opening of tender is disturbed under any unavoidable circumstances, the next working day will be applicable for the same respectively. (2) Tenderers shall be subject to the availability of allocated bills. (3) Tender will have to supply the requisite goods on priority and necessary basis of the procurement authority within schedule time after work order upon the availability of fund. And the item/ quantity may be increased/decreased as per allotment.					
 Director National Institute of Neuro-Sciences and Hospital Sher-e-Bangla Nagar, Dhaka-1207					
GD - 1808					