

Padakhep Manabik Unnayan Kendra
S Tower, 28/1, West Tajturi Bazar, Tajgaon, Dhaka-1215

Request for Application (RFA)
for
Selection of Individual Consultant (National)

Name of the Service:
Selection of an Individual Consultant for Developing Training Module/Manual development on HACCP Protocol, BAP, GMP, Global GAP and Certification standards (BRCGS, ISO etc.) & process and Facilitation of ToT'' of Rural Microenterprise Transformation Project (RMTP) of PKSf

Name of the Method: Individual Consultant Selection (ICS)

(Lump Sum based)

Package No: PKSf/RMTP/SD-11
Issued on: 25th October, 2024

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 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 payment is linked to reports/deliverables prepared and submitted by the Consultant on specific dates, i.e., **payment related to milestone basis**.

Lump sum-based contracts are not commonly used in the selection of Individual Consultants. Lump sum-based contracts are recommended when the Scope of the Services is clearly defined and Consultant's remuneration is linked to the delivery of certain outputs, usually reports, etc. A major advantage of the **lump-sum** contract is the simplicity of its administration; the Client needs only to be satisfied with the output.

SRFA (PS3) 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 (PS3), 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(PS3) duly tailored may also be used for the purpose of Single Source Selection Method.

The following briefly describes the Section of SRFA (PS3) 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.

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Section 1. Information to the Applicants

A. General

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| 1. Scope of assignment | 1.1 The Client has been allocated public fund for ‘ Microenterprise Development Project ’ 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 | <p>2.1 Prospective Individuals shall demonstrate in their Applications that they meet the required qualifications and experiences and are fully capable of carrying out the assignment.</p> <p>2.2 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.</p> <p><i>[Minimum educational qualifications, required experience have been mentioned in Terms of reference in Section 2]</i></p> |
| 3. Eligible Applicants | <p>3.1 Any Bangladeshi national including persons in the service of the Republic or the local authority / Corporations is eligible to apply for the positions</p> <p>3.2 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</p> <p>3.3 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</p> <p>3.4 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.</p> <p>3.5 The Applicant has the legal capacity to enter into the Contract</p> <p>3.6 The Applicant has fulfilled its obligations to pay taxes and social security contributions under the relevant national laws.</p> <p>3.7 The Applicant shall not be under a declaration of ineligibility for corrupt, fraudulent, collusive or coercive practices in accordance with Sub-Clause 4.2.</p> <p>3.8 The Applicant shall not have conflict of interest pursuant to the Clause 5</p> |

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| 4. Corrupt, Fraudulent, Collusive or Coercive Practices | <p>4.1 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.</p> <p>4.2 The Government defines corrupt, fraudulent, collusive or coercive practices, for the purposes of this provision, in the Contract Agreement Sub-Clause 3.4</p> <p>4.3 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.</p> <p>4.4 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:</p> <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 | <p>5.1 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.</p> <p>5.2 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.</p> <p>5.3 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.</p> <p>5.4 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.</p> |

B. Preparation, Submission & Modification or Substitution of Applications

- 6. Preparation of Application
 - 6.1 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
 - 6.2 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 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.
 - 7.2 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.
 - 7.3 In case of hand delivery, the Client, on request, shall provide the Applicant with a receipt.
 - 7.4 The closing date for submission of Application is 6 November 2024 on or before by 4:00 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.
 - 7.5 Applications may be modified or substituted before the deadline for submission of Applications.
 - 7.6 The Client may at its sole discretion, extend the deadline for submission of Applications.
 - 7.7 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.

C. Evaluation of Applications

8. Evaluation of applications

8.1 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.

8.2 The points have been allocated under each of the evaluation Criteria are:

Criteria	Points
• Educational Qualification	<i>10 points</i>
• General Experience /Overall Experience	<i>10 Points</i>
• Relevant Working Experience and its adequacy for the assignment	<i>55 points</i>
• Works undertaken that best illustrate the capability to handle the work	<i>10 points</i>
• Publication, Computer Skills, Proficiency in English and Bengali languages	<i>10 points</i>
Total points:	95 points

8.3 Applicants thus given points as stated under Clause 8.2, not securing the minimum qualifying points 70 shall be considered disqualified.

8.4 Applications shall be evaluated by the PEC, who shall prepare a short-list of maximum seven (7) Applicants

8.5 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.

8.6 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.

8.7 In pursuant to Rule 114 of the Public Procurement Rules 2008, there shall be no public opening of Applications.

8.8 The Client shall immediately after the deadline for submission of Application convene a meeting of the Proposal Opening Committee (POC)

8.9 The POC, having completed the record of opening, shall send the Applications received and the opening record to the PEC.

8.10 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.

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| 9. Application Negotiations | <p>9.1 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.</p> <p>9.2 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</p> <p>9.3 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”</p> <p>9.4 The Financial negotiations will involve the remuneration and other reimbursable cost to be paid to the Applicant.</p> <p>9.5 Negotiations will conclude with a review of the draft Contract. To complete negotiations the Client and the Applicant will initial the agreed Contract</p> |
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D. Award of Contract

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| 10. Award of Contract | 10.1 After completing negotiations and having received the approval to award the contract, the Client shall sign the Contract with the selected Applicant. |
| 11. Debriefing | <p>11.1 After signature of the Contract, the Client shall promptly notify other Applicants that they were unsuccessful.</p> <p>11.2 The Client shall promptly respond in writing to any unsuccessful Applicant who request the client in writing to explain on which grounds its application was not selected.</p> |
| 12. Commencement of Services | 12.1 The applicant is expected to commence the assignment on November 15, 2024. The location of the commencement of services is at Padakhep Manabik Unnayan Kendra, S. Tower, 28/1, Tejturi Bazar, Tajgaon, Dhaka-1215. The duration of the contract shall be 45 days from the date of commencement. |

Section 2. Terms of Reference

Terms of Reference (ToR) for Selection of an Individual Consultant for Developing Training Module/Manual development on HACCP protocol, BAP, GMP, Global GAP and Certification standards (BRCGS, ISO etc.) & process and Facilitation of ToT'' of Rural Microenterprise Transformation Project (RMTP) of PKSF

1. About the Organization:

Padakhep Manabik Unnayan Kendra is a non-governmental leading development and non-bank financial institutions working throughout the country since 1986 contributing to the socio-economic development effort of Bangladesh. During 38 years of journey of change making has served about 12 million beneficiaries with its continuous development journey through **capacity enhancement, market connection-oriented approach and creating appropriate financial choices**. It aims for a world with equity where every potential is empowered to create scalable impact for a sustainable future. At Padakhep, create a synergy of holistic development approach for our beneficiaries through **skills development, entrepreneurship development, capacity building, social inclusion strategy development, SME, women empowerment, job placement, youth engagement**, social development, market linkage and inclusive financial intervention model and contributing to the countries to effort to reach Sustainable Development Goals.

At present, Padakhep is operating its development activities all over the country through 700+ offices, one training institute (Padakhep Institute of Development Management), 85 training centres with having accommodation and logistics facilities. Moreover, Padakhep has **350 Learning Centres (LCs), 2500 Child Care Centres (CCCs) for Childhood Development**, and **400 Older Peoples' Club (OPC) supported by the World Bank**, one **Handicrafts Design Development Center**, one **Safe Street Food Market for micro-entrepreneurs supported by the World Bank**, along with required logistics support to conduct skills development training of beneficiaries. Padakhep developed linkages and partnership with more than 300 NGOs/CBOs, universities, etc. and their capacity enhancement in program implementation including **women empowerment, economic development, livelihood development, gender and social development, entrepreneurship development, health and sanitation and hygiene issue, education, climate change and environment, agriculture program, education program, skills development and capacity building, youth engagement** and development, etc. Padakhep has made a strong contribution in reducing poverty through different **skills and capacity building training** including capacity building, **women entrepreneurship development focused on women and youth, enterprise development, alternative livelihood and income generating training, supply and sanitation, job placement, life skills development**, etc.

Padakhep was honored with two awards at the **Sustainable Development Goals (SDG) Brand Champion Awards 2024** for Responsible Consumption and Production for Soap Production from Recycle Burn Oil : A Green Prospective and Strengthening Environment-Friendly Micro-Enterprise in Salt Processing and Trade. The awards were presented by Syeda Rizwana Hasan, Adviser to the Ministry of Environment, Forests and Climate Change and the Ministry of Water Resources. The SDG Brand Champion Awards 2024, hosted by Bangladesh Brand Forum, celebrated 39 pioneering initiatives in sustainability. These awards honor organizations excelling in various Sustainable Development Goals (SDGs), including Responsible Consumption and Production, Climate Action, and more.



2. About the Sub-project:

Since 2022, Padakhep has been implementing as a partner organization PKSf titled, “Rural Micro Enterprise Transformation Project (RMTP)” under 5 upazilas of Gopalganj district. Under the RMTP, the sub-project titled, ‘Production and Marketing of Safe Fish and Fish Products’ jointly financed by Palli Karma-Sahayak Foundation (PKSf) the International Fund for Agricultural Development (IFAD) and Danish International Development Agency (DANIDA), is being implementing at working districts by the partner organizations. The sub-project is working to increase income, ensure food security and improve family nutrition of marginal and small farmers and aquaculture related backward and forward market actors. The project is supporting small farmers & micro-entrepreneurs and agribusinesses to improve their operations and integrate contractually within selected value chains. In this perspective, Aquaculture products that respond to growing demand from domestic, regional and global markets, ensure nutritional benefits for both producers and consumers, and can be aligned to comply with food quality and safety standards, will be prioritized under the project.

Fish has long been a cornerstone of Bengali cuisine and is considered a prominent non-vegetarian source. This dietary tradition has earned Bengalis the nickname “Mache Bhate Bengali”. Given that 60 percent of the total animal-sourced protein requirements of the country are coming from fish. Moreover, the fisheries sector in Bangladesh is a crucial contributor to the country’s economy, not only meeting a significant proportion of the nation’s non-vegetarian food needs but also generating substantial income. **In the fiscal year 2022-23, the total fish production is 4.92 Million MT and contributing 2.53 percent to the country’s GDP & 22.26 percent of Agricultural GDP. But there is a safety and quality concern of fish products in many cases.**

Now, the consumers are concerned about the safety of their food intake. To produce safe fish and value-added fish products, it is prerequisite to aware and capacitate both the producers and other actors engaged in this sector. Also, good hygienic practices in the handling, manufacturing and transportation of fish and fish products, and adequate refrigeration throughout, can greatly reduce outbreaks of fish-borne illnesses and ultimately accelerate the food safety issues. In this context, Padakhep, an implementor of RMTP has taken initiative to prepare training module/manual for 22 sub projects (**see the POs list in annexure-1**) through a common consultancy service to gain knowledge about HACCP protocol, GMP Global GAP and Certification standards & process (BRCGS, ISO etc.) for safe fish and value-added fish products production & marketing. It will be beneficial to familiarity of ecological farming, prospects of marketing of safe fish products, marketing channel, economic status of microenterprises, and technical knowledge status of entrepreneur and their enterprises. The organization also take the initiative to capacitate the trainers who will later on facilitate the training among the lead farmers & others service providers.

3. Purpose of the assignment:

This assignment is aimed at developing training materials based on the approved standards for use in training for a wide range of identified stakeholders as well as trainers, inspectors and certification bodies. The training modules are aimed at (1) facilitating the understanding of the requirements of the standards among stakeholders, (2) streamlining operations of producers and processors, (3) better understanding among regulators on the best means of regulatory intervention, (4) formalizing the documentation of HACCP, GAP, GMP and Certification to create confidence among consumers and export markets, (5) paving the way for certification of facilities, personnel and products and capacities of government officials to implement a common certification mechanism. The assignment also includes the facilitation of training program among the staffs and stakeholders.

6. Project Stakeholder and target people:

About 300 project staffs and relevant service providers from public & private sector and academicians will be capacitated on HACCP, GMP, GGAP, Certification etc. who are responsible for capacity building of producer and entrepreneurs for safe fish and value-added diversified fish products development and certification. The Expected project outcomes are to decrease production cost as well as improved cultivation practice and income through production and marketing of safe fish and value- added diversified fish products

7. Objectives: The key objectives of the assignment are:

- a) The objective of this assignment is to prepare module for conducting training session and gather more knowledge for project staff as well as other stakeholders on safe fish production, certification and marketing.
- b) Design and develop of this Training Module/Manual on the topics/issues of the HACCP, GMP, GGAP, Certification etc.
- c) Facilitation of the training program (ToT) among the staffs and stakeholders.

Specific Objectives:

- a) To develop the training module both English and Bengali version;
- b) The module should also bring to the participants local examples/lessons.
- c) To equip the trainees with the necessary skills and understanding of HACCP, GMP, GGAP, Certification etc.;
- d) To equip the trainees with the necessary skills of facilitation, leadership & management.
- e) To provide necessary materials, tools and techniques to the trainees for training facilitation;

8. Methodology and Task specification:

- a) Review the RMTP projects training program implementation on field level
- b) Review present practices and procedures of microenterprises (ME's) capacity development
- c) Consult with key staff of projects to prepare and deliver an inception report with work plan
- d) Consult with key staffs of project for the preparation of user needs for the development of the training module
- e) Sharing the draft with the user and receiving feedback from key projects staff

9. Training Facilitation:

The anticipated training methodology shall be a key consideration of the consultancy. Preparation of a training structure and content taking into account the goals and objectives as well as the intended participants. The course content will be delivered through short lectures, video presentations, group discussions/field visit, group presentations, case studies, role-play, simulation and skill practices during the training. For facilitation of each batch training, there will be a Lead Facilitator and another assistant facilitator.

10. Key Deliverables and Timeline

- a) The draft outline of training module including detailed work plan must be submitted within 05 days from the date of signing the agreement.
- b) The detailed draft of module (In Bangla and English) has to be submitted for feedback from authority as per requirement.
- c) The final module should be prepared incorporating the responses/feedback from authority. The consultant/firm has to submit six copies (3 copies for each version) of final module along with soft copy (PDF & word) in pen drive or via email. The reference of information used in the training module should be mentioned.

The followings are the required deliverables with their tentative due dates:

SI No	Events	Tentative Deadlines
1	Submission of inception report including draft outline & the detailed work plan	05 days from contract signing
2	Submission of draft module	19 days
3	Submission of Final module	11 days after feedback
4	Conducting a Training of Trainers (ToT) for the project staff Submission of Training Report	After 10 days of module finalization

11. Contract period:

The assignment of action research is 45 days from the signing of the contract. The consultant must be completed the assignment withing the contract period.

12. Institutional arrangement:

The consultant will report to the 'Project Focal' and/or his/her designated person regarding their scope of services, deliverables and other assignment related issues.

13. Qualifications and Experiences of Individual Consultant:

a) **Educational Qualification:** The consultant(s) should have minimum master degree in Fisheries/Marine Science/ Agricultural science/Natural Science/Zoological Science/ Food Science/ Business Administration/Economics or any other relevant subject.

b) **Experience:**

- Minimum of 10 years of professional experience working in audit, certification and training facilitation;
- Track record of IEC materials development in the area of scope of this assignment;
- Proven track record on the application of the requirements of certification, which provides conformity assessment (i.e., requirements for bodies certifying products, processes and service);
- Experience in developing module, guidelines and protocols;
- Proven track record in activity design and delivering technical assistance, including needs assessment, and effective capacity-building, related to fisheries;
- Knowledgeable on the different GAP program being implemented worldwide, including the those implemented in Bangladesh;
- Skills and involvement in the development of practical and user-friendly training materials and tools for different target groups;
- Thorough understanding and good knowledge of information, education and communication (IEC) approaches, and training methods/tools suitable for non-native English speakers;
- Proven good track record in relevant consultancy work in Bangladesh, particularly in the areas of Aquaculture, agriculture, biology, natural sciences, zoological sciences, food sciences and trade.

c) **Computer skills:** Good computer skills with adequate knowledge of multi-media presentation and dissemination of outputs and documentation.

d) **Language:** The consultant must have strong & proven written and oral communication and presentation skills both Bangla and English language.

14. Consultant (National) Selection Process:

The consultant will be selected conforming to the Individual Consultant Selection (ICS) method guided by the Public Procurement Rules-2008. The type of contract is lump-sum. The point distribution is given below:

Sl.	Criteria	Point
1	Education	20
2	Experience	50
3	Training & Publication	5
4	Familiarity	5
5	Language	5
6	Computer Literacy and data analysis	10
Total		95

15. Cost:

The consultant will formally propose the cost for the consulting service in details as per attached application format. The cost will be expressed in Bangladeshi currency (BDT) and all payments will be made locally in the same currency. Tax, VAT and others (if any) will be applicable as per the government rules.

16. Mode of Payment:

Payment to the consultant/firm will be based on the invoice submitted to the organization. The payment under this contract will be made by A/c Payee cheque to the consultant. Notably, Applicable VAT and TAX will be deducted at source as per the Government rules. The mode of payment will be as per the following schedule:

- a) 1st Payment (20% of total contract value): The 1st payment will be made upon submission and acceptance of the inception report with detail work plan.
- b) 2nd Payment (30% of total contract value): The 2nd payment will be made upon submission and acceptance of the draft module by **‘Padakhep’**.
- c) Final Payment (50% of total contract value): The final payment will be made upon acceptance of the final module by **‘Padakhep’** and facilitation of one batch Training program.

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. NAME OF THE APPLICANT	:				
2. PRESENT ADDRESS	:				
3. PERMANENT ADDRESS	:				
4. PRESENT WORKING ADDRESS & DESIGNATION, IF EMPLOYED	:				
5. CELL NUMBER, TELEPHONE NUMBER, E-MAIL & POSTAL ADDRESS	:				
6. DATE OF BIRTH	:				
7. NID NUMBER	:				
8. NATIONALITY	:				
9. MEMBERSHIP IN PROFESSIONAL SOCIETIES	:				
10. EDUCATION <i>[mention only university degrees and any other specialized education].</i>	:				
11. OTHER TRAINING <i>[indicate significant training which is pertinent to the proposed tasks/assignment].</i>	:				
12. ENGLISH LANGUAGES & DEGREE OF PROFICIENCY (Speaking, Reading & Writing)	:				
13. EXPERIENCE DURING THE LAST 10 YEARS	:				
a) General experiences:					
Sl.	Name of the assignment/study	Contract Duration	Major tasks	Completion date with necessary documents	Remarks (on-going and others)

b) Experiences related to this assignment:

Sl.	Name of the assignment/study	Contract Duration	Major tasks	Completion date with necessary documents	Remarks (on-going and others)

15 DESCRIBE OWN CAPABILITY TO HANDLE :
THIS ASSIGNMENT

16 LIST OF THE PUBLICATIONS (IF ANY) DURING :
THE LAST 10 YEARS

17. 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. Finally, after negotiation Remuneration & Reimbursable will be part of fixed lump-sum amount as per agreed deliverable in the contract.**

(1) Consultant's Remuneration

Rate (per month / day / hour in Tk)	Time (No. month / day / hour)	Total (Tk)

Note: A month consists of 30 calendar days.

(2) Reimbursable (as applicable)

	Rate per unit	Total unit	Total Amount (Tk)
(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	

Total (1 + 2) in figures and words:	
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Section 4. Contract Forms

4.1 Contract Agreement (Lump Sum 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 (<i>Description of Services</i>), 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 | <p>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.</p> <p>3.2 The Government defines corrupt, fraudulent, collusive or coercive practices, for the purposes of this provision, in the Sub-Clause 3.5</p> <p>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.</p> <p>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:</p> <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. |

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.

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| 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 | <p>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.</p> <p>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.</p> |
| 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 or Contract Price | 10.1 The Client shall pay the Consultant for the Services rendered pursuant to ‘Description of Services’ ‘a ceiling amount or contract price not to exceed Tk [insert amount], which includes remuneration and reimbursable expenses as set forth in Clause 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 or contract price are detailed in **Annex B**
11. Lump-Sum Payment 11.1 The Total payment due to the Consultant shall not exceed the Contract Price which is an all-inclusive fixed lump-sum covering all costs (**Remuneration & Reimbursable**) required to carry out the services described in Annex A
12. Payment Conditions 12.1 **Currency:** Payments shall be made in Bangladesh Taka.
- 12.2 **Payments:** Payments in respect of the Services shall be made in line with outputs according to the Consultant's Reporting Obligations & Payment schedule as specified in **Annex C**
- 12.3 The Consultant shall submit an Invoice at the periods specified in **Annex C** after fulfilling the reporting obligations and payments shall be made by the Client within fifteen (15) calendar days of receipt of the invoice.
- 12.4 **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.

Obligations of the Consultant

13. Medical Arrangements 13.1 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.
14. Performance Standard 14.1 The Consultant undertakes to perform the Services with the highest standards of professional and ethical competence and integrity.
15. Contract Administration 15.1 **Client's Representative:** The Client's representative, as indicated in Annex A, shall be responsible for the coordination of all activities under the Contract.
- 15.2 **Reports:** During the course of the assignment, the Consultant shall submit to the Procuring Entity reports as listed in **Annex C**, which shall be type-written or computer composed, and will constitute the basis for the payments to be made under Clause 12.
16. Confidentiality 16.1 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.

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| 17. Consultant's Liabilities | <p>17.1 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>17.2 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> |
| 18. Consultant not to be Engaged in Certain Activities | <p>18.1 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

- | | |
|---------------------------------------|---|
| 19. Services, Facilities and Property | <p>19.1 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

- | | |
|------------------------|--|
| 20. Termination | <p>20.1 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>20.2 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> |
| 21. Dispute Resolution | <p>21.1 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> <p>21.2 Arbitration</p> <p>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.</p> |

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: As per negotiated TOR

ANNEX B: Cost- Lump Sum

ANNEX C: Consultant's reporting Obligations & Payment Schedule

As per negotiated TOR

Terms of Reference for selection of an Individual Consultant for 'Developing Training Module/Manual on HACCP protocol, BAP, GMP and Global GAP and Facilitation of ToT'

1. Summary:

Sub Project	Production and Marketing of Safe Fish& Fish Products
Project title	Rural Micro Enterprise Transformation Project (RMTP)
Type of work	Training Module/Manual development on HACCP protocol, BAP, GMP, Global GAP and Certification standards (BRCGS, ISO etc.) & process and Facilitation of ToT
Purpose	To prepare the Training Module/Manual of HACCP protocol, BAP, GMP, Global GAP and Certification standards (BRCGS, ISO etc.) & Process by Certification Providing Authority or Consultant Assisted for Certification.
Reports to	Padakhep Manabik Unnayan Kendra
Application Procedure and Address	An Individual Consultant can apply with necessary documents send hard copy to detail address mentioned in the proposal submission section.
Deadline for receiving Applications	6 November 2024
Contact Number	Md. Rafiqul Islam Assistant Director Mob: 01730026315 (If any quarry then contact with)

2. About the Organization:

Padakhep Manabik Unnayan Kendra is a non-governmental leading development and non-bank financial institutions working throughout the country since 1986 contributing to the socio-economic development effort of Bangladesh. During 38 years of journey of change making has served about 12 million beneficiaries with its continuous development journey through **capacity enhancement, market connection-oriented approach and creating appropriate financial choices**. It aims for a world with equity where every potential is empowered to create scalable impact for a sustainable future. At Padakhep, create a synergy of holistic development approach for our beneficiaries through **skills development, entrepreneurship development, capacity building, social inclusion strategy development, SME, women empowerment, job placement, youth engagement**, social development, market linkage and inclusive financial intervention model and contributing to the countries to effort to reach Sustainable Development Goals.

At present, Padakhep is operating its development activities all over the country through 700+ offices, one training institute (Padakhep Institute of Development Management), 85 training centres with having accommodation and logistics facilities. Moreover, Padakhep has **350 Learning Centres (LCs), 2500 Child Care Centres (CCCs) for Childhood Development**, and **400 Older Peoples' Club (OPC) supported by the World Bank**, one **Handicrafts Design Development Center**, one **Safe Street Food Market for micro-entrepreneurs supported by the World Bank**, along with required logistics support to conduct skills development training of

beneficiaries. Padakhep developed linkages and partnership with more than 300 NGOs/CBOs, universities, etc. and their capacity enhancement in program implementation including **women empowerment, economic development, livelihood development, gender and social development, entrepreneurship development, health and sanitation and hygiene issue, education, climate change and environment, agriculture program, education program, skills development and capacity building, youth engagement** and development, etc. Padakhep has made a strong contribution in reducing poverty through different **skills and capacity building training** including capacity building, **women entrepreneurship development focused on women and youth, enterprise development, alternative livelihood and income generating training, supply and sanitation, job placement, life skills development, etc.**

Padakhep was honored with two awards at the **Sustainable Development Goals (SDG) Brand Champion Awards 2024** for Responsible Consumption and Production for Soap Production from Recycle Burn Oil: A Green Prospective and Strengthening Environment-Friendly Micro-Enterprise in Salt Processing and Trade. The awards were presented by Syeda Rizwana Hasan, Adviser to the Ministry of Environment, Forests and Climate Change and the Ministry of Water Resources. The SDG Brand Champion Awards 2024, hosted by Bangladesh Brand Forum, celebrated 39 pioneering initiatives in sustainability. These awards honor organizations excelling in various Sustainable Development Goals (SDGs), including Responsible Consumption and Production, Climate Action, and more.



3. About the Sub-project:

Since 2022, Padakhep has been implementing as a partner organization PKSf titled, “Rural Micro Enterprise Transformation Project (RMTP)” under 5 upazilas of Gopalganj district. Under the RMTP, the sub-project titled, ‘Production and Marketing of Safe Fish and Fish Products’ jointly financed by Palli Karma-Sahayak Foundation (PKSF) the International Fund for Agricultural Development (IFAD) and Danish International Development Agency (DANIDA), is being implementing at working districts by the partner organizations. The sub-project is working to increase income, ensure food security and improve family nutrition of marginal and small farmers and aquaculture related backward and forward market actors. The project is supporting small farmers & micro-entrepreneurs and agribusinesses to improve their operations and integrate contractually within selected value chains. In this perspective, Aquaculture products that respond to growing demand from domestic, regional and global markets, ensure nutritional benefits for both producers and consumers, and can be aligned to comply with food quality and safety standards, will be prioritized under the project.

Fish has long been a cornerstone of Bengali cuisine and is considered a prominent non-vegetarian source. This dietary tradition has earned Bengalis the nickname “Mache Bhate Bengali”. Given that 60 percent of the total animal-sourced protein requirements of the country are coming from fish. Moreover, the fisheries sector in Bangladesh is a crucial contributor to the country’s economy, not only meeting a significant proportion of the nation’s non-vegetarian food needs but also generating substantial income. **In the fiscal year 2022-23, the total fish production is 4.92 Million MT and contributing 2.53 percent to the country’s GDP & 22.26 percent of Agricultural GDP. But there is a safety and quality concern of fish products in many cases.**

Now, the consumers are concerned about the safety of their food intake. To produce safe fish and value- added fish products, it is prerequisite to aware and capacitate both the producers and other actors engaged in this sector. Also, good hygienic practices in the handling, manufacturing and transportation of fish and fish products, and adequate refrigeration throughout, can greatly reduce outbreaks of fish-borne illnesses and ultimately accelerate the food safety issues. In this context, Padakhep, an implementor of RMTP has taken initiative to prepare training module/manual for 22 sub projects (**see the POs list in annexure-1**) through a common consultancy service to gain knowledge about HACCP protocol, BAP, GMP, Global GAP and Certification standards & process (BRCGS, ISO etc.) for safe fish and value- added fish products production & marketing. It will be beneficial to familiarity of ecological farming, prospects of marketing of safe fish products, marketing channel, economic status of microenterprises, and technical knowledge status of entrepreneur and their enterprises. The organization also take the initiative to capacitate the trainers who will later on facilitate the training among the lead farmers & others service providers.

4. Purpose of the assignment:

This assignment is aimed at developing training materials based on the approved standards for use in training for a wide range of identified stakeholders as well as trainers, inspectors and certification bodies. The training modules are aimed at (1) facilitating the understanding of the requirements of the standards among stakeholders, (2) streamlining operations of producers and processors, (3) better understanding among regulators on the best means of regulatory intervention, (4) formalizing the documentation of HACCP, GAP, GMP and Certification to create confidence among consumers and export markets, (5) paving the way for certification of facilities, personnel and products and capacities of government officials to implement a common certification mechanism. **The assignment also includes the facilitation of training program among the staffs and stakeholders.**

5. Project Stakeholder and target people:

About 300 project staffs and relevant service providers from public & private sector and academicians will be capacitated on HACCP, GMP, GGAP, Certification etc. who are responsible for capacity building of producer and entrepreneurs for safe fish and value-added diversified fish products development and certification. The Expected project outcomes are to decrease production cost as well as improved cultivation practice and income through production and marketing of safe fish and value- added diversified fish products.

6. Objectives of the assignment:

The key objectives of the assignment are:

- a) The objective of this assignment is to prepare module for conducting training session and gather more knowledge for project staff as well as other stakeholders on safe fish production, certification and marketing.
- b) Design and develop of this Training Module/Manual on the topics/issues of the HACCP, GMP, GGAP, Certification etc.
- c) Facilitation of the training program (ToT) among the staffs and stakeholders.

7. Specific Objectives:

- a) To develop the training module both English and Bengali version;

- b) The module should also bring to the participants local examples/lessons.
- c) To equip the trainees with the necessary skills and understanding of HACCP, GMP, GGAP, Certification etc.;
- d) To equip the trainees with the necessary skills of facilitation, leadership & management.
- e) To provide necessary materials, tools and techniques to the trainees for training facilitation;

8. Methodology and Task specification:

- a) Review the RMTP projects training program implementation on field level
- b) Review present practices and procedures of microenterprises (ME's) capacity development
- c) Consult with key staff of projects to prepare and deliver an inception report with work plan
- d) Consult with key staffs of project for the preparation of user needs for the development of the training module
- e) Sharing the draft with the user and receiving feedback from key projects staff

9. Training Facilitation:

The anticipated training methodology shall be a key consideration of the consultancy. Preparation of a training structure and content taking into account the goals and objectives as well as the intended participants. The course content will be delivered through short lectures, video presentations, group discussions/field visit, group presentations, case studies, role-play, simulation and skill practices during the training. For facilitation of each batch training, there will be a Lead Facilitator and another assistant facilitator.

10. Key Deliverables:

- a) The draft outline of training module including detailed work plan must be submitted within 05 days from the date of signing the agreement.
- b) The detailed draft of module (In Bangla and English) has to be submitted for feedback from authority as per requirement.
- c) The final module should be prepared incorporating the responses/feedback from authority. The consultant has to submit six copies (3 copies for each version) of final module along with soft copy (PDF & word) in pen drive or via email. The reference of information used in the training module should be mentioned.

The followings are the required deliverables with their tentative due dates:

SI No	Events	Tentative Deadlines
1	Submission of inception report including draft outline & the detailed work plan	05 days from contract signing
2	Submission of draft module	19 days
3	Submission of Final module	11 days after feedback
4	Conducting a Training of Trainers (ToT) for the project staff Submission of Training Report	After 10 days of module finalization

11. Contract period:

The assignment of action research is 45 days from the signing of the contract. The consultant must be completed the assignment withing the contract period.

12. Institutional arrangement:

The consultant will report to the 'Project Focal' and/or his/her designated person regarding their scope of services, deliverables and other assignment related issues.

13. Qualifications and Experiences of Individual Consultant:

a) **Educational Qualification:** The consultant(s) should have minimum master degree in Fisheries/Marine Science/ Agricultural science/Natural Science/Zoological Science/ Food Science/ Business Administration/Economics or any other relevant subject.

b) **Experience:**

- Minimum of 10 years of professional experience working in audit, certification and training facilitation;
- Track record of IEC materials development in the area of scope of this assignment;
- Proven track record on the application of the requirements of certification, which provides conformity assessment (i.e., requirements for bodies certifying products, processes and service);
- Experience in developing module, guidelines and protocols;
- Proven track record in activity design and delivering technical assistance, including needs assessment, and effective capacity-building, related to fisheries;
- Knowledgeable on the different GAP program being implemented worldwide, including the those implemented in Bangladesh;
- Skills and involvement in the development of practical and user-friendly training materials and tools for different target groups;
- Thorough understanding and good knowledge of information, education and communication (IEC) approaches, and training methods/tools suitable for non-native English speakers;
- Proven good track record in relevant consultancy work in Bangladesh, particularly in the areas of Aquaculture, agriculture, biology, natural sciences, zoological sciences, food sciences and trade.

c) **Computer skills:** Good computer skills with adequate knowledge of multi-media presentation and dissemination of outputs and documentation.

d) **Language:** The consultant must have strong & proven written and oral communication and presentation skills both Bangla and English language.

14. Consultant (National) Selection Process:

The consultant will be selected conforming to the Individual Consultant Selection (ICS) method guided by the Public Procurement Rules-2008. The type of contract is lump-sum. The point distribution is given below:

Sl.	Criteria	Point
1	Education	20
2	Experience	50
3	Training & Publication	5
4	Familiarity	5
5	Language	5
6	Computer Literacy and data analysis	10
Total		95

15. Cost:

The consultant will formally propose the cost for the consulting service in details as per attached application format. The cost will be expressed in Bangladeshi currency (BDT) and all payments will be made locally in the same currency. Tax, VAT and others (if any) will be applicable as per the government rules.

16. Mode of Payment:

Payment to the consultant will be based on the invoice submitted to the organization. The payment under this contract will be made by A/c Payee cheque to the consultant. Notably, Applicable VAT and TAX will be deducted at source as per the Government rules. The mode of payment will be as per the following schedule:

- a) 1st Payment (20% of total contract value): The 1st payment will be made upon submission and acceptance of the inception report with detail work plan.
- b) 2nd Payment (30% of total contract value): The 2nd payment will be made upon submission and acceptance of the draft module by **‘Padakhep’**.
- c) Final Payment (50% of total contract value): The final payment will be made upon acceptance of the final module by **‘Padakhep’** and facilitation of one batch Training program.

17. Proposal submission/application and documents required

Interested consultants are invited to submit their proposal in two sets (1 original & 1 duplicate) along with supporting documents in a sealed covered envelope at the **Executive Director, Padakhep Manabik Unnayan Kendra, Head Office, Dhaka. Address: “S Tower” 28/1, Tejuri Bazar, Tajgaon, Dhaka.** directly or by courier and be clearly marked on the envelope. You can also communicate,

The proposal should include the following below five items. Please note that any proposal which does not contain all five items will be rejected.

- I. **Cover letter:** clearly summarizing your experience and competency as it pertains to this assignment.
- II. **Technical proposal:** not exceeding three (03) pages expressing an understanding and interpretation of the ToR, time and activity schedule.
- III. **Financial proposal:** Daily consultancy fees for 16 working days for module development and fees for 4 days for training facilitation, accommodation & living costs, transport costs, and any other related costs has to be borne by the consultant. Please also attach a TIN Certificate.
- IV. **Detailed CVs:** Detailed CVs including recent photo and previous working history and educational background of the facilitators. (As per attached format)
- V. **Professional references:** Two professional references from your previous clients are needed.

18. Proposal Closing Date & Time: 6 November 2024; 4:00 pm

19. Quality and ethical standard:

There will be nothing in the assignment which may be harmful for the respondents in terms of legal or ethical ground. You have to deliver quality and realistic information about Safe Fish Products Production and Marketing and post-harvest management so that our project beneficiaries and other stakeholders can get good support from it. You also have to maintain all standard criteria for delivering this assignment.

Annexure-1: POs List with working area

Sl #	Name of Partner Organization (PO)	Working Area
1	Grameen Manobik Unnayan Sangstha (GRAMAUS)	Mymensingh
2	Bangladesh Development Society (BDS)	Barishal
3	Atmabiswas	Chuadanga & Jhenaidah
4	Community Development Centre (CODEC)	Patuakhali & Barguna
5	Nowabenki Gonomukhi Foundation (NGF)	Satkhira
6	Nabolok Parishad (Nabolok)	Bagerhat
7	Padakhep Manabik Unnayan Kendra (Padakhep)	Gopalganj
8	Shataphool Bangladesh	Rajshahi
9	MOUSUMI	Naogaon
10	Joypurhat Rural Development Movement (JRDM)	Joypurhat
11	Program for Community Development (PCD)	Pabna
12	Manob Mukti Sangstha (MMS)	Sirajgonj
13	Rural Reconstruction Foundation (RRF)	Jashore
14	Satkhira Unnayan Sngstha (SUS)	Khulna & Satkhira
15	UNNAYAN	Khulna
16	HEED Bangladesh	Bagerhat
17	SDS (Shariatpur Development Society)	Shariatpur
18	Centre for Community Development Assistance (CCDA)	Narsingdi
19	Society for Project Implementation Research Evaluation & Training (SOPIRET)	Laxmipur- Noakhali
20	Integrated Development Foundation (IDF)	Chottogram
21	National Development Programme (NDP)	Natore
22	SKS Foundation	Gaibandha