

Government of the Peoples' Republic of Bangladesh
Ministry of Local Government, Rural Development and Cooperatives

Local Government Division

Bangladesh Secretariat, Dhaka-1000

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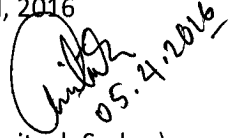
e-mail: lgd.upazila2@gmail.com

Request for Expression of Interest (EOI)

1.	Sponsoring Ministry/Division	Ministry of Local Government, Rural Development & Cooperatives
2.	Implementing Agency	Local Government Division
3.	Procurement Entity Name	Joint Secretary-Upazila, LGD & PD-UGDP
4.	Expression of Interest (EOI) for selection of	An International Consultant/Consulting Firm for " Upazila Governance & Development Project "
5.	EOI Ref. No.	Memo No:46.045.014.00.00.003.2016-426
6.	Date	05 April, 2016
7.	Procurement Method	Consultant/Consulting Firm will be selected in QBS method in accordance with the JICA's Guidelines for the Employment of Consultant under Japanese ODA Loans, dated April 2012
8.	Budget & Source of Funds	JICA Loan Agreement No. BD-P85 through GoB
9.	Development Partners	Japan International Cooperation Agency (JICA)
10.	Project/Program Name	Upazila Governance and Development Project (UGDP)
11.	EOI Closing Date & Time	05 May, 2016 at 5:00 pm
12.	Brief Description of Assignment	The consultants will assist PMU in: (i)preparing and managing the project implementation plans; (ii)supervising, monitoring and reporting including cost and quality control, the implementation of all sub projects, (iii)proceeding all the disbursement-related administrative operation; (iv)providing training for capacity development; (v)managing Upazila Development Facilitators (UDFs); (vi)conducting the baseline survey and midterm assessment; and (vii)supporting procedure for environmental and social considerations.
13.	Experience, Resources & Delivery Capacity	Applicants must submit the EOI with

	Required	furnishing the information including supporting documents and the formats (Format-1, 1b, 2, 3, 4) which may be obtained from office of the Project Director of UGDP, Joint Secretary-LGD, Room no.1607, Building no.06, LGD, Bangladesh Secretariat, Dhaka Consultant's Information Consultant's Experience Consultant's Expertise Agreement of Joint Venture, if applicable Financial Capacity
14.	Association with other Farms	Consultant may associate with other consultants to enhance their qualifications
15.	Association with foreign Farms	This EOI invites international consultants and/or joint venture (JV) with inputs from both international and local specialists who are interested in undertaking the service as the consultant for the Project.
16.	Name of Official Inviting EOI	Amitavh Sarker
17.	Designation of Official Inviting EOI	Joint Secretary-Upazila, LGD
18.	Address of Official Inviting EOI	Joint Secretary-Upazila, Room No.1607, Building No.06, LGD, Bangladesh Secretariat, Dhaka.
19.	Relevant Information	As described
20.	Interested Consulting firms shall collect detail EOI document at the address below during normal office hours or down load the PDF version of the document from CPTU website: www.cptu.gov.bd	
21.	The procurement Entity reserves the right to accept or reject all EOIs.	

Date: 05 April, 2016


(Amitavh Sarker)

Joint Secretary-Upazila, LGD &
Project Director, UGDP

Ministry of Local Government, Rural Development & Cooperatives
Bangladesh Secretariat, Dhaka.

Government of the People's Republic of Bangladesh

**Request for Expression of Interest (EOI)
for
Governance Improvement, Supervision, and Monitoring (GISM) Consulting
Services
under
Upazila Governance and Development Project (UGDP)**

**Local Government Division (LGD)
Ministry of Local Government, Rural Development & Cooperatives
Room #1607, Building #06, Bangladesh Secretariat, Dhaka-1000**

April 2016

Government of the People's Republic of Bangladesh
Local Government Division (LGD)
Upazila Governance and Development Project (UGDP)

Bangladesh Secretariat,
Dhaka-1000

Ref: 46.045.014.00.00.003.2016-426

Date: 05 April, 2016

Request for Expression of Interest (REOI)
for
Governance Improvement, Supervision and Monitoring (GISM)
Consulting Services

1. The Government of the People's Republic of Bangladesh has received Official Development Assistance (ODA) Loan from Japan International Cooperation Agency (JICA) towards the cost of "Upazila Governance and Development Project" with the objective of enhancing the capacity of Upazila Parishad to deliver effective public services to the citizens and thereby contributing to reinforcing local government structure of Bangladesh. A part of the proceeds from the loan will be utilized for Governance Improvement, Supervision and Monitoring (GISM) consulting services which will provide overall support to the Project Management Unit (PMU) in managing all components, implementing and reporting for the project. The Project is of approximately six years duration.
2. This Scope of GISM Consulting Services will include the following:
 - i) Prepare overall project implementation plan, annual work plan, implementation schedule and other plans as required for smooth execution of the Project; Provide necessary advice to PMU and assist PMU in evaluation of sub-projects proposals submitted by the targeted Upazila;
 - ii) Plan and supervise implementation of the baseline survey by reviewing Upazila local governance performance data; prepare TOR and bidding documents for the baseline survey, assist PMU in procurement of the baseline surveyor;
 - iii) Assist PMU in monitoring and supervising project implementation including procurement, evaluation of financial performance of the targeted Upazilas; provide training and capacity building and supervising Upazila Development Facilitators (UDFs); develop TOR of the UDFs and monitor their performance;
 - iv) Support in making financial projections, annual procurement plans, disbursement related administrative operation, checking SOE (Statement of Expenditures) documents, collecting supporting documents on expenditures for the target Upazila;
 - v) Support project activities maintaining compliance with GOB regulations and the agreement between GOB and JICA, and environmental and social considerations; monitor environmental safeguard of relevant sub-projects; and
 - vi) Prepare indicators to assessment of Upazila's performance in governance

The firm requires providing Experts (International and Local) in the following fields:

- a) Project Management;
 - b) Monitoring and Evaluation;
 - c) Financial Management;
 - d) Capacity Development ;
 - e) Field Governance Management;
 - f) Environmental Safeguard
 - g) Social Consideration
 - h) Information Communication and Technology (ICT)
3. Selection of the shortlisted consultants will be made in accordance with the Quality Based Selection (QBS) following Guidelines for the Employment of the Consultant under Japanese ODA Loans, April 2012.
 4. EOI is invited from eligible international consulting firms/organizations/institutes in single or in the form of Joint Venture, or association/consortium, which has required expertise and experience in the above-mentioned areas. The firm would have:
 - Satisfactory overseas experience and as well as experience in working in developing countries, preferably in Asia Pacific and South Asia, in similar projects; and
 - Experience with Japanese Official Development Assistance (ODA) loan projects, in similar condition, preferably
 5. EOI should include the following information (See the Form available on web-site/hard copy):
 - a) Company profile (Form-1);
 - b) Related experience of the firm (Form-2);
 - c) Availability of appropriate expertise (Form-3);
 - d) Financial information (Form-4); and
 - e) Agreement of Joint Venture, or association/consortium, if applicable (Form-1b)
 6. EOI as well as forms/ supporting documents attached shall be written in English. Documents originally written in other than English should be translated by the applicant into English and attached to the copy of original duly attested by competent authority.
 7. Outline of the project and Forms of Expression of Interest are posted on the websites of LGD: <http://www.lgd.gov.bd> and CPTU: <http://www.cptu.gov.bd> and hard copy of the same is available.
 8. The five (5) signed copies of EOI shall be submitted in a sealed envelope through post, Registered post, or delivered by hand, super scribing "Consultancy Services for Governance Improvement, Supervision, Monitoring" on top of the envelope to the following address by 5 pm, Date, 03 May, 2016.

9. The Client reserves the right to accept/reject one or all EOIs or stop the process of approval at any stage, at its sole discretion without assigning any reasons and shall bear no liability whatsoever consequent upon such a decision.
10. Those EOIs submitted by firms will be screened, and firms will be shortlisted. Only short-listed firms will be invited to submit proposals. The result of EOIs and names of the shortlisted firms will be informed by the undersigned in writing by Fax and/or email within 60 days from the date of submission of EOIs.

Joint Secretary (Upazila)
Local Government Division (LGD),
Bangladesh Secretariat,
Dhaka-1000
Phone: +880-2-9540489
Fax: +880-2-9577230
Email: lgd.upazila2@gmail.com

Ref: 46.045.014.00.00.003.2016-426

Date: 05 April, 2016

Copy forwarded for kind information:

Expression of Interest Forms: Contents

1. Form of Letter of “Expression of Interest”
2. Form -1 A. GENERAL INFORMATION
 A-1 Firm’s Information
 A-2 Summary of Consortium
3. Form - 1b B. Consortium Agreement
4. Form - 2 C. Relevant Experience Record
5. Form - 3 D. Available Experts
6. Form - 4 E. Financial Capacity

Short Listing Criteria

Form of Letter of “Expression of Interest”

[Letter head paper of the Applicant or partner responsible for a consortium, including full postal address, telephone no., and fax no.]

Date:.....

To:
XXXX
Address:
XX
Dhaka-
Bangladesh
Phone +880XXXXXXXXX
Fax: +880XXXXXXXXX
Email: XXXXXX@XXX.XXX.bd

Sir,

1. Being duly authorized to represent and act on behalf of hereinafter referred to as “the Applicant”), and having reviewed and fully understood all of the information provided in Request for Expression of Interest, the undersigned hereby expresses its interest in and applies to be short-listed by yourselves as a submitter of proposal for the consulting services for Upazila Governance and Development Project (UGDP):
2. Attached to this Expression of Interest are copies of original documents defining:
 - (a) the Applicant's legal status; and
 - (b) the place of incorporation/ organization/ institution (for applicants who are corporations/ organizations/ institutes), or the place of registration and the nationality of the owners (for applicants who are partnerships or individually-owned firms).
3. Project Director, Upazila Governance and Development Project (UGDP), Local Government Division and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents and information submitted in connection with this Expression of Interest, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This Expression of Interest will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and as requested by Bangladesh Bank to verify statements and information provided in this Expression of Interest, such as the human resources, experience, and competence of the Applicant.
4. Project Director, Upazila Governance and Development Project (UGDP), Local Government Division and its authorized representatives may contact the following persons for further information

Experience inquiries	
Contact	Telephone
Personnel inquiries	
Contact	Telephone
Financial inquiries	
Contact	Telephone

5. This Expression of Interest is made with the full understanding that:

- (a) All information submitted in this Expression of Interest for qualification and selection for short-listing will be subject to verification at the time of submitting proposal by short-listed applicants;
- (b) The Project Director reserves the right to reject or accept any application, cancel the qualification and selection for short-listing process at any stage, and reject all applications;
- (c) The Project Director shall not be liable for any such actions and shall be under no obligation to inform the Applicant of the grounds for them.

Applicants who are not Consortiums should delete para. 6 and initial the deletion.

6. We confirm that if we submit a proposal, that proposal, as well as any resulting contract, will be:
- a. Signed so as to legally bind all partners, jointly and severally; and
 - b. Submitted with a consortium agreement providing the joint and several liability of all partners in the event the contract is awarded to us.

[Note A: By declaration of the para 6 above, the lead partner and the other partner (experiences, technical and financial capacity) will be jointly evaluated. The sub-contracted firm is not subject of evaluation.]

7. The undersigned of declaration on the statements made and the information provided in this Expression of Interest are complete, true, and correct in every detail.

Signed	Signed
Name	Name
For and on behalf of (name of Applicant or lead of a Consortium)	For and on behalf of (name of partner)

Signed	Signed
Name	Name
For and on behalf of (name of partner)	For and on behalf of (name of partner)

EXPRESSION OF INTEREST FORM -1**A. General Information**

[Note B: All individual firms and each partner of a Consortium applying for short-listing are requested to provide following information in this form. Nationality information should be provided for all owners or applicants who are partnerships or individually-owned firms. Summary of Consortium should be provided, if applicable.]

A-1 Firm's Information (All firms in case of Joint Ventures)

	Name of firm	
	Head office address	
	Telephone	Contact (Name, position)
	Fax	
	Place of incorporation / registration	Year of incorporation / registration

A-1(b) Firm's Information (In addition to A-1 above, submit the following in case of Partnership or Individually-owned firms)

Nationality of the Owner	
Name	Nationality

1		
2		
3		
4		
5		

A-2 Summary of Consortium

Names of all partners of Consortium	
Lead partner	
Partner	
Partner	

EXPRESSION OF INTEREST FORM 1b

B. Consortium Agreement

To
XX
Address:
Dhaka
Bangladesh
Phone +880XXXXXXXXX
Fax: +880XXXXXXXXX
Email: XXXXXX@XXX.XXX.bd

The undersigned of this declaration of cooperation are authorized to act with regard to the Expression of Interest in the consulting services for the Governance Improvement, Supervision, and Monitoring (GISM) under Upazila Governance and Development Project (UGDP) on behalf of their organizations.

They hereby declare:

that they will legalize a consortium Agreement in case that a consulting services Contract indicated in Request for Expression of Interest in the consulting services for the Governance Improvement, Supervision, Monitoring (GISM) (the Contract) is awarded to their group;

1. that they have nominated _____ [name of the lead partner] as the Sponsor Firm of the group for the purpose of this Expression of Interest;
2. that they authorized Mr./Ms. _____ [name of the person who is authorized to act as the Representative on behalf of the Consortium] to act as the Representative in the name and on behalf of their group for the purpose of this Expression of Interest.
3. that all partners of the Consortium shall be liable jointly and severally for the execution of the Contract;
4. that this Consortium is an association constituted for the purpose of providing consulting services for the Governance Improvement, Supervision, Monitoring (GISM) under the Contract
5. that each and every partner to this Consortium shall provide at least one expert for the contract period in any one of the required areas of expertise that are stipulated in para. 2 of Request for Expression of Interest;
6. that this Consortium should be post-disqualified in case the Consortium should breach the agreement in respect of item 5 above when submitting a Proposal;

7. if Project Director accepts the Proposal of this Consortium, it shall not modify the composition or constitution of the consortium formed and proposed in the Proposal until the completion of Contract without the prior consent of Project Director;

Give names and positions of the proposed Consortium Representatives, as well as organization's names and addresses:

1	Name:	Signature:
	Position:	Date:
	Representative of: (Organization's Name and address)	

2	Name:	Signature:
	Position:	Date:
	Representative of: (Organization's Name and address)	

3	Name:	Signature:
	Position:	Date:
	Representative of: (Organization's Name and address)	

EXPRESSION OF INTEREST FORM - 2**C. Relevant Experience Record**

[Note C: All individual firms and all partners of a consortium are requested to provide information, in this form, of relevant service contracts in last ten (10) years. Relevant services must be related to the following fields;

1. Project management in related to governance improvement and development plan
2. Monitoring and evaluation of governance related projects
3. Financial management and procurement
4. Capacity development

The value of the contract should be based on the currencies of the contracts converted into Bangladeshi Taka, at the date of substantial completion, or for current contracts at the time of award.]

C-1. Name of Applicant or Name of Consortium and name of the partner to provide information

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C-2 General Experiences

Name of assignment:	Country:
Duration (from month/year to month/year)	Employer:
Contract status of the firm: Sole J/V Subcontractor	Japanese ODA: Yes No
Total contract amount:	Contract amount of the firm:
Total men-months of professional:	Men-months of professional provided by the firm:
Summary of the service:	

EXPRESSION OF INTEREST FORM - 3**D. Available Experts**

[Note D] The Applicant is requested to provide personnel information to be possibly assigned for the specified area mentioned in the followings;

- a) Project Management;
- b) Monitoring and Evaluation;
- c) Financial Management;
- d) Capacity Development;
- e) Field Governance Management;
- f) Environmental Safeguard;
- g) Social Consideration;
- h) Information Communication and Technology (ICT)

No. of Expert/Engineer to be Available

Name of the firm (each firm of JV or consortium)	Expertise	Degree (Bachelor, Master, Doctor)	No. of Experts
(Example)			
ABCD	Civil Engineer	Bachelor	15
ABCD	Civil Engineer	Master	8

EXPRESSION OF INTEREST FORM - 4**E. Financial Capacity**

Note E: The Applicant or each partner of consortium is requested to provide audited financial statement (balance sheet, income statement, and cash flow statement) in last five (5) years. The Applicant or each partner of consortium is also requested to provide summary of financial information in the following form.]

For partner;

Financial information in Bangladeshi Taka equivalent	Actual: previous 5 years (use the accounting year of the applicant or partner)				
	Accounting Year 1	Accounting Year 2	Accounting Year 3	Accounting Year 4	Accounting year 5
1. Total assets					
2. Current assets					
3. Total liabilities					
4. Current liabilities					
5. Sales of which consulting services only (Turnover)					
6-1. Gross Profits the firm					
6-2. Gross Profits of which consulting services only					
7-1. Profits after taxes of the firm					
7-2. Profits after taxes of which consulting services only					

