

Government of the People's Republic of Bangladesh
Agro-Meteorological Information Systems Development Project
Component-C of BWCSR
Department of Agricultural Extension
Khamarbari, Farmgate, Dhaka-1215

Request for Expressions of Interest (REOI)
for

Junior National consultant Administration and logistics on 'Agro-Meteorological Information Systems Development Project (Component C of Bangladesh Weather and Climate Services Regional Project' Package No: AMISDP-SD-007

Memo: 12.01.0000.018.01.001.21.6368

Date: 19.12.2021

The People's Republic of Bangladesh has received a credit in the amount of USD 113million as from the International Development Association (IDA) towards the cost of Agro-Meteorological Information Systems Development Project [Component -C of Bangladesh Weather and Climate Services Regional Project (BWCSR)] to be implemented by Department of Agricultural Extension (DAE) and it intends to apply part of the proceeds to payments for the provision of consultancy services for the project by hiring of an Junior consultant Administration and logistics.

2. Scope of Task /Service:

The services, among others, include the following:

- i. Responsible and Report to the Project Director, PIU, AMISDP, DAE;
- ii. Provide administrative and logistic support to the project management, briefings, communications activities and other project promotional events at PIU along with field levels;
- iii. Works with all national/international consultants and coordinates with govt. officers with correspondence, mail, mobile, telephone in regard to administrative and logistical prospect;
- iv. Prepare project documents especially emphasizing on literature, spelling and grammar;
- v. Format, design and prepare documents for printing and copying, upon final approval of the Project Director and/or technical project personnel;
- vi. Keep all reports filed systematically in both electronic and hardcopy formats.
- vii. Meet-up all legal procedures for project activities implementations such as ensuring actions/recommendations are made in due course by the law enforcing agencies, ministries, The World Bank etc.
- viii. Ensure all project administrative activities are coordinated effectively;
- ix. Coordinate workshop/training events as required, including hotel liaison, participant confirmation, invitations, travel arrangements, supplies and materials, equipment hire and providing point of contact support for participants at events;
- x. Coordinate and provide logistical support for Project activities, including travel arrangements, visas, field visits, and World Bank/counterpart visits;
- xi. Closely work with procurement and finance sections in administrative and logistical perspectives. Review supplier contracts and contracts for terms and conditions.
- xii. Manage, control and distribute assignments to the sub-ordinates and follow-up.
- xiii. Provide other administrative support to team members as and when necessary;
- xiv. Coordinate meeting arrangements, including informing team members, booking meeting rooms and keeping management/staff calendars updated;
- xv. Track staff travel and leave plans and records to ensure all staff members are kept informed of team location and availability;
- xvi. Schedule and coordinate vehicles and drivers, including driver booking schedules;
- xvii. Support the Project Director, Procurement and Finance with timesheets.
- xviii. Co-ordinate in answering and forwarding calls in an efficient and professional manner and check general voicemail;
- xix. Receive incoming and outgoing visitors in a professional manner;
- xx. Maintain office supplies inventory, including toner for office equipment (printers, fax, photocopiers) as well as kitchen supplies;
- xxi. Assist in record and preparing minutes from staff meetings.
- xxii. Any other works as assigned by the PD, AMISDP, DAE.

3. Qualification and Experience:

- Bachelor in Business Administration/Studies and Master in Business Administration/Studies from any recognized university.
- 5 years of practical experience in accounting, administration, store keeping and logistics etc.
- Fluent working proficiency in English (written and spoken).



- Advanced Microsoft Word Skills, with a particular focus on formatting functions (e.g., section breaks, table of contents, inserting PDF's, etc.);
 - Advanced filing skills (both electronic file management and hardcopy filing protocols).
4. Department of Agricultural Extension (DAE) now invites eligible applicants to indicate their interest in providing the services. Applicants are invited to provide information indicating that they are qualified to perform the services (**Application Submission Form, Complete CV and supporting documents**).
 5. Detailed Terms of Reference (ToR) will be available upon request from the address provided below either through email or in person. ToR will also be available in the website of DAE (www.dae.gov.bd/site/view/tenders/tender-EOI-job-circular and <https://www.bamis.gov.bd/en/page/tender/>). Interested consultant may obtain further information from the office of the undersigned from 09:00 to 17:00 hours (Except holidays).
 6. The consultant shall be selected following Individual Consultant (SIC) based selection method set forth in Guidelines: Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers, January 2011 (Revised July 2014) on the basis of consultant's qualification, experiences and capability to carry out the assignment.
 7. Expression of Interest (both hard and soft copy) must be delivered to the address below (in person or by mail or by email) by **16:00 hours (GMT+ 6 hours) on or before January 4, 2022**. The authority reserves the right to accept or reject any or all EOIs without assigning any reason, whatsoever.


19/12/21
Name: Dr. Md. Shah Kamal Khan
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**Terms of Reference (TOR) of Junior National consultant Administration and logistics for ‘Agro Meteorological Information Systems Development Project (AMISDP)’ Component –C of “Bangladesh Weather and Climate Services Regional Project” Department of Agriculture Extension (DAE),
Package No: AMISDP-SD-007**

A. Background

The South Asia Region (SAR) is highly prone to water related hazards such as floods, drought, tropical cyclones and thunderstorms that frequently cut across national borders. Despite the susceptibility of Bangladesh to weather and climate extremes, the country’s hydro-meteorological information infrastructure over land, atmosphere and ocean, basic public weather services, forecasting, and multi-hazard end-to end early warning systems remain weak and need to be strengthened.

In Bangladesh, agriculture contributes to almost 18% to the country’s GDP and provides employment to about 60% of the people. Being primarily rain-fed, agricultural productivity of key crops such as rice, wheat, jute, tea, potatoes, and sugarcane are highly dependent on rainfall and weather patterns. There are approximately 30 key agro-ecological zones in the country. However, at present, neither BMD nor DAE have a systematic way of combining meteorological information and forecasts with agriculture related information to produce tailored Agro-Meteorological bulletins, information and products for farmers in the different agro-ecological zones that can help farmers make appropriate operational decisions about planting, harvesting, irrigation, adjusting cropping patterns and so forth at the farm level. DAE needs the development of an appropriate decision support system for agro-climatic information which would be of tremendous value in developing and communicating climate risk information to farmers.

With support from the World Bank, the Government of Bangladesh (GOB) is implementing the Bangladesh Weather and Climate Services Regional Project (BWCSR). The main objective of the project is to strengthen government capacity to deliver effective weather and climate information services and improve the quality and access to such services in priority sectors and communities. This objective will be achieved by strengthening the hydro-meteorological monitoring and forecasting, and service delivery related to water, agriculture and multi-hazard disaster risk management early warning systems.

The BWCSR has four Components and include the following:

- Component A: Strengthening Meteorological Information Services implemented by the Bangladesh Meteorological Department (BMD);
- Component B: Strengthening Hydrological Information Services implemented by the Bangladesh Water Development Board (BWDB);
- Component C: Agro-Meteorological Information Systems Development implemented by the Department of Agricultural Extension (DAE); and
- Component D: Contingent Emergency Response Component

Each of the three main components has a Project Implementation Unit (PIU) which is responsible for implementing project activities. In addition, there is a small Project Coordination Unit or PCU (housed with the BWDB PIU), which is responsible for overall coordination and reporting.

B. Objectives

A full-time position is currently available for an experienced Junior Consultant (Administration and Logistics) with strong administrative skills and the ability to handle multiple priorities and meet tight deadlines with minimal supervision. Excellent communication and organizational skills are essential, as is proficiency with MS Office Suite and general computer skills.

C. Scope of Services, Tasks and Expected Deliverables

- i. Responsible and Report to the Project Director, PIU, AMISDP, DAE;
- ii. Provide administrative and logistic support to the project management, briefings, communications activities and other project promotional events at PIU along with field levels;
- iii. Works with all national/international consultants and coordinates with govt. officers with correspondence, mail, mobile, telephone in regard to administrative and logistical prospect;
- iv. Prepare project documents especially emphasizing on literature, spelling and grammar;



- v. Format, design and prepare documents for printing and copying, upon final approval of the Project Director and/or technical project personnel;
- vi. Keep all reports filed systematically in both electronic and hardcopy formats.
- vii. Meet-up all legal procedures for project activities implementations such as ensuring actions/recommendations are made in due course by the law enforcing agencies, ministries, The World Bank etc.
- viii. Ensure all project administrative activities are coordinated effectively;
- ix. Coordinate workshop/training events as required, including hotel liaison, participant confirmation, invitations, travel arrangements, supplies and materials, equipment hire and providing point of contact support for participants at events;
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- xxi. Assist in record and preparing minutes from staff meetings.
- xxii. Any other works as assigned by the PD, AMISDP, DAE.

D. Qualification Requirement and Eligibility criteria of the Consultant

- i. Bachelor in Business Administration/Studies and Master in Business Administration/Studies from any recognized university.
- ii. 5 years of practical experience in accounting, administration, store keeping and logistics etc.
- iii. Fluent working proficiency in English (written and spoken).
- iv. Advanced Microsoft Word Skills, with a particular focus on formatting functions (e.g., section breaks, table of contents, inserting PDF's, etc.);
- v. Advanced filing skills (both electronic file management and hardcopy filing protocols).

E. Duration of Assignment:

The duration of the assignment is 16 months. After completion of one years the project may be extended of the contract for next 04 months.

F. Tentative Payment Arrangement:

The contract will be based on monthly payment and applicable VAT and AIT will be deducted at source as per Government Rule of Bangladesh as amended time to time (<http://nbr.gov.bd/>).

G. Competencies

- Excellent team player with good interpersonal skills.
- Ability to manage workload with minimum supervision.
- Ability to work under pressure and tight deadlines.
- Ability to accommodate additional demands at short notice.
- Ability to work in a multi-cultural environment.
- Strong strategic planning, results-based management and reporting capabilities.
- Displays cultural, gender, religion, nationality and age sensitivity and adaptability.

H. Deliverables

The consultant will be responsible for the following deliverables:

Sl. No	Outputs	Time frame for the Report to be provided by the Consultant
1	Monthly Administrative Progress Report	1 st week of the next month.
2	Quarterly Administrative & logistics Report	10 th day of the next quarter.
3.	Annual Administrative & logistics Report	Within 30 days in the next fiscal year.
4.	Closing Administrative & logistics Report	Within 30 days at the closing date of the project tenure.
5	Any other Report as per requirement of the project activities	As and when necessary and required by the authorities.

I. Reporting:

The Consultant shall report all ToR activities to the Project Director, PIU, AMISDP. This position will be based at PIU, Dhaka. The Consultant will be a work under the guidance of the Project Director, work in close Coordination with other members of the PIU and will provide constant feedback.

J. Selection Criteria:

The consultant shall be selected following Individual Consultant (SIC) based selection method set forth in Guidelines: Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers, January 2011 (Revised July 2014) on the basis of consultant's qualification, experiences and capability to carry out the assignment.

K. Terms and Conditions

The Consultant shall be paid remuneration monthly at the rate agreed and included in the contract. Consultant shall be paid monthly remuneration at an agreed rate, which includes all his/her overheads, social charges and other associated costs including local transportation and insurance premium costs. The Consultant shall be responsible for all taxes and duties including income tax applicable as per GoB rules and regulations.

The Consultant will work under the guidance of the Project Director, AMISDP, DAE work in close coordination with other members of the PIU and will provide constant feedback. The Consultant will be based in Dhaka.

AMISDP, DAE shall provide following facilities to consultant during his tenure of services:

- Office space with furniture & computer
- Internet access
- Office stationeries.


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