



## Request for Expression of Interests (REOs)

Consulting firms are hereby requested to express their interest to carry out the services mentioned as below for the Agro-Meteorological Information Systems Development Project' (Component-C of "Bangladesh Weather and Climate Services Regional Project"), Department of Agricultural Extension, Khamarbari, Dhaka.

SI	Package	Description of package	Method	Publication date	Closing Date & Time
01	AMISDP-SD-015	Operation and Maintenance Study for all logistics of Project	CQS	12.04.2023	30.04.2023 (14:00 hours)

Firms having the required professional experience of similar kind of services are eligible to express their interest. Details of REOI and Terms of Reference (ToR) will be available in the office of the undersigned and also in the DAE's website ([www.dae.gov.bd/site/view/tenders/tender-EOI-job-circular](http://www.dae.gov.bd/site/view/tenders/tender-EOI-job-circular)), BAMIS web portal (<https://www.bamis.gov.bd/en/page/tender/>) and CPTU website or via email upon requested. Interested consultant may obtain further information from the office of the undersigned from 09:00 to 16:00 hours (Except holidays).

Please note that the authority has the right to accept or reject any or all REOs or may correct, modify or rectify discrepancy without assigning any reason, whatsoever.

*(Signature)*  
11/04/23  
(Dr. Md. Shah Kamal Khan)  
Project Director  
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Email: kamalmoa@gmail.com

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

Request for Expressions of Interest (REOI)  
(Consulting Services-Firm Selection)  
(Package No.: AMISDP-SD-015)

**Memo:12.01.0000.018.01.010.23.8191**

**Date:11.04.2023**

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 services for the project by hiring of a consultancy firm for 'Operation and Maintenance Study for all logistics of Project, AMISDP-SD-015'.

2. Scope of Task /Service: Detail scope services mentioned in the Detailed TOR. Detailed TOR is available in the office of the undersigned and BAMIS portal and DAE's website.
3. Department of Agricultural Extension now invites eligible consulting firms ("Consultants") to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experiences to perform the services. Consultants are requested submit REOI application with seal envelop. Brief Criteria are:
  - a) General experience of the Firm (s);
  - b) Experience in similar assignments of compatible size, complexity, and technical specialty in the required area;
  - c) Financial soundness of the firm and staffing and logistics of the firm;
  - d) Consultants are requested to submit the following supporting documents in support of the above-mentioned criteria-
    - (i) Registration paper of the firm (s); (ii) JV agreement/letter of intent (if applicable); (iii) Firm's brochure; (iv) Audited financial reports for last two years; (v) service experience record (including nature, total cost, total input in terms of man month, employer, location of service etc.).
4. The consultant will be selected in accordance with the Consultants Qualification Selection (CQS) method set out in the World Bank's Guidelines.
5. Expression of Interest (both hard copy & soft copy in Pen drive) must be delivered to the address below (in person/mail) by **14:00 hours (GMT+ 6 hours)** on or before 30 April 2023.
6. Detailed Terms of Reference (ToR) will be available in the website of DAE ([www.dae.gov.bd/site/view/tenders/tender-EOI-job-circular](http://www.dae.gov.bd/site/view/tenders/tender-EOI-job-circular), <https://www.bamis.gov.bd/en/page/tender/>) and CPTU website. Interested consultant may obtain further information from the office of the undersigned from 09:00 to 16:00 hours (Except holidays).
7. Please note that the authority has the right to accept or reject any or all REOIs or may correct, modify, or rectify discrepancy without assigning any reason, whatsoever.

  
11/04/23

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**Terms of Reference for selection consultancy Firm for  
Operation and Maintenance Study for all logistics of Project**  
Package No: **AMISDP SD 015**

**1. Background**

The People's Republic of Bangladesh has received a credit 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 services for the project by hiring of a consultancy firm for Operation and Maintenance Study for all logistics of Project.

**2. Objectives of Consultancy Services**

The objective of the Consultancy Services is to support the AMISDP in improving the operation and maintenance (O&M) as well as the management of its logistics to increase their efficiency, efficacy, maintain quality, sustainability, optimize their uses, and continue to provide economic, social and environmental benefits to DAE's local offices. This Consultancy Services refer to the local infrastructure like but not limited to Automatic Weather Station (AWS), Automatic Rain Gauge (ARG), Outdoor Digital Display Board, Green House, Kiosks, Community radio, BAMIS Portal etc including all costs such as staff requirements, consumables, spare parts and other utilities requirements (e.g transport, electricity etc), licensing, telecommunication and other ICT.

**3. Scope of Consultancy Services**

The activities under this Consultancy Services are organized into three inter-related parts, as follows:

**Part 1. Assessment and Orientation of National/ International Best Practices and Preparation of Assessment Report and Slide Deck:** The Consultant will undertake the assessments on the 'international best practices and approaches relating to the O&M' which can be relevant for the management of logistics of AMISDP. It should cover the relevant aspects of maintaining equipment's including the physical, financial, organization and institutional, among others. The consultant will also prepare and submit a **slide deck** along with the assessment report. The slide deck will be discussed with DAE through a knowledge management activity to orient the DAE's officials and staff with best national/international practices and initiatives on logistics management.

**Output 1:** The Consultant will submit the Assessment Report and Final Slide Deck including guideline on International Best Practices and Approaches for O&M and logistics Management of AMISDP.

**Part 2. Diagnostic and Situational Analysis:** The Consultant is expected to undertake a systematic analysis of DAE's O&M and management approaches and practices of logistics of AMISDP. The Consultant will employ city-level analysis to examine and also include the analysis of the current situation but also the future budget requirements (e.g. in the next 5 years or the life cycle of equipment/system) of managing logistics of AMISDP and operational level or sub-project level analysis.

**A. City-level Analysis.** The Consultant is expected to:

- a. Conduct a detailed assessment of the asset stock of DAE and an evaluation of access to and quality of logistics of services. The types of local infrastructure like but not limited to Automatic Weather Station

(AWS), Automatic Rain Gauge (ARG), Outdoor Digital Display Board, Green House, Kiosks, Community radio, BAMIS Portal etc. including all costs such as staff requirements, consumables, spare parts and other utilities requirements (e.g. transport, electricity etc), licensing, telecommunication and other ICT. This activity will be a stock-taking exercise based on available data and limited supplementary data collection as needed, but is not expected to require more than 1– 2 months of effort.

- b. Review existing national and city legal, policy and regulatory framework for logistics management in the context of DAE to determine the extent by which the mandate, authority, incentives and accountability of DAE and other entities enable the proper and efficient management of logistics of AMISDP and foreign-aided projects.
- c. Review institutional framework and arrangements to assess the extent by which the governance structure, functions, roles and responsibilities of various entities in logistics management and coordination among DAE offices and other relevant government entities are clearly defined. The Consultant is also expected to document experiences and lessons learned of DAE and other local governments in Bangladesh in engaging the private sector, civil society groups (NGOs) and community organizations in the O&M of logistics AMISDP.
- d. Review the city planning framework to assess to what extent activities and projects relating to logistics of asset management are included or incorporated in development plans. The Consultant will also need to examine the planning and project development standards of DAE and identify areas of enhancements relative to international, regional or national standards. The aspect of asset demand projection also needs to be analyzed to understand how the DAE utilizes service delivery information to identify and prioritize AMISDP. It will be useful if numerical findings could come out of the diagnostic and situational analysis such that there is at least an indicative estimate in the medium and long term about the amount of all aspect of AMISDP that will be needed in agriculture sector of Bangladesh. This indicative estimate could serve as goal post for subsequent asset management planning exercise. The methodology for making this estimate could be adopted by the DAE for subsequent asset planning.
- e. Assess logistics of infrastructure data, information, knowledge and systems of DAE to evaluate the extent by which the DAE has available and adequate information on existing infrastructure AMISDP and management plans;
- f. Assess technical and organizational capacities to determine the extent by which manpower and technical support necessary to carry out equipment's management are adequate; organizational arrangements, systems and tools including information systems are available; and capacity development interventions are available and implemented. It is important for the Consultant to consider the subproject cycle (i.e., project identification to monitoring and evaluation) such that they are able to recommend improvements to the staffing complement of the DAE. In conducting this, it is necessary for the Consultant to develop an "objective tool" to evaluate current DAE capacities per area of specialization.
- g. Based on the results of the diagnostic activity, the Consultant will define and recommend actions to improve asset management and practices to boost sustainability of infrastructure and logistics. These actions may be in the form of policy, institutional, organizational reforms, feasible operational frameworks or capacity- building interventions, data and systems improvements, and financial availability, among others that can be implemented immediately (quick wins), in the mid- or long-term.

**Output 2:** Diagnostic and Situation Analysis Report.

### **Part 3: Development of O&M Plan**

#### **A. Preparation of O&M Plan templates**

- h. After the completion of diagnostic, the Consultant will work with the relevant DAE official to prepare O&M Plan considering (i) Preventive maintenance, (ii) Corrective maintenance, (iii) Predictive maintenance, (iv) Reactive maintenance, Budget and Human Resources need to be associated templates for the major types of logistics including: (a) Automatic Weather Station (AWS), (b) Automatic Rain Gauge (ARG), (c) Outdoor Digital Display Board, (d) Green House, (e) Community radio, (f) kiosks, (g) BAMIS Portal etc

The Consultant will need to propose an outline and scope of O&M Plan templates for review and approval by the DAE. At the minimum, the content of the O&M template should include, but not limited to:

- Description of the concerned Logistics of Asset
- Catchment Area (i.e., coverage, benefits, beneficiaries)
- Operational (and institutional/organizational) Structure
- O&M requirements over the life (Considering Human Resources and Consumables/Utilities in technical and financial)
- Regulatory, Policy or Guidelines to support operations (e.g., user fees for asset maintenance and upkeep, etc.)
- Performance Indicators (to facilitate monitoring).

The Consultant should formulate the templates in instructive formats (e.g., indicating step by step procedures) for easier appreciation and application by target users. The roles of stakeholders (e.g., other agencies, communities) external to the DAE should also be specified. The Consultant should develop a step-by-step manual so that users can easily use the templates.

**Output 3:** The Consultant will submit O&M Plan templates for each of the major items of equipment/system types that cover the scope discussed above. The templates should be ready for application in project.

#### **B. Application of O&M Plan templates/ Preparation of a logistics Register**

Once the O&M Plan templates are ready for implementation, the Consultant will work closely with the - Project Implementation Unit (PIU) of DAE for the preparation of the O&M Plans for item wise equipment's. The intention is for DAE to have a Register of -supported Logistics of AMISDP and an O&M Plan for the projects when funds have already been utilized to operationalize the projects. During various stages of the project implementation, a good amount of information will be generated and made available. This information has to be reviewed and utilized to prepare the asset register. This activity is expected to be done through learning-by-doing and mentoring approach. The conduct of training and workshops are therefore expected in the preparation of the Asset Register and O&M Plan for each item wise equipment's/system. Prior to the actual application of the said template, the Consultant will prepare a Detailed Work Plan to be agreed with - PIU.

The use of ICT in the development of Asset Register and O&M Plans is encouraged where solutions can be effective but should ensure that local level capacity is adequate to ensure sustainability. Opportunity for GIS and MIS system including the use of maps, database, information, software, advanced computer programming among others in the finalization of the O&M plans also needs to be explored. The Consultant

will review the information generated during project implementation and will recommend if any process or system needs to be adopted during project implementation to aid preparation of the asset register.

**Output 4:** The Consultant is expected to submit the O&M Plan for each of the completed item wise equipment's. DAE will share the different O&M plans which are available to them.

### **C. Preparation of Overall Management Plan**

The Consultant shall prepare the Overall Management Plan based on lessons from national/international best practices in asset management (Part 1), findings of the diagnostic and situational analysis (Part 2) as well as the development of Asset Register and O&M Plans (Part 3).

The Overall Asset Management Plan should provide guidance on the overall organizational and institutional structure for DAE asset management, implementation arrangements, budget, financing and funds flow, and user fee setting (as applicable) and other asset management policies, among others. It should also consider the complementarities, synergies and economies of scale in the operation, maintenance and management of logistics of AMISDP. The Asset Management Plan shall also lay down the reform proposals and key activities that DAE need to carry out at the short-, medium- and long-term in a manner that considers the existing capacities of DAE.

**Output 5:** The Consultant is expected to submit the Final Overall Asset Management Plan including as Annexes the final outputs in Parts 1, 2, 3A, 3B and 3C of the Assignment.

## **4. Methodology of Work**

The consultants will work closely with the officials of AMISDP-PIU and other DAE departments. The consultants will play a lead role working with the DAE team tasked with day-to-day responsibility for the Diagnostic and Situational Analysis and the Development and Application of O&M Plans for the above components. Care shall be taken by the consultants to ensure that the key departments are fully engaged in the process and fully committed to both the content and the process as elaborated in the diagnostics and O&M Plans.

The Consultant should utilize both primary and secondary data from DAE. The Consultant will utilize innovative means of securing first-hand information using available technologies and consulting with key stakeholders, private sector stakeholders through various means (expert interview, virtual focus group discussions, etc.). Consultations shall be done early and as often as useful to integrate their feedback into the diagnostic methodology, findings, and recommended improvements.

The Consultant should, as much as possible, optimize the use of learning-by-doing in order to strengthen the capacity of DAE in logistics management.

The Consultant should review the existing operational systems holistically and ultimately highlight how the existing systems, as listed above, operate in sustainable and productive manner.

## **5. Team composition**

The key experts and non-key staffs table below. Only the key experts will be considered during the evaluation of technical proposals. The non-key experts and other support staffs, will not be evaluated individually, but will be evaluated collectively in the work plan and staffing criterion.

Sl.	Designation	Education & Experiences	Job Description	Staff Month
<b>A. Key Experts</b>				
K1	Team Leader	At least Master's degree in engineering or related with 10 years of experiences in related field. The potential candidate having previous experience in donor financed project shall get preference.	He/she will be responsible for Manage and guide the team of consultants; Implement the tasks mentioned in the scope of works of the project; Coordinate and consult with AMISDP and concerned stakeholders regularly; Monitor the progress of the project in meeting the desired outcome and outputs; Prepare operation and maintenance study for all; To supervise and make sure staff performance; Review and monitor progress of Operation & maintenance Manual; Need to propose an outline and scope of O&M Plan templates for review and approval; Have capacity GIS and MIS system including the use of maps, database, information, software, advanced computer programming among others in the finalization of the O&M plans also needs to be explored;	6 Months
K2	Agriculture Expert	Master in Agriculture Extension/Agronomy/ Agrometeorology/Entomology/ Pathology or related. The potential candidate having previous experience in Donor financed project shall get preference	Ten years working experience in the field of crop production in logistics/private sectors. Experience in agricultural data management and display of the agricultural/agrometeorological data through different media, website etc.	3 Months (Intermittent - during the contract tenure)

**Note: Consulting firm may include Non- key experts and support staffs as per need of the assignment for successful implementation of the assignment within scope.**

## 6. Duration of Services and Deliverables

Duration of the assignment will be considered for 8(eight) months. The tentative reporting schedule for the consultant's assignment is given below:

Sl	Deliverables	Time schedule
i	Inception Report	Within 1st month of contract signing
ii	Report and Slide Deck on 'International O&M Best Practices and approaches'	Within 2 <sup>nd</sup> month
iii	Diagnostic and Situation Analysis Report	Within 3 <sup>rd</sup> month
iv	Preliminary draft report (a) Operation & maintenance Manual	Within 4 <sup>th</sup> month
v	Draft final report (a) Operation & maintenance Manual	Within 5 <sup>th</sup> month
vi	Final report	Within 6 <sup>th</sup> month

**7. Selection Method:**

The firm will be selected under Consultant Qualification Selection (CQS) method according to procedure of The World Bank Consultant Guidelines.

**8. EOI Selection criteria:**

- General experience of the firm
- Similar Experience (Similar Assignment)
- Financial soundness and staffing.

**9. Counterpart facilities:**

The project will provide institutional support and all available documents (if any), data and information to the consultant. The consultant should include all eligible expenditure for successful completion of the assignment.