

**Ministry of Labour and Employment**  
**Northern Areas Reduction of Poverty Initiative (NARI) Project**  
**Project Coordination Unit**  
**Bangladesh Secretariat Dhaka**


No.40.026.014.00.00.057.2013.

Dated: 04.07. 2017

**Request for Expression of Interest (EOI) for Selection of Project Development Specialist**  
**(Contract No. Mole-S2)**

1. Ministry/Agency : Ministry of Labour and Employment
2. Name of procuring entity: Ministry of Labour and Employment
3. Expression of interest for selection of : Individual Consultant
4. EOI Ref. NO : MOLE -S2
5. Duration : 12 months (with possibility of extension)
6. Budget and Source of Fund : Development budget / IDA Credit
7. Brief Description of the Assignment: Project Development Specialist' will assist MOLE in the preparation of a program for expansion and scale up NARI project to promote pro-poor growth in the lagging districts.
8. Required qualification & experience: Post-Graduate Degree in Management, Human Resources, Social Science, Engineering, Statistics, Public Administration, Finance, Accounting or any other related field. Trained in project management, project feasibility, project appraisal and M&E. 10 years of relevant experience.
9. Other information: The expert will be selected in accordance with the World Bank's Guidelines. Only short listed candidates will be contacted for the selection process. Interested applicants may obtain the TOR & other information from the address below or may be downloaded from MOLE Website [www.mole.gov.bd](http://www.mole.gov.bd).
10. EOI Closing Date & Time : 20.07.2017 at 3.00 pm. EOI in prescribed form must be at address below along with attested copies of : i) the academic certificates, ii) National ID (if any) or nationality certificate, iii) a passport size photograph, and iv) experience certificates.
11. Name & designation of the officer inviting EOI: Miah Abdullah Mamun, Additional Secretary (Admn ) & Project Coordinating Director, PCU
12. Address & contact details : Northern Areas Reduction of poverty initiative (NARI) Project  
Room# 427/B, Building#07, Bangladesh Secretariat, Dhaka  
Tel: +880-2-9588402  
E-mail: [mamun\\_abdullah1958@yahoo.com](mailto:mamun_abdullah1958@yahoo.com)  
Web site: <http://www.mole.gov.bd>

13. Signature with date :

  
04-7-2017

## **Ministry of Labour and Employment**

### **Project Coordination Unit**

#### **Northern Areas Reduction of Poverty Initiative (NARI) Project**

#### **TOR for Selection of Project Development Specialist (Contract No. Mole-S2)**

##### **A. Introduction**

1. The People's Republic of Bangladesh (GOB) has received a credit from International Development Association (the Bank) in an amount equivalent to approximately US\$29.29 million towards the cost of the Northern Areas Reduction of Poverty Initiative: Women's Economic Empowerment (NARI) Project. Bangladesh Export Processing Zones Authority (BEPZA) is the implementing agency of the project and the Ministry of Labour and Employment (MOLE) is the coordinating authority of the project. MOLE has created a Project Coordination Unit (PCU) whose purpose is implementation of component 4: the integrated administrative component, under the leadership of a Project Coordinating Director (PCD) assigned by MOLE. Three core functions of the PCU are:
  - i. the overall management and coordination of the project;
  - ii. the M&E of the project; and
  - iii. the preparation of an expansion program beyond the pilot project.
2. The districts of Kurigram, Gaibandha, Lalmonirhat, Nilphamari, and Rangpur comprising the northern areas of Bangladesh are visibly lagging behind the rest of the country. Women of these areas form a particularly vulnerable group, as they face exclusion and suffer from lack of resources, opportunities, and voice. Previous attempts for improvement of their economic uplift in-situ as well as out-migration could not produce desired changes. In this backdrop, the government, with the assistance of the World Bank, initiated a targeted program styled "The Northern Areas Reduction of Poverty Initiative (NARI)" addressing the poor young women for their employment in RMG sector of the EPZs of the country. The project has a specific focus on the economic empowerment of women through supporting their transition to employment in the formal sector.
3. The specific project development objective is to facilitate access to employment opportunities in the garment sector for poor and vulnerable women from lagging areas of Bangladesh by providing information, technical and life skills training, transitional housing, and other support to adjust to urban life and formal sector employment. The project is expected to train and create employment opportunities for 10800 (as planned) poor and vulnerable women by 2018 from the northwestern part of Bangladesh for formal employment in RMG factories inside the three EPZs.
4. NARI Project is a pilot initiative with the objective of its expansion in other areas and trades for employment generation of poor and vulnerable women. To quote from the PAD document "the Bank can support eventual scaling up of the NARI project informed by rigorous impact evaluation, learning from experience, and providing financing for a follow-on project. An expansion phase is planned for after project completion, and will draw heavily on the results of a rigorous impact evaluation of the project. Given the Government's emphasis on linking lagging regions to growth poles through the migration of labor and investment, this impact evaluation will yield lessons that are likely to be useful in informing other future initiatives. The Bank is already involving potential partners for the expansion phase project, such as BGMEA and BKMEA, in the preparation of the NARI project. " In line with this objective, PCU has been assigned the



important task of preparation of an expansion program beyond the pilot project. To accomplish this task, MOLE now intends to procure the services of a **Project Development Specialist (Contract No. Mole-S2)** and will apply part of the proceeds of the credit for eligible payments under the contract.

#### **B. Key Functions of the Project Development Specialist:**

5. NARI project is a pilot operation designed to test new approaches to facilitate the entry of poor and vulnerable women into the formal labor force. If successful, the project will be replicated and scaled up to reach other poor areas of Bangladesh and serve additional industry clusters. The preparation of a program for expansion into other areas and with other implementing agencies is the responsibility of the PCU. Essentially, the PCU will undertake 'identification' and 'preparation' for a program to scale up the pilot in an extension/second phase. Key function of the 'Project Development Specialist' is to prepare a program of expansion and scale up the project to promote pro-poor growth in the lagging districts through empowerment of vulnerable young women. The expansion phase will be based on lessons learned from extensive M&E activities like the baseline survey, beneficiary satisfaction survey, FGD etc. and will draw heavily on the results of a rigorous impact evaluation of the project. PDS will particularly: (a) help align M&E instruments to enable identification of potential beneficiaries, their needs and potential sectors of employment; (b) identify strength and weakness of the project to draw lessons for scale up of NARI project; (c) identify key areas relevant for expansion and scale up of similar intervention for poverty reduction in the lagging areas from M&E and impact evaluation of the project; (d) prepare documentation on relevant experience and lessons as NARI is implemented and its performance tracked; (e) support site identification and selection of receiving and source areas; (f) determine the scope of technical assistance needed for project development; (g) determine the amount of technical assistance for preparing the program for expansion; (h) prepare the scope and modalities of the expansion and liaise with the relevant stakeholders and potential implementing agencies.; (i) identify scope and benefits of potential projects; (j) prepare project concept notes and outline project plans; (k) determine project strategies and suggest most expedient ways of execution; (l) suggest on initial milestones, schedules and budget; (m) suggest on ideal project organization and mentors; (n) should recommend on additional financing to scale up the project; (o) recommend on innovative funding mechanism investment and operation of potential projects including the application of CSR; (p) should prepare guiding documents for operationalization of fund raising component of NARI; (q) prepare the TOR for required feasibility study/studies and (q) should relate potential projects to strategies, policies and programs of the SDG, PRSP, MTBF and the SFYP. In the discharge of his duties, the PDS will work closely with MOLE, the World Bank and BEPZA and the NARI field offices. The PDS should prepare at least four concept note on project expansion annually.

#### **C. Output & Timeline**

Activity	Output	Expected time
1. Review of documents: NARI Project, MoLE responsibility, SFYP, SDG, MTBF, economic reviews, budget, skill development action plan, employment master plan, etc.	Vision document identifying goals, targets, gaps & possible areas of intervention.	Within 3 <sup>rd</sup> month of contract



Activity	Output	Expected time
2. Identify key resources, capabilities, potentials, demands for key services, donor commitments, gaps, possible areas of intervention based on experiences of NARI & other programs.	Prepare concept notes & PDPP (3 papersa)	Within 4 <sup>th</sup> month of contract
3. Firm up project & programs for expansion.	ToR, EOI & RFP for feasibility study	Within 6 <sup>th</sup> month of contract
3. Align M&E instruments with program for expansion.	Input to different studies	Continuous basis
4. Explore & examine innovative ways of funding including CSR & procedure for operationalisation.	A strategy paper for project funding	Within 8 <sup>th</sup> month of contract
5 Implementation of feasibility studies.	Contracting & supervision	6 <sup>th</sup> to 12 <sup>th</sup> month of contract
6 Field visit to NARI & possible project sites with stated ToR	Reports	Continuous basis

#### **D. Counterpart Support**

- 7 MOLE will provide office space, logistics and institutional support. The Project Development Specialist will work closely with the Project Coordinating Director, PD, NARI, M&E Specialist, the World Bank and other consultants of the project in carrying out the assignment as listed above.

#### **E. Reporting Arrangement**

- 8 The Project Development Specialist will be responsible to the Project Coordinating Director for discharging all functions and development of reports in subject areas, its quality and reporting.

#### **F. Qualification and Experience**

- Master Degree in Management, Human Resources, Social Science, Engineering, Public Administration, Finance, Statistics, Accounting or any other related discipline.
- Trained in project management, project feasibility, project appraisal and M&E;
- Minimum 10 years' experience in project preparation, project development, planning, monitoring & evaluation, budgeting and project implementation;
- Demonstrated capacity to work in foreign aided projects in a team environment;
- Proficient in computer operation with experience of working independently; and
- Must possess excellent communication skills in English, both written and spoken

#### **G. Duration of the Assignment**

- 9 The duration of the assignment will be twelve (12) person-months beginning from August, 2017. However the duration of the assignment may be increased or reduced according to the performance of the consultant, availability of the consultant, project needs, and budget

**H. Remuneration:**

- 10 The Project Development Specialist will be paid a negotiable consolidated remuneration inclusive of all applicable Tax & VAT as per law of Bangladesh within the project allocated budget.
-

**Form 4A. Application Submission Form**

[Location, Date]

To: [Name and 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 [Insert Date].

I undertake, if I am selected, to initiate the consulting Services related to the assignment not later than the date indicated in Clause Reference 26.1 of the Application Data Sheet.

I understand you are not bound to accept any Application you receive.

I remain,

Yours sincerely,

Signature

Print name

Address:

### Form 4B. Curriculum Vitae

1.	Proposed Position for this project	
2.	Name	
3.	Date of Birth	
4.	Nationality	

5.	Membership of professional bodies:
----	------------------------------------

6.	Education:
----	------------

7.	<b>Other Training</b> A. Local			
	Subject	Period	Institute/Country	Remarks

	<b>Other Training</b> B. Foreign			
	Subject	Period	Institute/Country	Remarks

8.	<b>Language Proficiency:</b>			
	Language	Speaking	Reading	Writing
	Bengali			
	English			

9.	Countries of Work Experience:
----	-------------------------------

10.	<b>Employment Record:</b>				
	Employer	Post	Responsibility	Period	
				From	To

11.	Work Undertaken that Best Illustrates Capability to Handle the Assignment:
-----	--

11.3	<b>Computer Literacy:</b>		
12.	Contact Address:	Mailing Address:	
	Contact	Telephone	Tel

**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 biodata correctly describes myself, my qualifications, and my experience.

I understand that any wilful mis-statement described herein may lead to my disqualification or dismissal, if engaged.

Signature

--

Date of Signing

Day / Month / Year
--------------------



**Form 4C. Indicative Fees**

The Consultant should provide an indication of the fees as per the format shown below. This will not be used for evaluation of the Consultant's proposal but solely for the purposes of Application Negotiations to be held as stated in ITA Clause 22.

[To understand the Government's guideline on current fee structure, it is advisable that the Applicant consults the approximate fee ranges provided for various types of consultants (Junior Consultant, Consultant, Senior Consultant) in the Procedures for the Implementation of the Public Procurement Regulations 2003 – Appendix I]

**(1) Remuneration**

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

**(2) Reimbursables (as applicable) : As per Provisions/ regulations in vogue**

	Rate	Days	Total
(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> )			
(g) Accident Insurance (as Clause 4.3 of Contract Agreement)			
		Sub-total	

CONTRACT CEILING (1) + (2)	
----------------------------	--