

Memo: 08/21 (Bangabandhu Model Village)/38

Request for Expression of Interest (EOI) for selection of Consulting Firm

1	Ministry/Division	:	Ministry of Local Government, Rural Development and Cooperatives/ Rural Development and Cooperatives Division
2	Agency	:	Department of Cooperatives
3	Procuring Entity Name	:	Project Director, Establishment of Bangabandhu Model Village in the light of people-oriented village Cooperative philosophy of Bangabandhu Pilot project
4	Procuring Entity Code	:	224340500
5	Procuring Entity District	:	Dhaka
6	Expression of Interest for Selection of	:	Consulting firm for Baseline Survey.
7	EOI Ref. No	:	Memo no. 08/21 (Bangabandhu Model Village)/38
8	Date	:	30/12/2021

KEY INFORMATION

9	Procurement Method	:	Selection under Fixed Budget (SFB) Method.
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FUNDING INFORMATION

10	Budget and Source of funds	:	GOB through ADP
11	Development Partners	:	N/A

PARTICULAR INFORMATION

12	Project/Programmed Code	:	224340500
13	Project/Programmed Name	:	Establishment of Bangabandhu Model Village in the light of people- oriented village Cooperatives philosophy of Bangabandhu Pilot project
14	EOI Closing Date and Time	:	24.01.2022 at 3.00 PM

INFORMATION FOR APPLICANT

15	Brief Description of Assignment	:	The following task to be performed by the consulting firm: a) Conduct socio-economic survey of 10 selected villages of 9 districts (list will be provided by project office) b) Benchmark data of targeted beneficiaries c) Create a database of the beneficiaries & the project location (Occupation, Income, Poverty level, Educational Status, Health & Nutrition, IT literacy, Enterprise data, Disaster Resilience data, etc.) d) Other requirements furnished in TOR
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16 Experiences, Resources & Delivery Capacity Requires

16	Experiences, Resources & Delivery Capacity Requires	:	The Firm Should have to fulfill the following criteria a) At least 5 years' experience in conducting survey/research/relevant studies b) The firm must have experience of conducting at least 2 (two) social sector survey c) Legal Documents, bank solvency showing managerial and financial standing (according to PPA 2006 and PPR 2008), Valid Trade license, VAT Registration Certificate, Valid TIN Certificate, Nationality Certificate of Authorized person, Voter ID Card of authorized person. d) The Detailed Terms of Reference will be at the following website: www.coop.gov.bd
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16	Other details (if applicable)	:	N/A
17	Association with other firms	:	N/A
18	Phasing of Services	:	N/A

PROCURING ENTITY DETAILS

19	Name of the official Inviting EOI	:	Mohammad Helal Uddin
20	Designation of official Inviting EOI	:	Project Director
21	Address of Official Inviting EOI	:	Establishment of Bangabandhu Model Village in the Light of People- oriented Village Cooperatives Philosophy of Bangabandhu Pilot Project Department of Cooperatives, Samabay Bhaban (Room No- 601), Agargoan Civic Sector, Dhaka-1207
22	Contact details of official Inviting EOI	:	Phone: +88029140316, E-mail: helal_coop@yahoo.com Fax: +880258154225,
23	Application Form/TOR	:	Available on the website of DoC (www.coop.gov.bd)
23	The Procuring Entity Reserves the right to accept or reject all EOI's without assigning any reason.	:	


Mohammad Helal Uddin

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Government of the Peoples' Republic of Bangladesh

Establishment of Bangabandhu Model Village in the light of people-oriented village Cooperative philosophy of Banabandhu Pilot Project,
Department of Cooperatives. Shamabay Bhaban,
Agargaon, Dhaka-1207

TERMS OF REFERENCE (ToR) FOR BASELINE SURVEY

1.0 Background:

The Government of the People's Republic of Bangladesh has been achieved great economic and social development by taking various public welfare activities in the last 13 years. Even so, more than 20% of the population still lives below the poverty line (20.5% according to BBS 2019). However, due to Covid-19, this rate has increased to about 29% (report of the Planning Commission). The poverty rate is higher in rural areas than in urban areas. About 80% of the total population of Bangladesh lives in villages. About 80% of the people here depend on agriculture for employment and livelihood. Therefore, it is undeniable that much of the overall economic development of Bangladesh depends on rural development.

Realizing this importance, Father of the Nation Bangabandhu Sheikh Mujibur Rahman considered agriculture and rural development as the main force of overall development and adopted special plans for that purpose. At the heart of his plan was to increase production and productivity by ensuring the best use of rural resources and to build village-based cooperatives as appropriate institutional structures to maintain its sustainability. Bangabandhu formulated his special plan keeping in view the four main objectives of increasing production, balanced distribution, employment and overall development of the village. The focus of this special plan of Bangabandhu was to make the villagers self-reliant and self-sufficient through co-operatives. He also thought of an outline of this village cooperative-centric development plan. This included introduction of collective farming system and participation of all in production through modern agricultural production, conservation and processing system. It also included proper marketing of the products and provision of necessary loan facilities.

Sheikh Hasina, the worthy successor of the Father of the Nation, has been emphasizing the importance of building a participatory institutional structure by nurturing Bangabandhu's philosophy in the development of agriculture and rural areas of the country since she took over as the Prime Minister. Although various development initiatives have been taken by various ministries in response to the call of the Hon'ble Prime Minister, adequate formal institutional framework has not yet been formed to safeguard their sustainability. Moreover, there is a lack of adequate coordination among all these initiatives. As a result, on the one hand, maximum utilization of resources is not going to be ensured and on the other hand, all the people expecting services are not going to be covered under it.

Socio-cultural issues have largely been neglected as most of the ongoing initiatives have focused on economic issues. But the development mentality of a country's people facilitates the implementation of developmental thinking, creative and constructive thinking, self-confidence, social and mutual respect, patriotism, social and moral responsibility and responsible behavior for service delivery and ensuring utilization of resources and maximum results. . It can be seen that many lands in the country remain uncultivated or semi-cultivated, there are many ponds where fish is not farmed, there are no fruit or forest trees on either side of the road, backyard is not used for productive activities. This means that much of the natural resources, including human resources, are being wasted in rural areas and remain unused only due to lack of necessary motivation, lack of information and skills and technology.

In view of the above context, on the occasion of the centenary of the birth of Father of the Nation Bangabandhu Sheikh Mujibur Rahman, as part of showing the highest respect to the Father of the Nation Ensuring fair and equitable use of rural resources, creating rural employment, increasing productivity through modernization and mechanization of agriculture, use of biofuels, creation of communication and market infrastructure, raising community awareness to improve health-education, access to all services through creation of information technology infrastructure. In order to reduce the tendency of urban-oriented migration by including such issues, it has been proposed to adopt a pilot project titled "Establishment of Bangabandhu Model Village in the Light of Bangabandhu's People-Oriented Cooperative Thought" as an area of ideological practice of development philosophy of Bangabandhu and Hon'ble Prime Minister. It is noteworthy that such financial and social initiatives have become more and more necessary in the context of the recent Corona epidemic, which has created food insecurity, unemployment and various economic and social disasters worldwide.

2.0 Objectives :

The main objective of this project is to transform the villages as a developed and modern village of whole country through cooperatives as per the cooperative philosophy of Father of the Nation Bangabandhu Sheikh Mujibur Rahman for the overall development of the country. The method of baseline survey will be conducted through statistically sound data collection to obtain information addressing the following specific objectives:

- i. Asses socio-economic profile of the targeted beneficiaries of 10 selected villages of 9 districts including the entire family's existing employment pattern, productive assets, financial status, food security and food consumption pattern, marketing and storage system of the farm produce, etc.
- ii. Benchmark data of targeted beneficiaries;
- iii. Create database of targeted beneficiaries & project location (Occupation, Income, Poverty level, educational status, Health and Nutrition status, IT literacy, Enterprise data and Disaster Resilience data, etc.);
- iv. Other Requirements furnished in ToR.

Location of the Project:

Divison	Districts	Upazila	Name of the Village
Dhaka	Gopalganj	Tungipara	Patgati Sriramkandi
	Shariatpur	Vedarganj	Charbhaga Miyarchar
	Tangail	Dhanbari	Mushuddi
Mymensingh	Jamalpur	Madarganj	Char Bhatiani
Chattragram	Cumilla	Manoharganj	Pomgaon
Sylhet	Sunamganj	Shantiganj (South Sunamganj)	Dungria
Khulna	Jessore	Monirampur	Parala
Rangpur	Rangpur	Mithapukur	Ratia
Barisal	Barisal	Gauranadi	Hosnabad
		Muladi	Char Commissioner

3.0 Survey Period:

March-May 2022.

4.0 Particulars In The Survey:

The consulting firm for survey work should have the following criteria:

- i. Consulting firm should have minimum 05 years of adequate experience in conducting survey/Research/Relevant studies;
- ii. Consulting firm must have experience of conducting at least 02(two) social secto survey;
- iii. Consulting firm should have the legal status to enter into the contract.
- iv. The consulting firm should not be under a declaration of ineligibility for corrupt, fraudulent, coercive practices in completing for, or in executing a contract under public fund.
- v. The consulting firm is not insolvent, in receivership, bankrupt or being wound up their business activities have not been suspended and it is not the subject of legal proceedings for any of the foregoing.
- vi. The consulting firm has fulfilled its obligations to pay taxes and social security contribution under the relevant national laws and regulation.

5. Brief Method

Proper tools and methods are very essential for assessing the baseline situation of the targeted beneficiaries including the entire family's existing employment pattern, Income, Poverty level, Educational status, Health and Nutrition status, IT literacy, food security and food consumption pattern, marketing and storage system of the farm produce,etc However, Community Questioners Survey including the Community Mind/Sketch Mapping, PRA, KII process or other processes will be followed for this study.

6. Proposal Evaluation Procedure

The technical proposal will be evaluated by applying SFB method. The technical proposals will be evaluated first. The financial proposals will remain sealed until technical proposals are evaluated. The technical quality of the proposal will be evaluated on the basis of defined evaluation criteria. Results of evaluation will be treated as strictly confidential. Bidders will hold on rights to question the evaluation procedures and results. The PD reserves the right to take any decision with respect to evaluation and contracting.

Suggested personnel

Team Leader

Qualification:

- i. He/She will have at least master's degree in Economics/Agricultural Economics /Agriculture / Agricultural Statistics with specialization in survey works;
- ii. He/She will have wide experienced in rural development
- iii. He/ She have least 10 years' experience in similar, consultancy, advising government on policies and strategies and have previous satisfactory experience in leadership.
- iv. The Team Leader will ensure compliance and reporting of survey work.
- v. Ph.D Degree will be treated as additional qualification.

Socio Economist

Qualification:

- i. He/ She will have at least master's degree in Agriculture Economics/Social Science with specialization in rural survey works and rural development;
- ii. He/ She will have skill in report writing with adequate knowledge in research methodology for survey works;
- iii. The personnel should expertise in develop a standard questionnaire for actual reflecting of goals of survey works;
- iv. He/She should have eligibility in frequently field visit;
- iv. He/She should have adequate knowledge in research methodology;
- v. He/ She should have adequate knowledge in field monitoring and staff supervision of survey works.

Agricultural Extension Specialist

Qualification:

- i. He/ She will have at least master's degree in Agricultural Extension Education/Agriculture Science with specialization in rural survey works and rural development with at least 10-15 years field experience in agriculture extension;

- ii. ii. He/ She will have skill in report writing with adequate knowledge in research methodology for survey works;
- iii. iv. The personnel should expertise to selection appropriate cropping pattern and identified nutritionally reach high value crops which is included cropping pattern for diversified cropping pattern.
- iv. v. He/ She should have eligibility in frequently field visit;
- v. He/She should have adequate knowledge in research methodology;
- vi. He/She should have adequate knowledge in field monitoring and staff supervision of survey works.

Statistician

Qualification:

- i. He/ She will have at least Master's degree in Statistics have at least Master's degree in Statistics along with high level skill in data analysis and processing,
- ii. He/ She will have skill in report writing with adequate knowledge in research methodology for survey works;
- iii. The personnel should expertise in develop a standard questionnaire for actual reflecting of goals of survey works;

Data Analyst

Qualification:

- i. The Data analyst should have minimum graduation degree in Statistics.
- ii. Data analyst should have computer skill especially in data entry and analysis.
- iii. He/She should be committed to perform their duties;

Supervisor

Qualification:

- i. They should have minimum graduation degree in any discipline
- ii. They should have adequate knowledge and skill in survey works; knowledge of the use of tablets and software like survey-CTO would be desirable
- iii. They should have capable to supervised investigator/interviewer & self-driven.

Investigator/Interviewer/Enumerator (Total 18 persons, each district 2 person)

Qualification:

- i. They should have minimum Diploma in Agriculture
- ii. They should have adequate knowledge and skill in survey works; knowledge of the use of tablets and software like survey-CTO would be desirable

- iii. They should be willing to work in rural/remote areas of project areas.

Proposal Evaluation Procedure

The technical proposal will be evaluated by applying SFB method. The Budget will be stated in the RFP and the bidders should submit technical and financial proposal separately. The bidders should prepare their plan within the budget. The technical proposals will be evaluated first. The financial proposals will remain sealed until technical proposals are evaluated. Once the selection has been made on the basis of the technical qualification, the financial proposals for the technically qualified bidders will be opened. Over budget proposal will be rejected. The PD reserves the right to take any decision with respect to evaluation and contracting

Reporting

Three copies of the Inception report are to be submitted within 20 days of the agreement of the work. Three (03) copies of the draft final report of baseline survey should be submitted by Mid June,2022. Draft report of the baseline survey should be presented in a workshop. 50 (Fifty) copies of the final report should be submitted by 06 July 2022 after incorporating comments/suggestions of the workshop. The final report must incorporate /recommendation to act the future planning and operation of the project period.

Mandatory

- i. The survey plan and questionnaire developed by the selected firm will be approved by project authority.
- ii. The survey works should and must have adequate quality to measure the achievements of project.