

Social Development Foundation

House # 4, Road 21, Sector # 4, Uttara Model Town, Dhaka-1230

REQUEST FOR EXPRESSIONS OF INTEREST FOR SERVICES (FIRM)

1	Ministry/Division	Ministry of Finance
2	Agency	Social Development Foundation
3	Name of Procuring Entity	Managing Director, SDF
4	Procuring Entity Code	Not used at present
5	Procuring Entity District	Dhaka
6	Expression of Interest for Selection of	Consulting Firm
7	EOI Ref. No.	1. General Procurement Notice (GPN), appeared in the Development Business, issued On - line publication, Dated - May 04, 2010.. 2. a) SDF / Procurement / S 15.0 (ENJ) / (4757-BD) / 2012 b) SDF / Procurement / S 16.0 (ENJ) / (4757-BD) / 2012
8	Date (dd/mn/yyyy)	11/01/2012
KEY INFORMATION		
9	Procurement Sub-Method	Quality and Cost Based Selection (QCBS)
FUNDING INFORMATION		
10	Budget and Source of funds	Development Budget (Credit)
11	Development Partner (if applicable)	IDA
PARTICULAR INFORMATION		
12	Project/Program Code (if applicable)	IDA Credit no. 4757-BD
13	Project/Program Name (if applicable)	Empowerment & Livelihood Improvement “Nuton Jibon” Project
14	EOI Closing Date and time	07/02/2012 (By 4.00 PM) Expressions of Interest must be delivered (through e-mail and/or paper copies) to the address mentioned below. The firm must mark the EOI for the assignment i.e. a) EOI for providing services in Process Monitoring (Package no. S15.0(ENJ) b) EOI for providing services in Process Monitoring (Package no. S16.0(ENJ)
INFORMATION FOR APPLICANT		
15	Brief Description of the Assignment	SDF will hire 2 (two) Process Monitoring Agency (PMA) for Nuton Jibon project for two region to independently determine how effectively the project is running and to identify ways to improve quality of implementation and processes. This is an important mechanism that brings lessons from the field directly to project management, allowing for real-time response and correction of key challenges identified The objective for the consultancy of both the package will include: <ul style="list-style-type: none"> ✓ To identify any critical deviations in project implementation and factors responsible and recommend actions that would help project management at all levels to take appropriate decisions. ✓ To identify specific areas / issues based on process monitoring that require further thematic and evaluation studies. ✓ To identify and describe best practices and develop a good feedback mechanism for learning, monitoring and adaptation for the different project staff at all levels. ✓ To assess the effectiveness of the communication process. Area : .a) Package no. S 15.0 (ENJ) : Process Monitoring in Jamalpur and Rangpur Regions (Northern part) covering around 2553 villages. b) Package no. S 16.0 (ENJ) : Process Monitoring in Barisal Region (Southern Zone) covering around 594 Villages.
16	Experience, Resources & Delivery Capacity Required	1. Interested consultants must provide information indicating that they are qualified to perform the assignment. The Consulting firm should be experienced and reputed in the field, having at least 2 (two) years experience in process monitoring particularly with development organizations. The firms

		<p>having social development experience and research back ground will be given preference. Interested firms should submit the following information in sufficient detail including brochures, description of experience in similar assignments, summaries of firms' technical and managerial capacity, availability of appropriate skills among key staffs with short biographies, availability of resources and snapshots of relevant transactional experience etc.</p> <p>2. The EOIs would be reviewed on the basis of the following:</p> <ul style="list-style-type: none"> • Registration of firm (at least 5 years); • Availability of key professionals (CVs with signature & date); • Availability of resources including support services; • Experience of the firm(s) in similar task ; • Evidence of the organization's bank account; • Copies of recently completed two reports on Process Monitoring/ Similar assignment, especially related to rural and social development. • Evidence of engagement of at least 2 (two) years continuous of any consultancy work. <p>3. Interested firm (s) must provide focused information demonstrating that they are qualified to perform the services. Short listed firms may be asked to make a presentation of their work at the SDF office on an appointed date.</p>		
17	Other Details	<p>a) The Consultant Firm shall be selected in accordance with - World Bank Guidelines for Selection and Employment of Consultants, 2010 and Public Procurement Rules 2008.</p> <p>b) Expression of Interests (EOI) in two sets [One original + One duplicate] shall be submitted for each package in sealed envelope, delivered to the address of the under signed.</p> <p>c) Separate proposal will be submitted against each package.</p> <p>d) The consulting firm(s) may associate to enhance their qualifications, but should mention whether the Association is in the form of either "Joint-Venture" or "Sub-Consultancy". In the case of an association, all members of such '<i>association</i>' should have real and well defined inputs to the assignment and it is preferable to limit the total number of firms including their associates to maximum of two.</p>		
18	Association with foreign firms is	Encouraged		
19	Ref. No.	Location	Indicative Start Date (Month/Year)	Indicative Completion Date (Monthly/Year)
20	i) Package no: S 15.0 (ENJ)	Jamalpur and Rangpur Regions (Northern part)	May , 2012	May , 2016
	ii) Package no: S 16.0 (ENJ)	Barisal Region (Southern part)	May , 2012	May , 2016
PROCURING ENTITY DETAILS				
21	Name of the Official Inviting EOI		Md. Nurul Islam Sardar	
22	Designation of the Official Inviting EOI		Managing Director	
23	Address of the Official Inviting EOI		Social Development Foundation House # 04, Road # 21, Sector # 04, Uttara, Dhaka-1230.	
24	Contact Details of the Official inviting EOI		Email: md@sdfbd.org , Web site : www.sdfbd.org	
<p>The Procuring entity reserves the right to accept or rejects all EOI's</p> <ul style="list-style-type: none"> - Incomplete or partial EOIs will be rejected. - The authority reserves the right to accept or reject any or all of the EOI, or annul the EOI process at any stage without assigning any reason(s) whatsoever, and without incurring any liability to the affected applicant(s). 				

Managing Director
Social Development Foundation