

Government of the People's Republic of Bangladesh  
Ministry of Planning  
Implementation Monitoring and Evaluation Division (IMED)  
Strengthening Monitoring and Evaluation Capabilities of IMED (SMECI) Project  
Block#12, Sher-e-Bangla Nagar, Dhaka-1207  
www.imed.gov.bd

**REQUEST FOR EXPRESSION OF INTEREST (EOI) FOR SELECTING CONSULTING FIRM (NATIONAL)**

GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH		
1.	Ministry / Division	Ministry of Planning / Implementation Monitoring and Evaluation Division (IMED)
2.	Agency	IMED
3.	Name of Procuring Entity	Project Director, Strengthening Monitoring and Evaluation Capabilities of IMED (SMECI) (2 <sup>nd</sup> Revised) Project, IMED
4.	Title of Service	For selection of Local Consulting Firm to carry out for preparation of following Monitoring & Evaluation Guidelines/Policy: 1. M & E Guideline on Crops, Fisheries and Livestock. 2. M & E Guideline on Forestry and Irrigation. 3. M & E Guideline on Education, Health & Nutrition, Family Welfare and Social Welfare. 4. M & E Guideline on Industry, Power & Energy. 5. M & E Guideline on ICT and Related Field, and 6. M & E Policy.
5.	Procuring Entity District	Dhaka
6.	Expression of Interest for Selection of	Consulting Firm, Lump-sum
7.	EOI Ref. No.	21.060.006.00.00.087.2014-532
8.	Date (dd/mm/yy)	12/06/2018
<b>KEY INFORMATION</b>		
9.	Procurement Method	Selection under a Fixed Budget (SFB)
<b>FUNDING INFORMATION</b>		
10.	Budget & Source of Funds	Development Budget (GOB). <b>Development Partner:</b> None
<b>PARTICULAR INFORMATION</b>		
11.	Project / Program Code	1501-5019
12.	Project / Program Name	Strengthening Monitoring and Evaluation Capabilities of IMED (SMECI) (2 <sup>nd</sup> Revised) Project
13.	EOI Closing Date & Time	05/07/2018 3:30PM
<b>INFORMATION OF APPLICANT</b>		
14.	Brief Description of the Assignment	<p>IMED will engage competent Consulting Firm for preparation of the Guidelines &amp; Policy. The Consulting Firm shall study actual requirement of the IMED officials for development of the guideline and Policy.</p> <p>The main objective of the assignment is to engage an experienced Consulting Firm for preparing <b>an M &amp; E Guidelines of different sector projects and M &amp; E policy covering all important areas</b>, which will helps as toll of monitor for IMED officials.</p> <p>The specific objectives of the assignment are the following:</p> <ul style="list-style-type: none"> <li>To review the existing available relevant documents/guidelines on project review;</li> <li>To review the existing available relevant documents/guidelines of other similar countries and Development Partner agencies;</li> <li>To analyze objectives of the assignments thoroughly;</li> <li>To develop a guideline that can be effectively used by the IMED officers during project monitoring and evaluation;</li> <li>To develop on identical M&amp;E template for relevant sector;</li> <li>To guide the officers of the IMED in building systematic approach to field visit through use of the Guideline;</li> <li>To ensure the project management knowledge areas (such as scope, time, cost, procurement, quality, integration, human resource, stakeholders, communication and risk);</li> <li>To help accelerate progress of the development projects.</li> </ul> <p>Consultant will: study design and plan for preparation of the guideline/policy, identify weaknesses and limitations in the monitoring and evaluation process, review IMED activities/components for develop M &amp; E guideline/policy, formulate the guideline/policy on IMED and produce a draft, validate the draft guideline/policy with key stakeholders and finalize.</p>
15.	Experience, Resource & Delivery Capacity Required	<p>The assignment will be undertaken by a firm having similar experience in development of guidelines/manuals/Policies, and having adequate staff with appropriate professional qualifications and suitable experience:</p> <ol style="list-style-type: none"> <li>At least 3 years' working experience in conducting similar type of assignments;</li> <li>Demonstrated capability in monitoring and evaluation of projects as evidenced by the qualifications and experience of the professional staff;</li> </ol> <p><b>The Consulting Firm shall furnish the following information for evaluation purposes:</b></p> <ol style="list-style-type: none"> <li>Companies profile including management, personnel, firm's specialty, performances, logistic supports etc.</li> </ol>

		<div>2. Specific experience of the Consultant relevant to the assignment</div> <div>3. Work plan</div> <div>4. Technical Approach and Methodology</div> <div>5. Professional staff qualifications and competence for the assignment with CV</div> <div>6. Firm must have up to date and valid Trade license, VAT certificate, Tax Identification Number Certificate, Bank solvency certificate with sufficient liquidity, Audited report etc.</div> <div>7. Sealed envelope must be marked as (Name of assignment) on the top of it.</div>			
16.	Other Details	<div><div></div><div>A firm may submit proposals for one or more than one bid. In such cases the firm shall have to submit separate proposals for each. Otherwise the proposals shall be rejected.</div><div>Interested applicant shall obtain <b>detail ToR and further information</b> from the project office in any day <b>during office hour before closing day or from IMED website: <a href="http://www.imed.gov.bd">www.imed.gov.bd</a></b></div></div>			
	Ref. No.	Purchasing of Services	Location	Indicative Start Date	Indicative Completion Date
17.	M&W/s48/18-19	Four Months	IMED, Ministry of Planning	September 2018	December 2018
PROCURING ENTITY DETAILS					
18.	Name of the Official inviting EOI		Md. Habibul Islam		
19.	Designation of the Official inviting EOI		Project Director, SMECI Project		
20.	Address of the Official inviting EOI		Room #06, Block#12, IMED, Ministry of Planning, Sher-e-Bangla Nagar, Dhaka-1207		
21.	Contact Details of the Official inviting EOI		Tel: 9118070 Fax: 9180749 email: <a href="mailto:ihabibul@yahoo.com">ihabibul@yahoo.com</a>		
The procuring entity reserves the right to accept or rejects any/all EOI's					

Md. Habibul Islam  
Project Director  
SMECI Project