



PALLI KARMA-SAHAYAK FOUNDATION (PKSF)

www.pksf.org.bd

Ref. No 53.23.0000.001.03.027.24.1858

Date: 26 March 2024

Request for Expression of Interest (REOI)

| A. Basic Information (Procuring Entity, Assignment, Procurement Method, Source of Fund, etc) for the Consulting Firms: | | |
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| 1 | Name of the Organization | Palli Karma-Sahayak Foundation (PKSF) |
| 2 | Procuring Entity Name & Designation | AQM Golam Mawla, Deputy Managing Director |
| 3 | Expression of Interest for Selection of | A consulting firm for conducting the Mid-Term Evaluation of the Pathways to Prosperity for Extremely Poor People-European Union (PPEPP-EU) Project of PKSF. |
| 4 | EOI Ref No | 53.23.0000.001.03.027.24.1858 |
| 5 | Package No. | PKSF/PPEPP-EU/2023-2024/SD-01 |
| 6 | REOI Publishing Date | 25-03-2024 |
| 7 | Procurement Method | Fixed Budget Selection (FBS) |
| 8 | Source of Fund | European Union (EU) |
| 9 | Development Partner | European Union (EU) |
| 10 | Project Name | Pathways to Prosperity for Extremely Poor People-European Union (PPEPP-EU) Project |
| 11 | EOI submission place, closing date and time. | Date: 24-04-2024; Time: 2:30 PM; PKSF Bhaban, E-4/B, Sher-e-Bangla Nagar Administrative Area, Agargaon, Dhaka. |

 PKSF Bhaban, E-4/B, Agargaon Administrative Area, Sher-e-Bangla Nagar, Dhaka-1207, Bangladesh

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B. Key Information for the Consulting Firms:

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| 12 | Brief description of the assignment | <p>The midterm evaluation of the Pathways to Prosperity for Extremely Poor People-European Union (PPEPP-EU) project will be conducted to assess its progress, identify any challenges or issues that have arisen, and make necessary adjustments to improve the likelihood of success. This would provide a holistic picture of the project's progress, achievements and impacts by comparing the 'before-after' scenario. Further, the Midterm evaluation will provide the existing scenario of the project that would assist the project's management to determine the priorities, allocate resources, and make adjustments to the project plan, in case of necessity. Furthermore, midterm evaluation findings will establish the trajectory in lifting the extremely poor people out of poverty.</p> <p>Overall Objective</p> <p>The overall objective of the Midterm evaluation is to assess the progress of the PPEPP-EU project towards its goals and objectives according to the logframe. This includes evaluating whether the project is on track to meet its ultimate goal and objectives within the stipulated time and budget, as well as assessing the quality and effectiveness of the work being done.</p> <p>Specific Objectives</p> <p>The specific objectives of the evaluation are to:</p> <ol style="list-style-type: none">a. assess the changes in socio-economic conditions of the sample households.b. examine the changes in livelihoods, food security status and the level of enterprise development among the sample households.c. assess the incremental improvement of nutritional status among the sample households.d. assess the changes in vulnerability status, climate related crisis coping capacity and knowledge on climate related issues. |
|----|-------------------------------------|--|

| | | e. examine the changes in community mobilization, women empowerment and gender equity. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---------|---|--|---------------------------|---------------------------|--|----|----------------------------|--|----|---|--|----|-----------------|--|----|---|--|---------|----------------------|--|----|---|--|----|---------------------------|--|---------|-------------|--|----|---|--|----|----------------------------|--|---------|--|-------------|---------------------------|---------------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| 13 | Experience, resource, and delivery capacity required of the Consulting firm | <p>A. Legal information:</p> <table border="1"> <thead> <tr> <th>Sl. No.</th> <th>Name of the documents</th> <th>Please attach the copy with the proposal</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Trade license (up to date)</td> <td></td> </tr> <tr> <td>2.</td> <td>Certificate of Incorporation (In case of limited company)</td> <td></td> </tr> <tr> <td>3.</td> <td>VAT certificate</td> <td></td> </tr> <tr> <td>4.</td> <td>Income Tax Assessment/Acknowledgement Certificate</td> <td></td> </tr> </tbody> </table> <p>B. Financial Capacity:</p> <table border="1"> <thead> <tr> <th>Sl. No.</th> <th>Name of the document</th> <th>Please attach the copy with the proposal</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Audited financial statements for the last 3 (three) years</td> <td></td> </tr> <tr> <td>2.</td> <td>Bank Solvency Certificate</td> <td></td> </tr> </tbody> </table> <p>C. Consulting firm's profile:</p> <table border="1"> <thead> <tr> <th>Sl. No.</th> <th>Description</th> <th>Please attach the copy with the proposal</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Description about consulting firm's (in maximum two pages).</td> <td></td> </tr> <tr> <td>2.</td> <td>List of Board of Directors</td> <td></td> </tr> </tbody> </table> <p>D. Permanent professionals/expert staff information:</p> <table border="1"> <thead> <tr> <th>Sl. No.</th> <th>Name of the professionals/expert staff</th> <th>Designation</th> <th>Educational Qualification</th> <th>Total years of experience</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> | Sl. No. | Name of the documents | Please attach the copy with the proposal | 1. | Trade license (up to date) | | 2. | Certificate of Incorporation (In case of limited company) | | 3. | VAT certificate | | 4. | Income Tax Assessment/Acknowledgement Certificate | | Sl. No. | Name of the document | Please attach the copy with the proposal | 1. | Audited financial statements for the last 3 (three) years | | 2. | Bank Solvency Certificate | | Sl. No. | Description | Please attach the copy with the proposal | 1. | Description about consulting firm's (in maximum two pages). | | 2. | List of Board of Directors | | Sl. No. | Name of the professionals/expert staff | Designation | Educational Qualification | Total years of experience | | | | | | | | | | | | | | | | | | | | |
| Sl. No. | Name of the documents | Please attach the copy with the proposal | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. | Trade license (up to date) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2. | Certificate of Incorporation (In case of limited company) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3. | VAT certificate | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4. | Income Tax Assessment/Acknowledgement Certificate | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 1. | Audited financial statements for the last 3 (three) years | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2. | Bank Solvency Certificate | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 1. | Description about consulting firm's (in maximum two pages). | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2. | List of Board of Directors | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Sl. No. | Name of the professionals/expert staff | Designation | Educational Qualification | Total years of experience | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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E. Required Resources:

| Sl. No. | Name of the resources | Number | Please attach the list with the proposal |
|---------|-----------------------|--------|--|
| 1. | Desktop computers | | |
| 2. | Laptops | | |
| 3. | Printers | | |
| 4. | Photocopiers | | |
| 5. | Vehicles | | |
| 6. | Office space (sqft) | | |

F. Consulting firm's experiences (past and on-going)

a) Completed contracts of similar evaluation/study (assignment related contracts) having minimum value of 25.0 lac in last 5 (five) years:

| Sl. No. | Name of the completed contracts | Name of the procuring Entity | Period of Contract | Contract value (In BDT) |
|---------|---------------------------------|------------------------------|--------------------|-------------------------|
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b) On-going contracts of similar evaluation/study (assignment related contracts) having minimum value of 25.0 lac:

| Sl. No. | Name of the on-going contracts | Name of the procuring Entity | Date of starting | Contract value (In BDT) |
|---------|--------------------------------|------------------------------|------------------|-------------------------|
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| 14 | Other Details | <p>The interested consulting firms are requested to submit the 2 (two) copies of EOI proposal marked as 'ORIGINAL' and other as 'COPY' in a sealed envelope at the PKSF Bhaban, Plot: E-4/B, Agargaon Administrative Area, Sher-e-Bangla Nagar, Dhaka-1207 directly or by courier/mail on or before the date and aforementioned time. The envelope should be clearly marked on:</p> <p>Package name (Title of the work): Package number: Bidder name and address: Procuring entity name and address:</p> |
| C. Procurement Entity Details | | |
| 15 | Name of the Official Inviting EOI | AQM Golam Mawla |
| 16 | Designation of Official Inviting EOI | Deputy Managing Director |
| 17 | Address of the Official Inviting EOI | Palli Karma-Sahayak Foundation (PKSF) PKSF Bhaban, E-4/B, Agargaon Administrative Area Sher-e-Bangla Nagar, Dhaka-1207. Bangladesh |
| 18 | Contact Details of Official Inviting EOI | Telephone: 02222218331-33, 02222218335-39 Fax: 02222218341, 02222218343 e-mail: mawlapksf@gmail.com |
| The Procurement Entity reserves all the rights to accept or reject all EOI proposals. | | |

(AQM Golam Mawla)
Deputy Managing Director

