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**Palli Karma-Sahayak Foundation (PKSF)**

**Standard Request for Application (SRFA)  
For  
Selection of Individual Consultant (National)**

**(Time Based)**

**Selection of an Individual Consultant for Feasibility Study of “Water Efficient Boro Rice Cultivation in Bangladesh (WEBC-BD)” Project**

**Package No: PKSF/GCF/RSMP-2/2024-25/SR-03**

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1



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### Guidance Notes on the Use of the Standard Request for Application for Selection of Individual Consultants (National)

These guidance notes have been prepared by the CPTU to assist a Client in the preparation, using the Standard Request for Application (SRFA), for procurement of Individual Consultants (National). The Client should also refer to the Public Procurement Act 2006 (Act No 24 of 2006), and the Public Procurement Rules 2008, issued to supplement the Act available on CPTU's website: [www.cptu.gov.bd/](http://www.cptu.gov.bd/). All concerned are advised to refer to the aforementioned Act and Rules while participating in any selection process of Consultants.

Individual Consultants shall be employed in accordance with Section 38 of the Public Procurement Act 2006 and Rule 112 & Rule 104(d) of the Public Procurement Rule 2008 for assignments for which the qualifications and experience of the individual are the overriding requirements and no team of staff and no additional professional support are required.

This document shall be used when a Procuring Entity (the Client) wishes to select an Individual Consultant (National) for assignments for which the qualifications and experience of the individual are the overriding requirement, for which remuneration is being determined on the basis of the time actually spent by the Consultant in carrying out the services.

Time-based Contracts are recommended when the Scope of the Services cannot be established with sufficient precision, or the duration and quantity of Services depends on variables that are beyond the control of the Consultant, or the output required of the consultants is difficult to assess.

Consultant's remuneration is based on (i) agreed unit rates for the Consultant multiplied by the actual time spent by him/her in executing the assignment, and (ii) reimbursable expenses using actual expenses and/or agreed unit prices. This type of Contract requires the Client to closely supervise consultants and to be involved in the daily execution of the assignment.

SRFA (PS4) has been designed to suit the particular needs of procurement within Bangladesh, and has four (4) Sections, of which **Section 1: Information to the Applicants and the Contract Agreement in Section 4 must not be altered or modified under any circumstances.**

The Client addresses its specific needs through the **Section 2: Terms of Reference (TOR)**. The way in which an Applicant expresses his/her interest is by completion and submission of the Application Forms in **Section 3**.

Guidance notes in brackets and italics are provided for both the Client and the Applicants and as such the Client should carefully decide what notes need to remain and what other guidance notes might be required to assist the Applicant in preparing its application submission; so as to minimize the inept Selection process.

SRFA (PS4), when properly completed will provide all the information that an Individual Consultant (National) needs in order to prepare and submit an application. This should provide a sound basis on





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which the Client can fairly, transparently and accurately carry out an evaluation process on the application submitted by the Individual Consultant.

SRFA(PS4) duly tailored may also be used for the purpose of Single Source Selection Method. The following briefly describes the Section of SRFA (PS4) and how a Client should use these when preparing a particular request for Applications.

### Section 1: Information to the Applicants

This Section provides relevant information to help Consultants prepare their Applications. Information is also provided for submission, opening, and evaluation of Applications and on the award of Contract.

This Section also contains the criteria for selection of suitable Applicant  
**The text of the clauses in this section shall not be modified.**

### Section 2. Terms of Reference

This section defines clearly the Objectives, Goals, and Scope of the assignment, and provides background information (including a list of existing relevant studies and basic data) to enable the Individual Consultant to clearly understand the assignment. This section lists the Services and surveys that may be necessary to carry out the assignment and the expected outputs (for example, reports, data, maps, surveys); it also clearly defines the Client's and Consultants' respective responsibilities.

### Section 3. Application Forms

This section provides the standard format that permits the requested information to be presented in a clear, precise and readily available manner and allows the Client to readily understand and evaluate Applications in accordance with the pre-disclosed criteria. The completed forms will indicate details of the Applicant's qualifications and experience best suited to the specific assignment.

### Section 4. Contract Agreement Forms

The Form of Contract Agreement which, once completed and signed by the Client and the Consultant clearly defines the Client's and Consultants' respective responsibilities. The Annexes to the formal Contract include a Description of the Services, the Reporting Schedule and **Cost estimates** of Services.





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### Section 1. Information to the Applicants

#### A. General

1. Scope of assignment
  - 1.1 The Client has been allocated public fund for **Selection of an Individual Consultant for Feasibility Study of "Water Efficient Boro Rice Cultivation in Bangladesh (WEBC-BD)" Project** and intends to select an Individual Consultant for the specific assignment as specified in the Terms of Reference in Section 2.
2. Qualifications of the Applicant
  - 2.1 Prospective Individuals shall demonstrate in their Applications that they meet the required qualifications and experiences and are fully capable of carrying out the assignment.
  - 2.2 The capability of Individuals shall be judged on the basis of academic background, experience in the field of assignment, and as appropriate, knowledge of the local conditions, as well as language and culture.  
**[ Minimum educational qualifications, required experience have been mentioned in Terms of reference in Section 2]**
3. Eligible Applicants
  - 3.1 Any Bangladeshi national including persons in the service of the Republic or the local authority / Corporations is eligible to apply for the positions







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- 3.2 Government officials and civil servants including individuals from autonomous bodies or corporations while on leave of absence without pay are not being hired by the agency they were working for immediately before going on leave and, their employment will not give rise to Conflict of Interest, pursuant to Rule 112 (9) of the Public Procurement rules, 2008
- 3.3 Persons who are already in employment in the services of the Republic or the local authorities/ Corporation etc must have written certification from their employer confirming that they are on leave without pay from their official position and allowed to work full-time outside of their previous official position. Such certification shall be provided to the Client by the Consultant as part of his/her Applications
- 3.4 No person who has been convicted by any Court of Law or dismissed from Services for misconduct shall be eligible for consideration for appointment to a post.
- 3.5 The Applicant has the legal capacity to enter into the Contract
- 3.6 The Applicant has fulfilled its obligations to pay taxes and social security contributions under the relevant national laws.
- 3.7 The Applicant shall not be under a declaration of ineligibility for corrupt, fraudulent, collusive or coercive practices in accordance with Sub-Clause 4.2.
- 3.8 The Applicant shall not have conflict of interest pursuant to the Clause 5
4. Corrupt, Fraudulent, Collusive or Coercive Practices
  - 4.1 The Government requires that Client, as well as Applicants, shall observe the highest standard of ethics during the implementation of procurement proceedings and the execution of Contracts under public funds.
  - 4.2 The Government defines corrupt, fraudulent, collusive or coercive practices, for the purposes of this provision, in the **Contract Agreement Sub-Clause 3.4**
  - 4.3 Should any corrupt, fraudulent, collusive or coercive practice of any kind come to the knowledge of the Client, it shall, in the first place, allow the Applicant to provide an explanation and shall, take actions only when a satisfactory explanation is not received.
  - 4.4 If the Client at any time determines that the Applicant has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, a Contract under public funds., the Client shall:





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- (a) exclude the Applicant from participation in the procurement proceedings concerned or reject an application for award; and
- (b) declare the Applicant ineligible, either indefinitely or for a stated period of time, from participation in procurement proceedings under public funds.

### 5. Conflict of Interest

- 5.1 Government policy requires that the Applicant provide professional, objective, and impartial advice, and at all times hold the Executing Agency's (Client's) interest's paramount, without any consideration for future work, and strictly avoid conflicts with other assignments or their own corporate interests.
- 5.2 The Applicant shall not be hired for any assignment that would be in conflict with their prior or current obligations or that may place them in a position of not being able to carry out the assignment in the best interest of the Client.
- 5.3 Pursuant to Rule 55 of the Public Procurement Rule 2008, the Applicant has an obligation to disclose any situation of actual or potential conflict of interest that impacts on his capacity to serve the best interest of his client, or that may reasonably be perceived as having this effect. Failure to disclose said situations may lead to the disqualification of the Applicant or the termination of its Contract.
- 5.4 The Applicant that has a business or family relationship with a member of the Client's staff may not be awarded a Contract, unless the conflict stemming from this relationship has been addressed adequately throughout the selection process and the execution of the Contract.

## B. Preparation, Submission & Modification or Substitution of Applications

### 6. Preparation of Application

- 6.1 Applications shall be typed or written in indelible ink in **English language** and shall be signed by the Applicant. Applicants are required to complete the following Forms:
  - (a) Form 3A: Application Submission Form;
  - (b) Form 3B: CV of the Applicant; and
  - (c) Form 3C: Remuneration and Reimbursable
- 6.2 The Remuneration and reimbursable are **purely indicative** and are subject to negotiations and agreement with the Client prior to finalisation of the Contract.





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### 7. Submission of Application

- 7.1 Pursuant to Rule-113(5) of the Public Procurement Rules, prospective Applicants can deliver their application by hand, mail, courier service to the address mentioned in the request for Application advertisement.
- 7.2 Application shall be properly sealed in envelopes addressed to the Client as mentioned in the request for Application advertisement and bear the name & address of the Applicant as well as the name of the assignment.
- 7.3 In case of hand delivery, the Client, on request, shall provide the Applicant with a receipt.
- 7.4 **The closing date for submission of Application is 17 December 2024 up to 2.00 p.m.** Applications must be submitted within this deadline. Any Application received after the deadline for submission of Applications shall be declared late, and returned unopened to the Applicant.
- 7.5 Applications may be modified or substituted before the deadline for submission of Applications.
- 7.6 The Client may at its sole discretion, extend the deadline for submission of Applications.
- 7.7 At any time prior to the deadline for submission of Applications the client for any reason on its own initiative may revise the Request for Application Document by issuing an Addendum which shall form an integral part of the Document.

### C. Evaluation of Applications

### 8. Evaluation of applications

- 8.1 Suitability of the Applicants shall be rated by evaluation on the basis of their academic background, relevant Working Experience and its adequacy for the assignment, knowledge of local conditions as well as language.
- 8.2 The points to be given under each of the evaluation Criteria are:

Criteria	Points
Educational Qualification	[20 - 25 points]
Relevant Working Experience and its adequacy for the assignment	[60 - 70 points]
Suitability considering age, skill (such as training, computer skills, proficiency in English and Bengali languages and others).	[10 - 20 points]
<b>Total points:</b>	<b>95 points</b>

- 8.3 Applicants thus given points as stated under Clause 8.2, not securing the minimum qualifying points 70 shall be considered disqualified.
- 8.4 Applications shall be evaluated by the PEC, who shall prepare a short-list of maximum seven (7) Applicants

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7



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- 8.5 The qualified short-listed Applicants as stated under Clause 8.4 shall be invited for an interview to test their aptitude and presentation by the PEC and shall be rated with five (5) points.
- 8.6 Points already secured by the Applicants in the evaluation as stated under Clause 8.5, shall be combined with the points obtained in the interview and a list of maximum three (3) most suitable Applicants ranked in order of merit (1-2-3) shall be prepared.
- 8.7 In pursuant to Rule 114 of the Public Procurement Rules 2008, there shall be no public opening of Applications.
- 8.8 The Client shall immediately after the deadline for submission of Application convene a meeting of the Proposal Opening Committee (POC)
- 8.9 The POC, having completed the record of opening, shall send the Applications received and the opening record to the PEC.
- 8.10 Following the opening of the Applications, and until the Contract is signed, no Applicant shall make any unsolicited communication to the Client. Such an attempt to influence the Client in its decisions on the examination, evaluation, and comparison of either the Applications or Contract award may result in the rejection of the Application.
9. Application Negotiation
- 9.1 Negotiations will conclude with a review of the draft Contract. To complete negotiations the Client and the Applicant will initial the agreed Contract
- 9.2 If this fails, negotiate with the second-ranked Applicant, and if this fails negotiate with the third-ranked Applicant, with the hope that successful negotiations are concluded
- 9.3 During negotiations, the Client and the Applicant shall finalise the "Terms of Reference", work schedule, logistics and reporting schedule etc. These documents shall then be incorporated into the Contract as Description of Services"
- 9.4 The Financial negotiations will involve the remuneration and other reimbursable cost to be paid to the Applicant.
- 9.5 Negotiations will conclude with a review of the draft Contract. To complete negotiations the Client and the Applicant will initial the agreed Contract

### D. Award of Contract

10. Award of Contract
- 10.1 After completing negotiations and having received the approval to award the contract, the Client shall sign the Contract with the selected Applicant.







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11. Debriefing
- 11.1 After signature of the Contract, the Client shall promptly notify other Applicants that they were unsuccessful.
- 11.2 The Client shall promptly respond in writing to any unsuccessful Applicant who request the client in writing to explain on which grounds its application was not selected.
12. Commencement of Services
- 12.1 The applicant is expected to commence the assignment on . . . ./.../2025 **at PKSF Bhaban, Plot # E-4/B, Agargaon Administrative Area, Sher-e-Bangla Nagar, Dhaka-1207. The duration of the contract shall be 3 (Three) Months from the date of commencement.**





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## Section 2. Terms of Reference

Attachment-01

8

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## Section 3. Application Forms

Form 3A : Application Submission Form

Form 3B : CV of the Applicant

Form 3C: Remuneration and Reimbursable





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## Form 3A. Application Submission

[Location: dd/mm/yy]

To

**Dr. Md. Jashim Uddin**

Additional Managing Director

Palli Karma-Sahayak Foundation (PKSF)

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

Dhaka-1207

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 [dd/mm/yy].

I declare that I was not associated, nor have been associated in the past, directly or indirectly, with a Consultant or any other entity that has prepared the design, specifications and others documents in accordance with Clause 5.

I further declare that I have not been declared ineligible by the Government of Bangladesh on charges of engaging in corrupt, fraudulent, collusive or coercive practices in accordance with Clause 4.

I undertake, if I am selected, to commence the consulting Services for the assignment not later than the date indicated in Clause 12.1.

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

I remain,

Yours sincerely,

Signature

Print name

Address:

Tel:

### Attachment:

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12



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### Form 3B. Curriculum Vitae (CV) of the Applicant

1	PROPOSED POSITION FOR THIS PROJECT	<i>[From the Terms of Reference, state the position for which the Consultant will be engaged.]</i>			
2	NAME OF PERSON	: <i>[state full name]</i>			
3	DATE OF BIRTH	: <i>[ dd/mm/yy]</i>			
4	NATIONALITY	:			
5	MEMBERSHIP IN PROFESSIONAL SOCIETIES	<i>[state rank and name of society and year of attaining that rank].</i>			
6	EDUCATION	<i>[list all the colleges/universities which the Applicant attended, stating degrees obtained, and dates, and list any other specialised education of the Applicant].</i>			
7	OTHER TRAINING	<i>[indicate significant training since degrees under EDUCATION were obtained, which is pertinent to the proposed tasks of the Consultant].</i>			
8	LANGUAGES & DEGREE OF PROFICIENCY	<u>Language</u>	<u>Speaking</u>	<u>Reading</u>	<u>Writing</u>
		<i>e.g. English</i>	<i>Fluent</i>	<i>Excellent</i>	<i>Excellent</i>
9	COUNTRIES OF WORK EXPERIENCE				
10	EMPLOYMENT RECORD <i>[starting with present position list in reverse order [every employment held and state the start and end dates of each employment]</i>	<i>[The Applicant should clearly distinguish whether as an "employee" of the firm or as a "Consultant" or "Advisor" of the firm].</i>			
	EMPLOYER 1	FROM: <i>[e.g. January 1999]</i>	TO: <i>[e.g. December 2001]</i>		
	EMPLOYER 2	FROM:	TO:		
	EMPLOYER 3	FROM:	TO:		
	EMPLOYER 4 (etc)	FROM:	TO:		
11	WORK UNDERTAKEN THAT BEST ILLUSTRATES THE CAPABILITY TO HANDLE THIS ASSIGNMENT	<i>[give an outline of experience and training most pertinent to tasks on this assignment, with degree of responsibility held. Use about half of a page A4].</i>			







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12 COMPUTER SKILL

## 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 CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Signature			
Print name			
Date of Signing			
dd / mm / yyyy			





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Form 3C. Indicative Remuneration & Expenses

The Consultant should provide an indication of the remuneration as per the format shown below. This will not be used for evaluation of the Consultant's Application but solely for the purposes of Application Negotiations to be held as stated in **Clause 9.1.**

(1) **Remuneration**

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

Note: A month consists of 30 calendar days.

(2) **Reimbursable (as applicable)**

	Rate per unit	Total unit	Total Amount (Tk)
(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 (to be listed)			
		Sub-total	

CONTRACT CEILING (1) + (2)



*[Handwritten signature]*






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## Section 4. Contract Forms

The **Contract Agreement**, which once completed and signed by the Client and the Consultant, clearly defines the Client's and Consultants' respective responsibilities.

*SP*

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16



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### 4.1 Contract Agreement (Time-based)

THIS CONTRACT ("the Contract") is entered into this day of [dd/mm/yy], by and between [insert name of Client] ("the Procuring Entity") having its office at [insert address of Client], and [insert name of Consultant] ("the Consultant") having his/her address at [insert address of Consultant].

WHEREAS, the Client wishes to have the Consultant performing the Services hereinafter referred to, and

WHEREAS, the Consultant is willing to perform these Services,

NOW THEREFORE THE PARTIES hereby agree as follows:

#### General

1. Services
  - 1.1 The Consultant shall perform the Services specified in Annex A (*Description of Services*), which are made an integral part of the Contract.
2. Duration
  - 2.1 The Consultant shall perform the Services during the period commencing from [dd/mm/yy] and continuing until [dd/mm/yy], or any other period as may be subsequently agreed by the parties in writing.
3. Corrupt, Fraudulent, Collusive or Coercive Practices
  - 3.1 The Government requires that Client, as well as Applicants, shall observe the highest standard of ethics during the implementation of procurement proceedings and the execution of Contracts under public funds.
  - 3.2 The Government defines corrupt, fraudulent, collusive or coercive practices, for the purposes of this provision, in the **Sub-Clause 3.5**
  - 3.3 Should any corrupt, fraudulent, collusive or coercive practice of any kind come to the knowledge of the Client, it shall, in the first place, allow the Applicant to provide an explanation and shall, take actions only when a satisfactory explanation is not received.
  - 3.4 If the Client at any time determines that the Applicant has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, a Contract under public funds., the Client shall:
    - (a) exclude the Applicant from participation in the procurement proceedings concerned or reject an Application for award; and
    - (b) declare the Applicant ineligible, either indefinitely or for a stated period of time, from participation in procurement proceedings under public funds.





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3.5 The Government defines, for the purposes of this provision, the terms set forth below as follows:

**"corrupt practice"** means offering, giving or promising to give, receiving, or soliciting either directly or indirectly, to any officer or employee of a Client or other public or private authority or individual, a gratuity in any form; employment or any other thing or service of value as an inducement with respect to an act or decision or method followed by a Client in connection with a Procurement proceeding or Contract execution;

**"fraudulent practice"** means the misrepresentation or omission of facts in order to influence a decision to be taken in a Procurement proceeding or Contract execution;

**"collusive practice"** means a scheme or arrangement between two (2) or more Persons, with or without the knowledge of the Client, that is designed to arbitrarily reduce the number of Tenders submitted or fix Tender prices at artificial, non-competitive levels, thereby denying a Client the benefits of competitive price arising from genuine and open competition; or

**"coercive practice"** means harming or threatening to harm, directly or indirectly, Persons or their property to influence a decision to be taken in the Procurement proceeding or the execution of a Contract, and this will include creating obstructions in the normal submission process used for Tenders, Applications, Proposals or Quotations.

- |    |                              |     |  |
|----|------------------------------|-----|--|
| 4. | Applicable Law               | 4.1 | The Contract shall be governed by and interpreted in accordance with the laws of the People's Republic of Bangladesh   |
| 5. | Governing Language           | 5.1 | The language governing the Contract shall be English, however for day to day communications in writing both Bangla and English may be used.  |
| 6. | Modification of Contract     | 6.1 | The Contract shall only be modified by agreement in writing between the Client and the Consultant.   |
| 7. | Ownership of Material        | 7.1 | Any studies, reports or other material, graphic, software or otherwise, prepared by the Consultant for the Client under the Contract shall belong to and remain the property of the Client.                          |
|    |                              | 7.2 | The Consultant may, with the prior written approval of the Client, retain a copy of such documents and software, but shall not use them for purposes unrelated to the Contract.                                      |
| 8. | Relation between the Parties | 8.1 | Nothing contained in the Contract shall be construed as establishing or creating any relationship other than that of independent Consultant between the Client and the Consultant.                                   |
| 9. | Contractual Ethics           | 9.1 | No fees, gratuities, rebates, gifts, commissions or other payments, other than those shown in the Contract, shall have been given or received in connection with the selection process or in the contract execution. |



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18



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### Payments to the Consultant

10. Ceiling Amount 10.1 The Client shall pay the Consultant for the Services rendered pursuant to 'Description of Services' 'a ceiling amount not to exceed Tk [insert amount], which includes remuneration and reimbursable expenses as set forth in Clauses 10.2. These amounts have been established based on the understanding that it includes all of the Consultant's costs as well as any tax obligation that may be imposed on the Consultant.
- 10.2 The composition of the Remuneration and Reimbursable which make up the ceiling amount are detailed in Annex B
11. Remuneration 11.1 The Client shall pay the Consultant for Services rendered with the rates agreed and specified in **ANNEX B** "Cost estimates for Services and Schedule of Rates". Remuneration rates shall be on monthly/daily/hourly [ delete those inappropriate ]
- 11.2 **Monthly Rate:** The time spent in performing the Services shall include travel time, weekends and public holidays, and to the extent specified in Clause 15.2 shall also include periods of casual leave and sick leave. In cases where only part of a month is worked then remuneration shall be computed by dividing the monthly rate by 30 and multiplying by the number of days worked i.e. time spent (as described above) during that month;
- or
- Daily rate:** The time spent in performing the Services shall be determined solely on the basis of the number of days actually worked by the Consultant, and shall include travel time, but not weekends, public holidays, casual or sick leave
- or
- Hourly rate:** The time spent in performing the Services shall be determined solely on the basis of the number of hours actually worked by the Consultant, and shall include travel time, but not weekends, public holidays, casual or sick leave.
12. Reimbursables 12.1 **Per Diem Allowance:** The Consultant shall, when performing the Services away from the duty station, be entitled to per diem allowance in accordance with the agreed per diem rates.
- 12.2 **Travel Costs:** The Consultant shall, when performing the Services away from the duty station, be entitled to travel costs in accordance with the agreed travel costs.
- 12.3 **Other Expenses:** The Consultant shall, when performing the Services, be entitled to reimbursement of any other expenses as detailed in **Annex B**.
- 12.4 For other reasonable reimbursable expenses not falling within the above three categories, but which may arise during performance of the Services, such expenses will only be reimbursed by the Client as it may at its sole discretion approve, subject to available of budget.





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13. Payment Conditions
- 13.1 **Currency:** Payments shall be made in Bangladesh Taka by the end of each calendar month or within fifteen (15) calendar days of receipt of the Invoice as the case may be.
- 13.2 **Advance Payment:** The Consultant shall, if he/she so requests, be entitled to a total advance payment, as specified in Annex B, to cover his/her out-of-pocket expenses which are to be recovered in equal installments from monthly amounts due to him/her.
- [For aid funded procurement Advance Payments may be applicable. However, for 100% GoB funded procurement Advance payments shall not be applicable unless otherwise specifically decided by The Government.]*
- 13.3 **Monthly Payments:** The Consultant shall submit an Invoice for Remuneration and Reimbursable at the end of every month and payments shall be made by the Client within fifteen (15) calendar days of receipt of the invoice.
- 13.4 **Final Payment:** The final payment shall be made only after the final report shall have been submitted by the Consultant and approved as satisfactory to the Client. If the Client notifies any deficiencies in the Services or the final report, the Consultant shall promptly make any necessary corrections, to the satisfaction of the Client.
- 13.5 **Suspension:** The Client may, by written notice of suspension to the Consultant, suspend all payments to the Consultant hereunder if the Consultant fails to perform his/her obligations under this Contract.
- 13.6 **Refund of Excess Payment:** Any amount if paid to the Consultant in excess of the amount actually payable under the provisions of the Contract shall be reimbursed by the Consultant within thirty (30) days of receipt of the claim from the Client, provided that such claim is lodged within three(3) months after the acceptance of the final report.

### Obligations of the Consultant

14. Medical Arrangements
- 14.1 The Consultant shall, before commencement of the Services furnish the Client with a medical report providing evidence satisfactory to the Client that the Consultant is in good health and is not subject to any physical or mental disability which may interfere with his/her performance of the Services.
15. Working Hours and Leave
- 15.1 The Consultant shall, when engaged directly with the Client, follow the normal Working Hours and Holidays of the Client, and entitlement to leave as per the Client's Rules.
- 15.2 The Consultant's remuneration shall be deemed to cover leave except otherwise specified in the Contract.
16. Performance Standard
- 16.1 The Consultant undertakes to perform the Services with the highest standards of professional and ethical competence and integrity.





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17. Contract Administration
- 17.1 **Client's Representative**  
The Client's representative, as indicated in Annex A, shall be responsible for the coordination of all activities under the Contract.
- 17.2 **Timesheets**  
The Consultant providing Services may be required to complete standard timesheets or any other document to identify the time spent, as requested by the Client's Representative.
18. Confidentiality
- 18.1 The Consultant shall not, during the term of the Contract or within two years after its expiration, disclose any proprietary or confidential information relating to the Services, the Contract or the Client's business operations without the prior written consent of the Client.
19. Consultant's Liabilities
- 19.1 The Consultant shall continue to cooperate with the Client after the termination of the Contract, to such reasonable extent as may be necessary to clarify or explain any reports or recommendations made by the Consultant.
- 19.2 The Consultant shall report immediately to the Client any circumstances or events which might reasonably be expected to hinder or prejudice the performance of the Services.
20. Consultant not to be Engaged in Certain Activities
- 20.1 The Consultant agrees that, during the term of the Contract and after its termination, the Consultant shall be disqualified from providing goods, works or services (other than any continuation of the Services under the Contract) for any project resulting from or closely related to the Services.

### Obligations of the Client

21. Services, Facilities and Property
- 21.1 The Client shall, free of any charge to the Consultant, make available for the purpose of carrying out the assignment data, local services, personnel, and facilities indicated in Annex A.

### Termination and Settlement of Disputes

22. Termination
- 22.1 **By the Client**  
The Client may terminate the Contract by not less than twenty-eight (28) days written notice to the Consultant, Such notice to be given after the occurrence of any event necessitating such termination.
- 22.2 **By the Consultant**  
The Consultant may terminate the Contract, by not less than twenty eight (28) days written notice to the Client, if the Client fails to pay any monies due to the Consultant pursuant to the Contract.
23. Dispute Resolution
- 23.1 **Amicable Settlement**





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The Client and the Consultant shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.

### 23.2 Arbitration

If the dispute cannot be settled the same may be settled through arbitration in accordance with the Arbitration Act 2001 of Bangladesh as at present in force. The place of Arbitration shall be in Dhaka.

IN WITNESS WHEREOF the parties hereto have signed this agreement the day and year first above written.

FOR THE CLIENT

FOR THE CONSULTANT

Signature

Signature

Print Name & Position:

Print Name:

The following documents forming the integral part of this contract shall be interpreted in the following order of priority:

(a) The Form of contract

Annex A: Description of Services

Annex B: Cost Estimates of Services and Schedule of Rates

Annex C: Consultant's Reporting Obligations





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## ANNEX A: Description of the Services

(Attachment-01)



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## ANNEX B: Cost estimates of Services and Schedule of Rates

### (A) Remuneration

Name of Consultant	Rate, Taka	Quantity	Total Taka
(a)	(b)	(c)	(d) = (b) x (c)
Remuneration is made on a [state monthly, daily or hourly] rate		Sub-Total (A)	

### (B) Reimbursable

Items of reimbursable	Unit	Qty	Rate(Taka)	Total (Taka)
(a)	(b)	(c)	(d)	(e) = (c) x (d)
(a) Per Diem Allowance				
(b) Air Travel Costs				
(c) Other Travel cost				
(d) Communication charges				
(e) Reproduction of reports				
(f) Other Expenses (to be listed)				
Supporting documents and vouchers must be attached with the invoice		Sub-total (B) =		

CONTRACT CEILING (A) +(B)=	Total =
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### ANNEX C: Consultant's Reporting Obligations (Sample Format)

Sl. No.	Reports	Contents of Reports	Persons to Receive them	Date of Submission
1	Inception Report			
3	Draft Report			
4	Final Report			



10

**Terms of References (ToR)**  
for  
**Selection of Individual Consultant for Feasibility Study of "Water Efficient Boro Rice Cultivation in Bangladesh (WEBC-BD)" Project**

Project Title	: Increasing the Capacity of Bangladesh's NDA and Direct Access Accredited Entities to Access GCF Resources (Readiness project-2).
Position	: Local Consultant/International- Feasibility Study
Duty Station	: PKSf, Dhaka, Bangladesh
Duration	: 90 (Ninety) days.
Source of Fund	: Green Climate Fund (GCF).

### 1. Project Background

Palli Karma-Sahayak Foundation (PKSF), an apex development organization focusing on holistic and integrated approaches, was established by the Government of Bangladesh in May 1990 for sustainable poverty reduction through employment generation. At the beginning of its operations in 1990, to generate employment for the rural poor, PKSf set the goal of creating self-employment opportunities in the rural off-farm sector and adopted the strategy of promoting loan programs to attain this goal. Over the years, PKSf has gained a thorough understanding and valuable experience with the multifaceted aspects of poverty and hence adopted a human-centric development approach in 2010. Since then, PKSf has been implementing projects and programs in diversified sectors, including sustainable enterprise, training and education, agriculture, climate change and disaster, and so on. PKSf works with more than 15 million households through its 200 partner organizations. Many development partners, such as the World Bank, DFID, EU, ADB, IFAD, GIZ, GCF, and Adaptation Fund (AF) are working with PKSf. Please visit <http://www.pksf.org.bd> for details.

The Green Climate Fund (GCF) was set up by the United Nations Framework Convention on Climate Change (UNFCCC) in 2010. It is the world's largest dedicated fund for helping developing countries reduce their greenhouse gas emissions and enhance their adaptive capacity to climate change. The GCF is crucial in serving the Paris Agreement, i.e., supporting the average global temperature rise below 2 C. GCF channels funds through accredited entities based on assessing their submitted projects/programs following very stringent assessment procedures. PKSf was accredited in 2017, and since then, PKSf has been working with GCF in getting access to climate finance. PKSf is now implementing a Readiness Support project funded by GCF. The goal of the GCF Readiness project is to enhance country ownership and access to the GCF. This readiness project aims to support the accredited entities in strengthening their capacity to work with GCF. This support also includes preparing necessary documents, including a feasibility study report, gender assessment and action plan, environmental and social safeguard documents, etc. The 'Water Efficient Boro Rice Cultivation in Bangladesh (WEBC-BD)' project aims to introduce and promote Water-Efficient Boro Cultivation in Bangladesh. PKSf seeks to hire a qualified consultant to conduct a comprehensive feasibility study to assess the project's viability and potential impact.

### Project Brief

Boro rice, the dominant summer variety in Bangladesh, relies heavily on flooded irrigation, leading to water scarcity and high methane emissions. Limited access to finance hinders farmers' adoption of water-efficient technologies like Alternate Wetting and Drying (AWD). WEBC-BD addresses these challenges by:



- **Promoting AWD:** A proven technique that reduces water consumption in rice cultivation while maintaining or increasing yields.
- **Providing Loan Products:** Financing water-saving technologies like AWD systems and solar-powered irrigation pumps.
- **Training and Capacity Building:** Equipping farmers with knowledge and skills to adopt AWD practices effectively.
- **Community Mobilization:** Fostering knowledge sharing and collective action through Community Climate-Smart Agriculture Groups (CCSAGs).
- **Technology Support:** Exploring the use of app-based information services to provide farmers with real-time data and insights.

#### **Target beneficiaries:**

- The target group may vary by geographical area and will include the extreme and moderate poor, marginal and small farmers and micro-entrepreneurs of climate-vulnerable poverty hot spots and elsewhere in Bangladesh.
- We will use the terms 'marginal farmers' and 'micro-entrepreneurs' as common terminologies to include them all.
- It will be gender responsive and youth-inclusive and will include ethnic minorities, with a special focus on labour-constraint households (HHs) such as HHs having persons with disability (PWD), elderly, and women headed HHs, etc.

The project will extend non-financial and financial services directly to 300,000 households

#### **Working areas:**

The project will have national coverage in Boro-producing districts with a special focus on climate-vulnerable and poverty-stricken districts.

#### **Objective of the study**

The primary objective of the feasibility study is to assess the overall viability of the WEBC-BD project. This includes evaluating:

- **Technical Feasibility:** Assess the technical soundness and practicality of implementing AWD technology and other project interventions.
- **Financial Feasibility:** Analyze the project's financial viability, including costs, benefits, loan repayment potential, and potential funding sources.
- **Economic Feasibility:** Evaluate the project's broader economic impact on farmers' income, water security, and climate change mitigation.
- **Social Feasibility:** Assess the project's potential social impact on communities, including farmer adoption rates, gender equity, and poverty reduction.
- **Environmental Sustainability:** Evaluate the environmental benefits of AWD in terms of water conservation and greenhouse gas emission reduction.

**Methodology of the feasibility study:** The methodology of the feasibility study should encompass, but not be limited to, the following elements. The selected consultant may employ additional or alternative methodologies as deemed necessary to effectively conduct the study.





### Desk Review:

- Analyze existing literature, reports, and data on:
  - Boro rice cultivation practices in Bangladesh
  - Water management challenges and AWD technology
  - Climate change impacts on agriculture in Bangladesh
  - Financial inclusion and access to loans for smallholder farmers
  - Existing climate-smart agriculture programs and their effectiveness
  - Socio-economic conditions of target beneficiaries (marginal farmers, micro-entrepreneurs)
- Review PKSF's existing experience with agricultural and climate change projects.
- Explore relevant GCF guidelines and requirements for project proposals.

### Field Surveys (Sample Size: ~300)

- Conduct stratified random sampling to select target beneficiaries across various **Boro-producing districts** with a focus on **climate-vulnerable and poverty-stricken areas**.
- Sample size: Aim for ~300 interviews to ensure statistically significant data for key beneficiary groups (marginal farmers, micro-entrepreneurs, women-headed households).
- Conduct structured questionnaires with farmers to assess:
  - Current irrigation practices, water use patterns, and challenges
  - Awareness and knowledge of AWD technology
  - Access to financing and loan repayment capacity
  - Perceived risks and benefits of AWD adoption
  - Land ownership and labor constraints
  - Socio-economic demographics (age, gender, income level)
- Interview local experts, government officials, and NGOs to gather insights on:
  - Existing agricultural extension services and infrastructure
  - Water availability and irrigation management practices in target areas
  - Market access and potential opportunities for increased rice production
  - Institutional support and enabling environment for water-efficient agriculture

### Stakeholder Consultations

- Organize group discussions with farmers, community leaders, and representatives from:
  - PKSF and implementing partner organizations
  - Financial institutions
  - Agricultural research institutions
  - Civil society organizations working on climate change and agriculture
- Discuss project design, financing options, capacity building strategies, and potential social and environmental impacts.
- Gather feedback on the project's relevance and potential for successful implementation.

### Data Analysis:

- Analyze quantitative data from field surveys using statistical software (e.g., SPSS) to identify trends, patterns, and key demographics of target beneficiaries.
- Analyze qualitative data from interviews and group discussions to understand farmers' perceptions, needs, and potential barriers to adoption.
- Combine quantitative and qualitative data to provide a comprehensive picture of the project's feasibility.

### 1. Scope of work



The detailed scope of the study and structure of the report would be as follows.

**Section 1: Basic Information**

1.	Name of the Project	:	
2.	(a) Sponsoring Ministry/Division (b) Implementing Agency	:	
3.	Project Objectives (Project to be taken based on the study)	:	
4.	Estimated Project Cost (Taka in Crore)	:	
5.	Sector & Sub-Sector	:	
6.	Project Category (Based on Environment Conservation Rules 1997)	:	
7.	Project Geographic Location (a) Countrywide (b) Division (c) District (d) Upazila (e) Others (City Corporation/Pourashva)	:	
8.	Project Duration	:	

**Section 2: Introduction**

**Describe the following:**

- Project Background: Rationale and genesis (Mention the sources of information through reviewing the relevant documents);
- Objectives of the feasibility study;
- Approach and methodology of the feasibility study; and
- Organization of the feasibility study.

**Section 3: Market/Demand Analysis**

This section assesses the need for public investments and involves the elements listed below:

- Problem Statement:** Provide an explicit definition of the problem to be addressed, identify the likely causes (both direct and indirect) of the problem and give a brief insight of the likely consequences if no intervention in public sector is made.
- Relevance of the Project Idea:** Justify the need for the proposed project by linking the project(s) goals, outcomes and outputs to Global/National Development Plans/Policies and Sector Strategic objectives.

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- (c) **Proposed Project Interventions:** Describe the interventions (project inputs & outputs) that need to be undertaken by the government through the proposed project to address the problem, describe the interventions undertaken earlier to solve this problem by this organization or other organizations (if any).
- (d) **Stakeholders:** Identify the key stakeholders that are likely to be associated with the project interventions.
- (e) **Demand Analysis:** Identify the need for public investments by assessing:
- (i) Current demand (based on statistics provided by service providers/regulators/ ministries/national & regional statistical offices for the various types of users);
  - (ii) Future demand (based on reliable demand forecasting models) in both the scenarios with and without the project; and
  - (iii) Various constraints and means to meet the demand including government regulations, technological developments etc.
- (f) **SWOT Analysis:** Identify the Strengths, Weaknesses, Opportunities and Threats to the project.

**Following are some key areas for Market/Demand Analysis**

- Assess the need for water-efficient irrigation practices in Bangladesh, considering current water scarcity challenges and future projections.
- Analyze the demand for the proposed loan products among Boro rice farmers, including loan size, repayment capacity, and interest rate considerations.
- Identify key stakeholders involved in Boro rice cultivation (farmers, POs, government agencies, etc.) and their potential roles in the project.

**Section 4: Technical/Technological & Engineering Analysis**

A summary of the proposed project shall be presented with the following headings:

- (a) **Location:** description of the location of the project including a geographical illustration (map and/or geo-coordinates) with justification.
- (b) **Technical design:** description of the main components, technology adopted, design, standards and specifications. Key output indicators should be defined as the key physical quantities produced (e.g., meters, sq. meters, kilometers, numbers, manmonths, etc.). If the project is in disaster prone areas and has the probability of climate change impact, disaster and climate change risks related information should be integrated in technical design in order to address the impact of hazards on the project.
- (c) **Output plan:** description of the output and the expected utilization rate. These elements describe the service provision from the supply side in the context of the forecasted demand.
- (d) **Costs estimates:** estimation of the financial needs for project design, implementation and operations, componentwise cost estimates should be provided based on evidence.
- (e) **Implementation timeline:** considering the volume of works, capacity of implementing agency, budget flow, project priority etc. a realistic project timeline along with the implementation schedule should be provided (for example, a Gantt chart with the work plan).
- (f) **Following are some key areas for Technical/Technological analysis**

9



- Evaluate the technical feasibility of implementing AWD and other water-saving technologies in targeted areas, considering soil types, topography, and existing irrigation infrastructure.
- Assess the suitability and availability of solar-powered irrigation pumps and app-based information services within the project context.
- Estimate the project's water-saving potential based on AWD adoption rates and technology efficiency.
- Develop a preliminary implementation plan outlining the rollout of technologies, training programs, and community mobilization activities.

## **Section 5: Environmental Sustainability, Climate Resilience and Disaster Risk Analysis**

### **5.1 Environmental, Climate Change and Disaster Risk Analysis**

Specify and describe the economic effects/impacts of environmental, disaster and climate change and possible compensations for ecological damages. Key issues to be addressed:

- What are the likely environmental, disasters and climate change impacts or risks from the project (any impact of project to increase the existing disaster and climate change related risks and/or contribute to create new risks)?
- Assess the potential environmental and social impacts of the project, including water conservation benefits, potential impacts on land use and soil quality, and social impacts on farmers' livelihoods and gender equity.
- Develop mitigation strategies to address any potential negative environmental or social impacts.
- Ensure compliance with relevant environmental and social safeguard policies.
- What types of assessments are required for the project (e.g., EIA/DIA)?
- Are there any resettlement issues to be addressed? If yes, provide the resettlement modality in detail.

### **5.2 Assessment of Disaster Resilience of the Project**

This section assesses the resilience and addresses uncertainties. Key indicators need to be discussed:

- Contingency Plan for Emergency Disaster Management:** Describe the evacuation plan if required, institutional arrangement for shutting down of utility services, and general procedures to be followed by individuals during disasters (for example, fire, earthquake, flood, and cyclone);
- Business Continuity Plan:** Outline the key response and recovery priorities. This plan will detail out how different utility services will be rendered to support the overall Emergency Management Plan;
- Time of Recovery:** Required time for rehabilitation after a disaster; and
- Reporting of residual risks:** Reporting of remaining risks after recognition and put in place adequate risk reduction measures.

## **Section 6: Cost-Benefit Analysis**

### **6.1 Financial Analysis**

Describe the components of costs and benefits at market prices including option analysis.

- Identify the components of cost & benefit;
- Transfer them in monetary value;
- Construct cash flow;



2



- (d) Identify the Key Assumptions considered in exercises; then
- (e) Compute the following indicators and interpret the results:
  - (i) Financial Net Present Value (FNPV)
  - (ii) Financial Benefit Cost Ratio (FBCR)
  - (iii) Financial Internal Rate of Return (FIRR)

## 6.2 Economic Analysis

Economic adjustments from financial data using standard conversion factor; after those costs and benefits are appraised from the point of view of the entire economy.

- (a) Identify the direct, indirect and associated cost and benefit components;
- (b) Adjust them where necessary;
- (c) Convert the value of cost and benefit components into economic price by using Standard Conversion Factor (SCF) determined by the Government;
- (d) Construct the cash flow;
- (e) Mention the Assumption;
- (f) Compute the following indicators and interpret the results:
  - (i) Economic Net Present Value (ENPV)
  - (ii) Economic Benefit Cost Ratio (EBCR)
  - (iii) Economic Internal Rate of Return (EIRR)

## Section 7: Human Resources and Administrative Support Analysis (During Implementation and Post Implementation of the project)

Point out the functional structure and institutional capacity of the Agency (in terms of both Technical & Financial) required for implementation and operational stages of the project(s), sources of the workforce & financing need to be identified. Key issues to be addressed:

- (a) What types of managerial and skilled workforces are needed during implementation and operational phases of the project?
- (b) Does the project entity have ability to provide the managerial and skilled workforces needed for implementation of the project? If not, provide suggestions specifically.
- (c) Does the implementing agency have institutional capacity (financial & technical) to retain the project output functional? If not, provide specific suggestions.
- (d) Is the project entity equipped with skilled & experienced workforces to operate the project output? If not, provide specific suggestions.
- (e) Does the entity have adequate fund under its recurring budget to incur the operational expenditure of the project output? If not, provide specific suggestions.
- (f) Is timing of project consistent with organizational capacity (in terms of quantity and other)? A comparative statement should be provided in light of experience of the entity in project implementation.

## Section 8: Institutional and Legal Analysis



Illustrate the legal restrictions (if any) that may obstruct or impede the project during its implementation and functional stage of the project outputs, key issues are:

- (a) Does the project match with the legal boundary (allocation of business or mandate) of the project entity?
- (b) Are the capabilities and physical facilities of the agency being properly utilized?
- (c) Is there any need for adjustment (reforms) in the policy and/or institutional setup?
- (d) What adjustments may be required before the project is implemented?
- (e) Do the institutions have suitable skills and capacity in line with the project requirements?
- (f) Are there any incentives or penalties in place to ensure the project delivery on time and within the budget?
- (g) Are there any critical governance issues that may affect implementation? If yes, state briefly.
- (h) Are there any challenges related to cross-cutting issues to be addressed? If yes, a mitigation strategy would be suggested.
- (i) Others (if any).

### **Section 9: Risk (Uncertainty) and Sensitivity Analysis**

The flow of costs and benefits throughout the project life is uncertain. Given that uncertainty, Considerations have to be given to the costs that risks imply. The objective of this module is to simulate various scenarios and generate guidance on how to reduce the risk exposure through relevant contractual clauses. The questions that need to be answered are:

- (a) What are the major risks that may affect project?
- (b) How will the project be affected if the risk event materialized?
- (c) What are the possible mitigation measures needed?
- (d) How sensitive are the assumptions used in the financial and economic models in an environment that differs significantly?
- (e) Are there any risks, legal and regulatory obligations that could increase costs or decrease the benefits? If there any, how much project implementation may be hampered or benefit of the project may be reduced?

### **Section 10: Alternative/Options Analysis**

Option Analysis with recommendations & justifications. Technology and strategy recommended to achieve the goals and objectives of the proposed project should be described along with advantages and disadvantages considering various technologies and strategies applicable.

### **Section 11: Recommendation and Conclusion**

Illustrate the solutions specifically to overcome the critical issues that may hinder the project implementation and that would be supported by different sections of analysis.

### **Section 12: Annexes**

Attach detailed technical, financial & economic models and any supporting documents.

#### **2. Deliverables**

By the end of the contract period under this ToR, the consultant is expected to produce a comprehensive Feasibility Study Report with updated information. The consultant is required to submit the following deliverables





SL No	Deliverables	Nature of the deliverables	Time of submission
1	<b>Inception report</b> with details on background; objectives; scope of the study; study planning matrix; methodology; and work plan. Number of pages should not exceed 25 pages	Two hard copies and one electronic copy	Within two weeks of signing the contract
2	<b>Draft report</b> The number of pages should not exceed 100 pages (excluding the annex)	Two hard copies and one electronic copy	Within eight weeks of signing the contract
3	<b>Final report</b> The number of pages should not exceed 100 pages (excluding the annex)	Four hard copies and one electronic copy	Within twelve weeks of signing the contract

### 3. Timeline:

The total duration of the study would be 3 months (90 days) from the date of contract signing.

### 4. Consultant Requirements:

The selected consultant must possess the following qualifications and experience:

#### Academic Qualifications:

- Bachelor and Master's degree in the subject/field of Economics/Agricultural Economics/Agricultural Engineering/Water Resources Management/Environmental Science from a recognized university with a minimum of two first-division/class. No third division/ class at any level is acceptable.
- Candidates with a PhD in a relevant subject will be treated as an additional advantage.

#### Experience:

- Minimum ten years of proven experience in conducting feasibility studies for agricultural development/development projects.
- Expertise in water management practices, particularly knowledge of Alternate Wetting and Drying (AWD) techniques.

#### Required Additional Skills

- Aware of Green Climate Fund Activities, projects, and programs; Financial Capacity Management Assessment under the Green Climate Fund, institutional capacity building, institutional management, climate finance, public financial management, and project development and management;
- Knowledge of Bangladesh's climate change policies (eg. Bangladesh Climate Change Strategy and Action Plan (BCCSAP), National Adaptation Plan (NAP), Bangladesh Country Program for GCF, Nationally Determined Contribution (NDC) of Bangladesh, National Water Act and Policy, etc.)
- Expertise and experience in the development proposals in the area of climate change for Bilateral and Multilateral Organizations at the international and regional scale, such as GCF, World Bank, UNDP, ADB, FAO, etc.;
- Strong understanding of the agricultural sector in Bangladesh, including challenges of water scarcity and climate change.
- Experience in financial analysis, cost-benefit analysis, and economic modelling.
- Expertise in environmental and social impact assessment methodologies.
- Experience working with development organizations and government agencies in Bangladesh.
- Strong communication and report-writing skills.



## 5. Mode of Payment:

PKSF will pay the consultant's cost, subject to the completion and acceptance of all outputs. Payments will be made based on the following-

Percentages and milestones:

- 1st Payment (30% of total contract value): The 1<sup>st</sup> payment will be made upon submission and acceptance of the inception report by PKSF.
- 2nd Payment (40% of total contract value): The 2<sup>nd</sup> payment will be made upon submission and acceptance of the draft report by PKSF.
- Final Payment (30% of total contract value): The final payment will be made upon acceptance of the final report by PKSF.

## 6. Duty of Care

Responsibility for the well-being of the supplier's Personnel rests solely with the Service Provider. The Service Provider will be responsible for the provision of suitable security arrangements for them and any business property/equipment that will be used during the course of this assignment.

## 11. Ownership

PKSF will reserve the right of all the data and information generated for this review and this data/information must not be used for any other purpose without prior permission of PKSF.

## Application Submission Procedure

All qualified persons are invited to submit their Expression of Interest (EOI) covering the points outlined in the TOR and accompany it by the following application documents:

- Letter of motivation outlining how your experience, skills, qualifications, and professional networks fit with the required job description. The Consultant should respond in writing about the skills with necessary pieces of evidence. In addition, PKSF requests the Consultant to provide specific details of when, where, and how they applied those skills in the past. It is to be noted that this statement will help PKSF to determine which applicants are a good fit for this task.
- Two samples of relevant previous consultancy works;
- Curriculum vitae or Résumé with details of experience, achievements, qualifications, and names & contact details of two references; and
- Copy of all academic and experience certificates, copy of NID, and a passport-sized photograph.

