

Government of the People's Republic of Bangladesh
Directorate General of Food
Modern Food Storage Facilities Project (MFSP)
Probashi Kallayan Bhaban (Level-17),
71-72 Eskaton Garden, Dhaka-1000.

Memo No: 13.01.0000.362.11.166.16.209

Date: 03/10/2016

Request for Expression of Interest

Assignment Title: Senior Institutional Expert

Package No. SD-15

IDA Credit No. 5265 BD

1. Government of The People's Republic of Bangladesh has received an IDA credit toward the cost of the Modern Food Storage Facilities Project (MFSP), being implemented by the Directorate General of Food, Ministry of Food. One main component of MFSP is to construct grain steel silos at eight locations with a total capacity of 535,000 M Ton.
2. The main objective of this assignment is to prepare a comprehensive data base of existing manpower structure of the Silos and DG Food. Develop an organogram for silo operation and management. Prepare a complete guide line of appointment procedure, service rules and nature of appointment with retention policies for as successful implementation of the MFSP in accordance with the rules, regulations applicable to the GOB policies.
3. The Senior Institutional Expert will describe the essential implementation procedures and time requirements for judicious implementation of all appointment to ensure smooth operation of the upcoming silos.
4. Detail TOR and format of CV are available in MFSP website (www.mfsp.gov.bd).
5. Duration of consultancy: 36 months
6. Qualifications and expertise :
The Institutional Consultant should have the following academic qualification, skill and professional expertise:
 - Masters Degree in Economics, Development Policy/ Development Studies, Food Science, Applied Science, Agriculture, other relevant field or B.Sc Engineering.
 - Minimum 10 (ten) years of relevant work experience in the fields of Food Management, Agriculture, Agribusiness, Personal Management & Retention Policy development (a Ph.D may be a substitute for 2 years of work experience)
 - Proven track record in public institutional building and or senior management experience in institutional reform.
 - Proven experience on human resources development along with creating personnel policies would be an added experience.
 - The candidate should have a wide project management experience including food, agriculture and allied disciplines.
 - Experience in IDA funded project will be preferred.
 - Must possess excellent communication skills in English, both written and spoken.
7. Selection Procedures: The individual consultants will be hired by the criteria based on qualifications and expertise following the method of hiring the individual consultant provided in the World Bank Guidelines for Selection and Employment of Consultants under IDA Credits & Grants by World Bank Borrowers updated January 2011.
8. Remuneration: Negotiable consolidated remuneration inclusive of all applicable Tax & VAT as per law of Bangladesh within the project allocated budget. However, the applicant shall mention expected remuneration (net payable to him).
9. Expression of interest (hard copy or soft copy through email to gaziur60@gmail.com) must be delivered to the address above by 2:00 PM 31 October 2016 (Local time).
10. The authority reserves the right to accept or reject all EoIs.

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(Md. Gazi Ur Rahman)
Project Director (Joint Secretary)
Modern Food Storage Facilities Project (MFSP)
Date: 03/10/2016

Memo No: 13.01.0000.362.11.166.16.209

Copy to:

1. The secretary, Ministry of Food, Bangladesh Secretariat, Dhaka.
2. Director General of Food, Directorate General of Food, Dhaka.
3. Manievel (Emmanuel) Sene, TTL of MFSP and Senior Rural Development Specialist, World Bank, Dhaka.
4. Senior Outreach and Awareness Specialist, MFSP. He is requested to publish the REOI in newspaper and REOI-TOR in website of CPTU, MFSP and DG Food.

(Md. Gazi Ur Rahman)
Project Director (Joint Secretary), MFSP

Government of the People's Republic of Bangladesh
Ministry of Food
Modern Food Storage Facilities Project (MFSP)

Terms of Reference for Consultant Services

Individual Consultant

Assignment Title	Senior Institutional Expert
Assignment duration Contract period	36 person-months
Primary assignment location	Dhaka
Funding source(s)	IDA Project Cr. Number: 52650- BD for Modern Food Storage Facilities Project (MFSP)
Contracting entity	Project Director Directorate General of Food

Rabiq
25/7/16

Engr. Syed Rafiqul Alam
Senior Procurement Specialist
Modern Food Storage Facilities Project
Directorate General of Food, Dhaka.

মোঃ রেজাউল করিম সেখ
25/7/16

(মোঃ রেজাউল করিম সেখ)
উপ-প্রকল্প পরিচালক (উপ-সচিব)
আধুনিক খাদ্য সংরক্ষণাগার প্রকল্প
খাদ্য অধিদপ্তর, ঢাকা

(Md. Gazi Ur Rahman)
25/7/16

(Md. Gazi Ur Rahman)
Project Director (Joint Secretary)
Modern Food Storage Facilities Project
Directorate General of Food, Dhaka

OIZAHAMED
Director General
Directorate General of Food
Ministry of Food
Govt of the People's Republic of Bangladesh

Context of the Assignment

Government of The People’s Republic of Bangladesh has received a grant from the Bangladesh Climate Change Resilience Fund Administered by the World Bank and an IDA credit toward the cost of the Modern Food Storage Facilities Project (MFSP), being implemented by the Directorate General of Food, Ministry of Food, and intends to apply part of the IDA credit for Individual Consultancy Services. The overall project development objective is to increase the grain reserve available to households to meet their post-disaster needs and improve the efficiency of grain storage management.

The Project consist of major 3 components: (i) Development of an improved silo storage system to store grain through the construction of modern grain storage silos at eight selected strategic sites, provision of grain storage bins to eligible households under a voucher system for safekeeping of rice and other food in the event of disasters and food shortages and implementation of environmental and social safeguard management activities identified in the ESMPs and/or RAPs for the Project (Component-A). (ii) Implementation of a food policy research program including, inter alia, a range of priority studies for the development of evidence-based policies, strategies, legal and institutional frameworks for improved food stock management and distribution (Component-B). (iii) Project Management, Construction, Supervision, Technical Assistance, Training and Strategic Studies (Component-C).

The project will be implemented by the Ministry of Food through the DG Food. DG Food will have overall responsibility for project implementation, including fiduciary compliance. The DG Food will also be responsible for overall financial management and operation of the designated account. FPMU will lead the development, management and implementation of the integrated food policy research program under Component-B. The Project Steering Committee (PSC), chaired by the Secretary, MoFood, will provide overall guidance and help coordination among various government agencies. The project will be implemented over a period of six years. All works will be completed in year four or five of the project and one to two years will be allowed for the warranty period. A Project Management Unit (PMU) has been established nearby the DG Food’s office for day-to-day implementation and monitoring of the project activities.

Objectives of the Assignment

The main objective of this assignment is to prepare a comprehensive data base of existing manpower structure of the Silos and DG Food. Develop an organogram for silo operation and management. Prepare a complete guide line of appointment procedure, service rules and nature of appointment with retention policies for as successful implementation of the MFSP in accordance with the rules, regulations applicable to the GOB policies.

The Senior Institutional Expert will describe the essential implementation procedures and time requirements for judicious implementation of all appointment to ensure smooth operation of the upcoming silos.

Scope of the assignment

The Senior Institutional Expert will work in close collaboration with the Director General of Food and Project Director Modern Food Storage Facilities Project (MFSP) to make a comparative study on institutional frame works at country level highlighting the strengths, weakness, opportunities and threats for a better integration of different

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Signature
Director General of Food,
Ministry of Food
Govt. of the People's Republic of Bangladesh

issues for establishing and managing a robust institutional assessments to run the implemented silos under DG food in revenue head.

The Key Responsibilities of the Consultant would include, but not limited to the following

- Review the existing manpower structure with DG Food and Facility heads
- Assessment of existing manpower structure of DG Food and more particularly for Silos
- Consult with other related ministries and similar Project Leaders
- Assessment of management procedures and practices of human resources of silos
- Assessment of operations procedures of silos
- Assessment of functioning of the administration of silos within DG Food
- Develop a detailed organogram for silo operation and maintenance within Directorate General of Food
- Describe qualifications and job descriptions of required manpower for silo operation
- Present the organogram along with man power requirements in the Ministry of Food and also in the Inter Ministerial Meetings organized by Ministry of Food for rationalization of the structure in commensuration with the Government Policy Framework.
- Assist the line ministry for the approval of the organogram and manpower requirements.
- Develop appointment procedure and rules and also retention policies for the required silos staff
- Develop the personnel appointment schedule and follow up procedures.

Expected Outputs & Deliverables

The Consultant will need to produce to following:

No	Description	Reporting Time
1	Review the existing manpower structure with DG Food and Facility heads	1 st Month
2	Assessment of existing manpower structure of DG Food and more particularly for Silos	3 rd Month
3	Consult with other related ministries and similar Project Leaders	Always
4	Assessment of management procedures and practices of human resources of silos	10 th Month
5	Assessment of operations procedures of silos	12 th Month
6	Assessment of functioning of the administration of silos within DG Food	As and when require
7	Develop a detailed organogram for silo operation and maintenance within Directorate General of Food	As and when require
8	Describe qualifications and job descriptions of required manpower for silo operation	As and when require
9	Present the organogram along with man power requirements in the Ministry of Food and also in the Inter Ministerial Meetings organized by Ministry of Food for rationalization of the structure in commensuration with the Government Policy Framework.	As and when require

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No	Description	Reporting Time
10	Assist the line ministry for the approval of the organogram and manpower requirements.	As and when require
11	Develop appointment procedure and rules and also retention policies for the required silos staff	As and when require
12	Develop the personnel appointment schedule and follow up procedures.	As and when require

Consultant qualifications and expertise required:

The Institutional Consultant should have the following academic qualification, skill and professional expertise:

- Masters Degree in Economics, Development Policy/ Development Studies, Food Science, Applied Science, Agriculture, other relevant field or B.Sc Engineering.
- Minimum 10 (ten) years of relevant work experience in the fields of Food Management, Agriculture, Agribusiness, Personal Management & Retention Policy development (a Ph.D may be a substitute for 2 years of work experience)
- Proven track record in public institutional building and or senior management experience in institutional reform.
- Proven experience on human resources development along with creating personnel policies would be an added experience.
- The candidate should have a wide project management experience including food, agriculture and allied disciplines.
- Experience in IDA funded project will be preferred.
- Must possess excellent communication skills in English, both written and spoken.

Reporting and supervision arrangements:

The consultant will report to the Project Director, MFSP, Directorate General of Food.

Responsibilities of the contracting party

MFSP will provide office space and institutional support. The contracting authority will provide all relevant reports, maps, data and studies as are available. The contracting authority will provide any other assistance not readily available that the consultant may reasonably request, including liaison with the Government and other agencies concerned.

Selection Method

The Senior Institutional Expert will be hired by the criteria based on qualification and expertise following the method of hiring the individual consultant provided in the World Bank Guidelines for Selection and Employment of Consultants under IDA Credits & Grants by World Bank Borrowers updated January 2011.

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Annex – 1

Brief Description of the Project Modern Food Storage Facilities Project (MFSP)

Project Description

The major component of the project is an improvement of silo storage system to store milled rice (and wheat to a lesser extent) with a total capacity of around 535,500 tons. Subject to full compliance with the requirements in the publicly disclosed ESAMF and prior completion of all complementary site-specific studies and analyses required, the silos would be constructed at about eight sites in various strategic locations across the country. The eight sites proposed are on land currently owned by the DG Food, and no land acquisition will be required.

Overall Project Objective:

The overall project development objective is to increase the grain reserve available to households to meet their post-disaster needs and improve the efficiency of grain storage management

Specific Objective of the Project:

The following are the key objectives of the project

- (i) To increase availability of grain stocks immediately following a major disaster event;
- (ii) To increase number of households whose grain needs can be met immediately after the disaster;
- (iii) To improve efficacy of the grain storage system, and monitoring and management of the food stock in the country;
- (iv) To reduce loss in grain stocks relative to pre-project losses;
- (v) To reduce cost in storing foods and its transportation and distribution;
- (vi) To ensure better monitoring, and improved governance and management of food stocks;
- (vii) To achieve higher operational efficiency;
- (viii) To minimize Land area required;
- (ix) To ensure higher security against pilferage; and
- (x) To minimize insect pest infestation and grain moulds.

Description of the Project Components:

Component A – Construction of Modern Grain Storage Silo Facilities

The primary objective of this component is: i) to improve the storage capacity for grain at the country level by financing the construction of modern steel silos for rice and wheat, that will be built in accordance with social and environmental sustainability parameters and safeguards compliance criteria; and (ii) facilitate the access of households to domestic silos for food grain and seed storage, to improve household level food security during and after natural disasters. This component would include: (A1) Public storage facilities in the form of modern grain storage silos; (A2) Household level storage facility or family silos particularly in the disaster prone areas of the coastal zone; and (A3) Implementation of social and environmental management plans.

Component B – Support for Food Planning and Monitoring Program.

The objective of this component is three fold: i) enhance the institutional capacity of DG Food and FPMU and support these agencies in carrying out their respective mandates; ii) address analytical gaps and support the development of an evidence-based policy framework to improve the efficiency and performance of the country's overall food storage system and management of strategic grain reserves, and iii) improve the coordination of public agencies (in particular DG Food and FPMU with MoDMR) involved in procurement, public storage, and distribution of food grains, as well as disaster relief. FPMU is responsible for monitoring of the food situation in the country and the implementation of related policies, while DG Food is responsible for physical procurement and management of government food stocks in accordance with agreed food security policies including the supply of food to the disaster-affected population, through relief and rehabilitation programs. The component will contribute to reconciling policies and public interventions: i) on food distribution (taking into account short and longer term storage capacities), ii) in response to incremental demand for food grain in post-disaster situations, and iii) aimed at achieving price stabilization for coarse grains normally consumed by the poor and vulnerable.

Activities supported under this component will directly contribute to enhancing the coordination between MoFood and MoDMR agencies, and to improving the decision-making process on food storage, food distribution, and market intervention on the basis of up-to-date, sound and informed analyses. Subsequently, the Bank expects GoB to follow up on these policy recommendations with concrete policy actions and/or improvements to relevant regulations and institutional arrangements that address key questions around enhancing the efficiency and performance of the food storage and food distribution system. To that effect, a range of studies will be developed, undertaken and disseminated under Component B to answer the following strategic challenges: (a) the 'optimum' volume of grain to be stored and its implications on GoB's policies; (b) impacts of GoB food market interventions on price stabilization and broader food markets; (c) improvements in enabling environment to promote a sustainable participation of private sector; (d) strategy for disposing of the grain stored in the modern facilities; (e) current physical condition of the existing public storage facilities; (f) policy, legal and institutional framework, and technical requirements for nutrient fortification; and (g) introducing warehouse receipt system.

Component C- Project Management, Construction Supervision, Technical Assistance, Training and Strategic Studies.

This component will finance costs required to ensure adequate overall management of the project, monitoring and evaluation of the activities implemented, and capacity enhancement of selected stakeholders. It will include: (C1) project management of the task, incremental staff and expenditures of the DG Food in implementation of the project, the costs for implementing the Governance and Accountability Action Plan (GAAP), including a panel of experts, as needed, a procurement panel, audit and other such costs; (C2) cost of consultants for preparation of bidding documents, construction supervision and updating of designs required during the construction; this would among others include costs for construction supervision, monitoring and evaluation of project impacts; (C3) provision of technical assistance, training, institutional capacity building, preparation of future projects, and any strategic studies needed during project implementation and not covered under Component-B.

Engr. Syed Rafiqul Alam
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Directorate General of Food, Dhaka.

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খাদ্য অধিদপ্তর, ঢাকা।

(Md. Gazi Ur Rahman)
Project Director (Joint Secretary)
Modern Food Storage Facilities Project
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