

**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**

<b>Assignment title</b>	<b>Project Implementation Manual (PIM) Specialist</b>
<b>Package number</b>	<b>MFSP-83-SCC-CI-SD-14</b>
<b>Number of Post</b>	<b>1 (One)</b>
<b>Assignment duration Contract period</b>	<b>5 months From 1 December 2014 to 30 April 2015</b>
<b>Primary assignment location</b>	<b>Dhaka</b>
<b>Funding source(s)</b>	<b>IDA Project Cr. Number: 52650- BD for Modern Food Storage Facilities Project – MFSP</b>
<b>Contracting entity</b>	<b>Project Director Modern Food Storage Facilities Project Directorate General of Food</b>

## **Context of the Assignment**

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, 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 compile a comprehensive manual of operational, fiduciary and administrative procedures (the Project Implementation Manual) to serve as a reference and technical guide to the Project Implementation Unit (PIU) for as successful implementation of the MFSP in accordance with the rules, regulations and applicable to the

The Project Implementation Manual (PIM) describes the essential implementation procedures and management requirements for timely implementation of the project, within budget and in accordance with the applicable GoB and WB policies. The PIM should include references to all available templates and instructions either through linkage to relevant URLs or directly incorporate in the PIM.

## **Scope of the Assignment**

The consultant will work in close association with project director and core consultants of the project. The Key Responsibilities of the Consultant would include, but not limited to the following tasks:

- Writing a Project Implementation Manual (PIM) of all technical activities on assigned projects. The PIM may contain Plans, schedules, conducts, and coordinates assigned engineering work; monitors work for compliance to applicable codes, accepted engineering practices, and BNBC and ACI Codes.
- Coordination with the PD and other PMU staff, as necessary, for writing the manual.
- Responsible and accountable to ensure that all components of the project have been taken care of.
- The manual should be written in such a way that it can be used as 'Standard Operating Procedure' for implementation of the project.

The Consultant will work closely with the DG Food Project Implementation Unit and DG FPMU. The consultant will sit in PMU office in Dhaka at convenient location from DG Food office to whom they will be reporting on a day to day basis. S/he will work in close collaboration with the other consultants and consulting firms.

## **Expected Outputs & Deliverables**

The Consultant will need to produce Project Implementation Manual may contain, but not limited to, the following chapters and elaborately written for the implementation of the project:

- Project Description
- Project Management Arrangements
- Implementation Arrangements and Operational Procedures (by component)
- Costs and Financing
- Financial Management
- Procurement and consulting services
- Environment and Environmental safeguards compliance
- Social Dimension and Social safeguards compliance
- Performance Monitoring , evaluation, reporting
- Communication and Public Awareness
- Anticorruption Policy and Governance Accountability Action Plan (GAAP)

## **Consultant qualifications and expertise required:**

- Master of Science in engineering or social science/equivalent subjects, and minimum 12 (twelve) years of experience with advance knowledge, obtainable usually through a combination of experience and continuing education; or Equivalent combination of education, training and experience.
- Must have proven experience in writing such manuals of at least two donor funded projects (experience with World Bank project is an added advantage).
- Excellent computer skills (MS Word, Excel and internet).

## **Duration of contract:**

Five (5) months from the date of commencement of the contract.

## **Reporting and supervision arrangements:**

The consultant will report to the Project Director, 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.

# Annex- 1

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

### **Project Description**

1. 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. BCCRF funds are expected to be used for silo construction at the Narayanganj site. Subject to the above requirements or in the event that end-of-construction date at that site would go beyond the BCCRF Grant Agreement closing date, these funds could be used for the silo construction at another project site, subject to prior consultations and approval by the BCCRF Management Committee.

### **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) Increased availability of grain stocks immediately following a major disaster event;
- (ii) Increased number of households whose grain needs can be met immediately after the disaster;
- (iii) Improved efficacy of the grain storage system, and monitoring and management of the food stock in the country;
- (iv) Reduced loss in grain stocks relative to pre-project losses;
- (v) Reduced cost in storing foods and its transportation and distribution;
- (vi) Ensured better monitoring, and improved governance and management of food stocks;
- (vii) Achieved higher operational efficiency;
- (viii) Minimized Land area required;
- (ix) Ensured higher security against pilferage; and
- (x) Minimized 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 threefold:** 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.

## Curriculum Vitae (CV) for the Individual Consultants

For MFSP Project (IDA Credit Number 52650-BD)

1. Proposed Position:
2. Package No.:
3. Name of Applicant:
4. Contact number and Email address:
5. Mailing Address:
6. Permanent Address:
7. Date of Birth:
8. Nationality:
9. **Education:**

Degrees and academic distinctions	Institution, place and country	Year of Passing	Division/Class/Grade

10. Membership of Professional Associations:

11. Training:

12. Computer literacy:

13. Languages:

Language	Speaking	Reading	Writing

14. Employment Record:

Type	Period	Positions held and responsibility	Employer

15. Work undertaken that best illustrates capability to handle the tasks applied for :

16. Working in IDA funded project:

17. Reference:

Full Name	Full Address	Business or Occupation

18. Expected remuneration excluding VAT and source tax:

19. Publication:

20. Any other information other than above may be included here.

### **CERTIFICATION.**

I, the undersigned, certify that to the best of my knowledge and belief, this bio data correctly describes myself, my qualifications, my experiences and my skills. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Date of Signing  
 \_\_\_/11/2014

Signature



Government of the People's Republic of Bangladesh  
Office of the Project Director  
**Modern Food Storage Facilities Project (MFSP)**  
Directorate General of Food  
16 Abdul Ghani Road, Dhaka-1000  
[www.dgfood.gov.bd](http://www.dgfood.gov.bd)

Memo no. MFSP-13.01.0000.362.11.001.14(Pt-1)-

Date: 13/11/2014

**Request for Expression of Interest (EOI) for Selection of Individual Consultants (Time-Based)  
Eight Civil Engineers (Technical Site Specialist) and  
One Project Implementation Manual Specialist**

1. Government of The People's Republic of Bangladesh has received an IDA credit 5265-BD toward the costs of the Modern Food Storage Facilities Project (MFSP), being implemented by the Directorate General of Food (DG Food), Ministry of Food and intends to apply part of the proceeds for Individual Consultancy Services who will provide specific technical inputs for effective execution of the Project.
2. MFSP now invites eligible Individual National Consultants to submit their Expressions of Interest (EOI) for providing the services mentioned below.
3. Position with qualifications, expertise and duration (Details are available in TOR):
  - a. **SD-14: Project Implementation Manual Specialist, 1 no**
    - Master of Science in engineering or social science/equivalent subjects, and minimum 12 (twelve) years of experience with advance knowledge, obtainable usually through a combination of experience and continuing education; or Equivalent combination of education, training and experience.
    - Must have proven experience in writing such manuals of at least two donor funded projects (experience with World Bank project is an added advantage).
    - Excellent computer skills (MS Word, Excel and internet).
    - Duration : 5 (five) months
    - Duty station : Dhaka
  - b. **SD-18: Technical Site Specialist (Civil), 8 nos**
    - Bachelor of Science in Civil Engineering / Civil and Environmental Engineering . Preference will be given to candidates with higher degree.
    - Minimum 10 (ten) years of experience with advance knowledge, obtainable usually through a combination of experience and continuing education; or equivalent combination of education, training and experience.
    - Experience in any IDA funded project will be preferred
    - Experience in sub-structure and foundation works with in-depth practical experience in all types of piling works
    - Practical experience in the construction of jetties
    - Proven track record on operating the total station meter to be used in topographic survey etc.
    - In depth knowledge and field experience in the construction of building works
    - Details are mentioned in TOR
    - Duration : 48 person-months
    - Duty station : Any of 8 sites. Barisal, Narayangonj, Dhaka, Ashuganj, Mymensingh, Khulna, Chittagong and Madhupur.
4. **Selection Procedures:** The applicants are requested to submit Curriculum Vitae (CV) in the prescribed format along with copies of certificates, one recent passport size photograph and expected remuneration. The Terms of Reference (ToR) and format of CV are available in the web address: [www.dgfood.gov.bd](http://www.dgfood.gov.bd). Interested applicants may also get the same from the office of the undersigned during office hours. The individual consultants will be hired 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.
5. **Remuneration:** Negotiable consolidated remuneration inclusive of all applicable Tax & VAT as per law of Bangladesh within the project allocated budget.
6. **Last date of submission: 11 December 2014.**
7. **Place of submission:** Office of the undersigned.
8. Only short-listed candidates will be contacted.
9. The authority reserves the right to accept or reject all EOIs.

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