# Application Forms

Form A: Application Submission Form

Form B: CV of the Applicant

Form C: Remuneration and Reimbursable

Form D: Preferences for Position

## Form A. Application Submission

[*Date*: dd/mm/yy]

To:

The Project Director

Natonal Agricultural Technology Progam Phase-II Project (NATP-2)

Room No. 6, AIC Bhaban (3rd Floor)

BARC Complex, Farmgate, Dhaka-1215

Dear Sir:

I am hereby submitting my Expression of Interest (EOI) to provide the consulting services for [Insert title of assignment] in strict accordance with your Request for Expression of Interest (EOI) dated [dd/mm/yy].

I undertake, if I am selected, to commence the consulting services for the assignment within 30 days after negotiation of contract.

I understand that you are not bound to accept any Expression of Interest (EOI) that you may receive.

I remain,

Yours sincerely,

|  |  |
| --- | --- |
|  | Signature |
|  | Name : |
|  | Address :  e-mail :  Mobile : |

Enclosed:

1. Expression of Interest (EOI): one original & 02 (two) hard copies and soft copy
2. Two passport size photograps
3. One page description on work and training that best illustrate the capability to handle this assignment

**NB: Be sure that Form D : preferences for position has been filled up**

## 

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

# (Plase provide 2 copies of photograps along with CV)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | PROPOSED POSITION FOR (NATP-2) : | *[name of position].* | | | | | |
| 2 | NAME OF PERSON  Permanent Address  Mailing Address  :Mobile No.  e-mail | *[state full name]* | | | | | |
| 3 | DATE OF BIRTH : | [ dd/mm/yy] | | | | | |
| 4 | NATIONALITY : | Bangladeshi | | | | | |
| 5 | MEMBERSHIP IN PROFESSIONAL  SOCIETIES | *[state rank and name of society and year of attaining that rank].* | | | | | |
| 6. EDUCATIONAL QUALIFICATION   |  |  |  |  | | --- | --- | --- | --- | | Degree: | University/IBoard | Year of passing | Class obtiained | | Ph.D (Specify field) |  |  |  | | M.Sc/MS  (Specify Discipline) |  |  |  | | B. Sc Engg./B.Sc Ag. (Hons)/  B.Sc(Hons) (Specify subject) |  |  |  | | HSC/Equivalent |  |  |  | | SSC/Eqivalent |  |  |  | | Special Degree (Specify) |  |  |  | | | | | | | | |
| 7 | TRAINING  *(Relevant to proposed position)*  *[indicate significant training since degrees under EDUCATION were obtained, which is pertinent to the proposed tasks of the Consultant].*   |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | Name of Training | Duration of training | Institute where training was held | Country | From | To | Total months  /days |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | | | | | | | |
| 8 | LANGUAGES & DEGREE OF  PROFICIENCY  *(Indicate poor/good/very good/excellent)* | Language | | Speaking | | Reading | Writing |
|  | *e.g. English* | | *Fluent* | | *Excellent* | *Excellent* |
| 9 | COUNTRIES OF WORK EXPERIENCE |  | | | | | |
| 10 | 1. EMPLOYMENT RECORD   *(GOB organigations)*  *[starting with latest position list in reverse order [every employment held and state the start and end dates of each employment]* | *[The Applicant should clearly* *distinguish whether as an “employee” of the firm/project/organigation or as a “Consultant” or “Advisor” of the firm].*  *[The Applicant should clearly indicate the Position held and give a brief description of the duties in which the Applicant was involved].* | | | | | |
|  | *EMPLOYER 1*  (*name of employer with address)*   1. *Position(s) held in parent organigation*   *(name of positions)*   1. *Additional position held in donor*   *funded/development projects*  *(name of positions)*   1. *Assignment performed in*   *relevance to experience and*  *scope of work of proposed*  *position in parent organigation*  *(in 5-7 bullet points)*   1. *Assignment performed in relevance to experience and scope of work of proposed position in donor funded/development projects (in 5-7 bullet points)* | From: *[e.g. January 1999]* | | | To: *[e.g. December 2001* | | |
|  | EMPLOYER 2 (etc.)  (*name of employerwith address)*   1. *Position(s) held*   *in parent organigation*  *(name of positions)*   1. *Additional position(s) in donor funded/development projects*   *(name of positions)*   1. *Assignment performed in relevance to experience and scope of work of proposed position in parent organigation (in 5-7 bullet points)* 2. *Assignment performed in relevance to experience and scope of work of proposed position in donor funded/development projects (in 5-7 bulletpoints)* | From: *[e.g. January 1999]* | | | To: *[e.g. December 2001* | | |
|  |  |  | | |  | | |
|  | 1. EMPLOYMENT RECORD   *(Donor funded/development projects)*  ***(Full time employment)***  EMPLOYER 1  *(Donor funded/development project)*  ***(Full time employment)***  *Name of project:*  *Donor agency:*  *Name of parent organigation with address)*   1. *Position held*   *(name of positions*   1. *Assignment performed in relevance to experience and scope of work of proposed position (in 5-7 bullet points)*   EMPLOYER 2 (etc.)  *Donor funded/development project)*  ***(Full time employment)***  *Name of project:*  *Donor agency:*  *Name of parent organigation with address)*   1. *Position held*   *(name of position)*   1. *Assignment performed in relevance to experience and scope of work of proposed position (in 5-7 bullet points)* | From: *[e.g. January 1999]*  *From:* : *[e.g. January 1999]* | | | To: *[e.g. December 2001*  *To:* : *[e.g. December 2001* | | |
| 11 WORK UNDERTAKEN THAT BEST ILLUSTRATES THE CAPABILITY TO HANDLE THIS ASSIGNMENT | | | *[give in a separate sheet a description of activities you performed and training you participated most pertinent to tasks on this assignment, Use about one A4 page ]* | | | | |
| 12 | COMPUTER SKILL  (*Put tick marks)* | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | Poor | Good | Very Good | Excellent |  | | *MS Word* |  |  |  |  |  | | *Excell* |  |  |  |  |  | | *Power Point* |  |  |  |  |  | | | | | | |

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 |  |  |  |

## Form C. 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.

1. **Remuneration**

|  |  |  |
| --- | --- | --- |
| Rate\*  (per month) | Staff Time | Total (Tk) |
|  |  |  |

Maximum monthly remuneration for Specialists is Tk 2,50,000/= and for Assistant Managers is Tk 1,50,000/= excluding VAT.

1. **Reimbursable**

(As per DPP provision)

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Rate per unit** | **Total unit** | **Total Amount (Tk)** |
| 1. Per Diem Allowance |  |  |  |
| 1. Air Travel Costs |  |  |  |
| 1. Other Travel Costs   (state mode of travel) |  |  |  |
| 1. Communication charges |  |  |  |
| 1. Reproduction of Reports |  |  |  |
| 1. Other Expenses (*to be listed)* |  |  |  |
|  |  |  |  |
| Sub-total (10% of total remuneration) | | |  |

|  |  |
| --- | --- |
| CONTRACT CEILING (1) + (2) |  |

# 

Form D: Prefernces for Position

*(Please fill up your relevant Table)*

(Placement of selected candidates in units will be based on their position in merit list and on their preferences)

Table for the position: Manager (Financial Management)

|  |  |  |
| --- | --- | --- |
| Name of Unit | Expected Contract Period | **Applicant’s** preference  (1st, 2nd, 3rd, 4th and 5th) |
| Project Implementation Unit - BARC | Upto 30.11.2021 |  |
| Project Implementation Unit - DAE | Upto 30.11.2021 |  |
| Project Implementation Unit - DOF | Upto 30.11.2021 |  |
| Project Implementation Unit - DLS | Upto 30.11.2021 |  |
| Project Management Unit | Upto 30.11.2021 |  |

Table for the position: Procurement Specialist

|  |  |  |
| --- | --- | --- |
| Name of Unit | Expected Contract Period | **Applicant’s** preference  (1st, 2nd, 3rd, 4th and 5th) |
| Project Implementation Unit - BARC | Upto 30.11.2021 |  |
| Project Implementation Unit - DAE | Upto 30.11.2021 |  |
| Project Implementation Unit - DOF | Upto 30.11.2021 |  |
| Project Implementation Unit - DLS | For 36 months |  |
| Project Management Unit | Upto 30.11.2021 |  |