

গণপ্রজাতন্ত্রী বাংলাদেশ সরকার
 পরিকল্পনা মন্ত্রণালয়
 বাস্তবায়ন পরিবীক্ষণ ও মূল্যায়ন বিভাগ
 স্ট্রেন্গথেনিং মনিটরিং এন্ড ইভালুয়েশন ক্যাপাবিলিটিজ অব আইএমইডি (১ম সংশোধিত) প্রকল্প
 শের-ই-বাংলা নগর, ঢাকা-১২০৭।
www.imed.gov.bd

Request for Expression of Interest (EOI)
GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH

1	Ministry/Division:	Implementation Monitoring and Evaluation Division, Ministry of Planning.
2	Agency:	Implementation Monitoring and Evaluation Division (IMED).
3	Procuring Entity Name:	Strengthening Monitoring & Evaluation Capabilities of IMED (SMECI).
4	Procuring Entity Code:	1501-5019.
5	Procuring Entity District:	Dhaka.
6	EOI for Selection of:	Individual Consultant (Time-based).
7	EOI Ref No.:	21.060.014.00.00.030.2013.
8	Date:	26/01/2018.

KEY INFORMATION

9 **Procurement Method:** Individual Consultant Selection (Time Based).

FUNDING INFORMATION

10 **Budget and Source of Funds:** Development Budget (GOB).

11 **Development Partners:** None.

PARTICULAR INFORMATION

12 **Project/Programme Code:** 1501-5019.

13 **Project/Programme Name:** Strengthening Monitoring & Evaluation Capabilities of IMED (SMECI).

14 **EOI Closing Date:** 11/02/2018.

INFORMATION FOR APPLICANTS

15 **Brief Description of Assignment:** **01. Monitoring and Evaluation Specialist (Nos.-1):**
 01. Review the existing project monitoring system of IMED and identify the challenges/gaps in the present Monitoring system of IMED in case of inspection, data collection, data storage, reporting, follow-up, etc.;
 02. Prepare necessary documents including ToR and support completion of processes for hiring firm to prepare monitoring Guideline on i) Crops, Fisheries & Livestock, ii) Forestry & Irrigation, iii) Education, Health & Nutrition, Family Welfare & social welfare, iv) Industry, Power & Energy and v) ICT sectors projects to facilitate effective and qualitative monitoring for the officers of IMED;
 03. Design a Monitoring framework (tools, reporting format, processes and methodology) to monitor ongoing projects;
 04. Prepare indicators to measure output of the projects of different ministries which will also be aligned with SDG and Five Year Plan;
 05. Prepare a M&E policy;
 06. Arrange conference and seminar for collaboration with all stakeholders to strengthen IMED; and
 07. Work closely with project management setup for timely, properly and successfully completion of the project, coordinate the activities aligned to the focus of SMECI. Such other functions as may be assigned by higher authority.

16 **Experience, Resources and Delivery Capacity Required:** Applicants should have minimum Masters or 4 year Bachelor in any subject and minimum 07 years working experience in project monitoring and evaluation.

17 **Other Details:** Interested applicants shall obtain further information from the Project Office from 10:00 AM to 4:30 PM in any working day before the closing date. Interested consultants are requested to submit their expressions of interest in accordance with the standard Application Form(PS4) which may be obtained from the office of the undersigned. Applicants shall have to submit EOI with their CV and forwarding letter in sealed envelope labeled with Individual Consultant for "**Monitoring and Evaluation Specialist**" under SMECI Project to the following address.

18 **Association with foreign firm is:** Not applicable

Ref No.	Phasing of Services	Location	Indicative Start Date	Indicative Completion Date	
19	CS/S7/13-19.	12 Man Month	IMED, Ministry of Planning	March-2018	February -2019

PROCURING ENTITY DETAILS

20	Name of Official Inviting EOI:	Md. Habibur Islam.
21	Designation of Official Inviting EOI:	Project Director, SMECI Project.
22	Address of Official Inviting EOI:	Block # 12, Room # 06, IMED, Ministry of Planning, Sher-e-Bangla Nagar, Dhaka-1207.
23	Contact Details of Official Inviting EOI	Phone: 9118070, Fax: 9180749, Email: ihabibur@yahoo.com
24	The procuring entity reserves the right to accept or reject any/all tender(s) without assigning any reason whatsoever.	

Md. Habibur Islam
Project Director
SMECI