

**Request for Expression of Interest
For Selection of Individual Consultant for Achieving Gender Targets under ICS Program
(Package No.: S-30 UNDER REREDP-II AF II)**

EOI Ref No: IDCOL/Proc/ICS/IC/22/10

Date: 20/10/2022

The Infrastructure Development Company Limited (IDCOL) has received financing from The World Bank toward the cost of the Rural Electrification and Renewable Energy Development II (RERED-II) Project 2nd Additional Financing (AF-II) and intends to apply part of the proceeds of this fund to payments under the contract for the provision of consultancy services for the project by an individual consultant (national).

The services include formulate gender curriculum, training and capacity building to achieve the gender targets under the Program.

The qualification and experience required for the assignment is as follows:

- Minimum Master's degree in social science/law/economics/business/development studies or any other relevant background;
- At least eight (8) years of general experience in development sector specially in training, stakeholder engagement, research, monitoring and evaluation etc. and five (5) years of related experience in developing modules and conducting trainings on gender related topics.

The Infrastructure Development Company Limited (IDCOL) now invites eligible Applicants to apply for the positions. Applicants are invited to provide information indicating that they are qualified to perform the services (complete CV with other details as required as per the Application Forms)

A Consultant will be selected using the World Bank's Procurement Regulations for Investment Project Financing (IPF) Borrowers November 2020. It is expected that the services will be commenced on November 2022 and shall be completed on October 2023.

Interested consultants are required to submit their expressions of interest in accordance with the standard Application Forms which may be obtained by the office of the undersigned during normal office hours or available in the website: <http://idcol.org/home/notice>.

Expressions of Interest shall be submitted by 03 November 2022, in sealed envelope delivered to the following address or in email to sajjad@idcol.org, and be clearly marked in subject or on envelope "Request for Expressions of Interest for Selection of Individual Consultant for Achieving Gender Targets under ICS Program (Package No.: S-30 UNDER REREDP-II AF II).

The Client reserves the right to reject all EOI's



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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 Rural Electrification and Renewable Energy Development II (RERED-II) Project 2nd Additional Financing (AF-II) 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
 - 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:
- (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) interests 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.
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 03 November 2022 up to 03:00 PM. 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.

The points to be given under each of the evaluation Criteria are:



Criteria	Points
• Educational Qualification	25 points
• Relevant Working Experience and its adequacy for the assignment	60 points
• Suitability considering age, skill (such as training, computer skills, proficiency in English and Bengali languages and others).	15 points
Total points:	100 points

8.2 Applicants thus given points as stated under Clause 8.2, not securing the minimum qualifying points 70 shall be considered disqualified.

8.3 Applications shall be evaluated by the PEC, who shall prepare a short-list of maximum three (3) most suitable Applicants ranked in order of merit (1-2-3) shall be prepared.

8.4 In pursuant to Rule 114 of the Public Procurement Rules 2008, there shall be no public opening of Applications.

8.5 The Client shall immediately after the deadline for submission of Application convene a meeting of the Proposal Opening Committee(POC)

8.6 The POC, having completed the record of opening, shall send the Applications received and the opening record to the PEC.

8.7 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 Negotiations

9.1 The first-ranked Applicant stated under Clause 8.5 shall then be invited for negotiations, pursuant to Rule 122 of the Public Procurement Rule, 2008 at the address of the client.

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.

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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

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| 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. |
| 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 November 2022. The duration of the contract shall be 12 Months from the date of commencement. |



Section 2. Terms of Reference

Consultant for achieving Gender Targets under ICS Program

1.0 Background:

IDCOL Improved Cook Stove (ICS) program was inaugurated by the Honorable Prime Minister of Bangladesh in May 2013. The program has a target to install 5 million ICS by 2023 and already installed 3.22 million ICS as of May 2022.

The objectives of the program are to reduce GHG emission by reducing use of cooking fuel, to reduce Indoor Air Pollution and to establish a strong base which include local capacity building and mass awareness for achieving 100% coverage of Improved Cook Stove (ICS) by 2030 as per Bangladesh Government's Country Action Plan for Clean Cookstoves.

IDCOL adopted a cluster-based approach for the implementation of the ICS Program. Each Upazila consists of a cluster, and only one Partner Organization (PO) works in a particular cluster. Under the program, IDCOL provides demand creation and capacity building supports to the POs, and POs role is to manufacture and disseminate the IDCOL approved stoves. IDCOL extends financial support to the POs to implement program activities and do not provide any buy-down grant for the customers. The POs, on the other hand, conduct multiple promotional activities for market development, produce stoves, sale, and ensure after-sales service to the customers.

Apart from achieving the installation target, IDCOL ICS Program comprises some environment and gender component to strengthen the impact of the Program. It aims to address gender mainstreaming and to increase female participation in different program level activities as well as in broader policy level areas. In the context of Bangladesh, mostly women are engaged in the process of cooking and collecting fuels. The program aims to benefit the health of women and children and creating opportunities for income generating activities along with empowerment of women.

To address a gender responsive approach in the program, IDCOL needs to assess the status of gender responsiveness and formulate action plans/ capacity building activities aligned with the Gender Action Plan under the Program.

Now, considering the above, IDCOL intends to hire an individual consultant (IC) to formulate gender curriculum, training and capacity building to achieve the gender targets under the Program as outlined in Scopes of Work of this ToR.

2.0 Objectives:

The objectives of proposed work required by IDCOL are:

- Training module development and delivery to the PO officials and field staffs to improve gender responsiveness under the program.
- Discussion with stakeholders to create an enabling environment to increase female participation in the Program (at least 40% of the total workforce of the POs under IDCOL ICS Program should be female. As per current data, female employees constitute only 18% of total workforce).
- Creating awareness across different stakeholders of the program on importance of gender mainstreaming.
- Collection of gender focused data and reporting success stories depicting the effectiveness of these activities.

3.0 Scopes of work:

In order to achieve the objectives of the assignment, the IC may undertake activities which will include:

- Task 1: to assess the current status of Gender Responsiveness in the POs under the Program.
- Task 2: to develop a training module/ curriculum for gender mainstreaming throughout the project implementation levels to reach the expected Gender Targets as outlined in the GCF Gender Action Plan (GAP) and IDCOL GAP.
- Task 3: to provide 13 batches of 2-day long training programs to PO officials and fields staffs of IDCOL and POs across different divisions of the country to reach the expected Gender Targets.

4.0 Time Frame:

The assignment is expected to be carried out over a period of 12 months preferably between November 2022 and October, 2023. The consultant is expected to spend approximately 120 man-days under the contract. The consultant needs to travel different divisions of the country for conducting training.

5.0 Outputs/Deliverables:

The IC will be expected to deliver the following outputs:

- An inception report.

Assessment report: based on consultation with the POs and IDCOL officials regarding the present status of gender responsiveness detailing the training requirements and timeframe for each of the agreed tasks within 21 days of signing of the contract,

- Comprehensive training curriculum and module within 1-1.5 month of signing of the contract and providing training(s) to IDCOL and PO staffs,
- A final summary report within 11 months of signing the contract.

6.0 Qualification:

- Minimum Master's degree in social science/law/economics/business/development studies or any other relevant background;
- At least eight (8) years of general experience in development sector specially in training, stakeholder engagement, research, monitoring and evaluation etc. and five (5) years of related experience in developing modules and conducting trainings on gender related topics;

7.0 Evaluation Criteria:

- Academic qualification
- General and specific work experience
- Capacity to perform the required assignment

