

**Government of People's Republic of Bangladesh
Ministry of Water Resources
Bangladesh Water Development Board
River Bank Improvement Program**

Expression of Interest (EoI)

Implementation of Resettlement Action Plan

For

River Management Improvement Project Phase –I

Simla to Hasnarpara (50 Km)

24 March 2015

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Government of People's Republic of Bangladesh
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River Management Improvement Project Phase –I

Simla to Hasnarpara (50 Km)

1. The Peoples Republic of Bangladesh has applied for a credit from the International Development Association (IDA) towards the cost of the River Bank Improvement Program Phase -I and it intends to apply part of the proceeds of this *credit* to payments under the contract for services of NGO for the implementation of the Resettlement Action Plan (RAP) for the area from Simlato Hasnarpara (50 km). In this regard, Bangladesh Water Development Board (BWDB), intends to procure the services of Implementing Non-Government Organization (hereafter INGO) for RAP implementation. The BWDB intends to prepare the list of competent and experienced Non-government organizations to execute theRAP.
2. The objectives of the services to implement the Resettlement Action Plan for executing the River Bank Improvement Program (Phase –I) along the Brahmaputra River in 50 Km between Simla to Hasnarpara.
3. This Invitation for Expression of Interest (EOI) is called to invite applications from interested, eligible and experienced Non-government Organizations (NGOs), or joint venture of NGOs, having experience of ten years (in case JV at all JV partners) in planning and implementing of resettlement activities.

In addition, in order to be eligible, the NGOs should be registered in Social Welfare Department, or NGO Affairs Bureau of Bangladesh.

Similarly the NGO (at least the lead partner of JV, in case of JV) must have experience of (i) implementing one large Resettlement Action Plan (with minimum 3000 households, (ii) must have experience of at least ten years of working experience in implementation of land acquisition and resettlement under externally funded development programs, and (iii) must have done planning/ or implementation of three RAPs for externally funded development

Projects. The NGO will be selected based on (i) Capability of NGO, (ii) General and Specific Experience of the NGO and (iii) Key professionals proposed for the job.

4. The EOIs would be reviewed on the basis of the following:
 - Registration of NGO.
 - Age of NGO
 - Availability of key professionals.
 - Availability of resources.
 - Experience of the NGO in similar tasks.
 - Experience of the NGOs in other works.
 - Support services of the NGO
5. The NGO may associate with other NGO to enhance their qualifications, and, if NGO, should mention whether the NGO is in the form of “joint venture” or “sub-consultancy”. It is preferable to limit the total number of NGOs in an association including the Lead NGO to 3 (three).
6. The NGO will be selected in accordance with the procedures set out in the World Bank’s Guidelines: Selection and Employment of Consultants under IBRD Loans and Credits & Grants by World Bank Borrowers, January 2011.
5. Expression of Interest Invitation could be obtained free of cost during office hours on all government working days within 21 April 2015 from the Office of the Project Director, Emergency 2007 Cyclone Recovery and Restoration Project, Bangladesh Water Development Board, Elite House (8th Floor), Motijheel Commercial Area, Dhaka, or BWDB website-www.bwdb.gov.bd. The instructions to applicants, prescribed formats, evaluation criteria, as well as the indicative Terms of Reference is provided in Annexes along with EoI document.
7. Duly completed EoI documents in hard copy should be submitted to the address mentioned below clearly mentioning the name of the project in sealed envelopes at or before 12:00 (Bangladesh Standard Time) within 22 April 2015:

Project Director, ECRRP (BWDB Part)

Emergency 2007 Cyclone Recovery and Restoration Project, Bangladesh Water Development Board,

Elite House (8th Floor), 54- Motijheel C/A, Dhaka, -1000

Bangladesh

Telephone: [+880-2-9511135 \(Land Line\)](tel:+880-2-9511135), [+880-1711-180260\(Mobile\)](tel:+880-1711-180260)

Facsimile number: [+880-2-9511136](tel:+880-2-9511136)

Electronic mail address: pdecrrp.bwdb@gmail.com

If the deadline specified herein falls on a government holiday, the deadline shall be extended automatically to the next working day at the same hour.

8. Further information can be obtained from above address of BWDB during office hours in all working days seven days prior to deadline of submission of EoI.

Sarder Sirazul Hoque

Project Director

Emergency 2007 Cyclone Recovery and Restoration Project (BWDB Part)

Elite House (8th Floor), 54 Motijheel C/A

Dhaka-1000, Bangladesh.

Telephone - [+880-2-9511135](tel:+88029511135) (Land Line), [+880-1711-180260](tel:+8801711180260)(Mobile)

Facsimile number: [+880-2-9511136](tel:+88029511136)

Electronic mail address: pdecrrp.bwdb@gmail.com

1. INSTRUCTIONS TO APPLICANTS

1.1. INTRODUCTION

1.1.1 Scope of Qualification

BWDB intends to prepare list of eligible, competent & experienced NGOs/ to implement the Resettlement Action Plan under River Bank Improvement Program Phase –I Simla to Hasnarpara (50 KM). The EoI process shall be conducted in an open and transparent process managed by BWDB.

This Invitation for Expression of Interest (EOI) is called to invite applications from interested, eligible and experienced Non-government Organizations (NGO) or Joint Venture (JV) of NGOs having minimum 10 years of experience (in case of JV, at least of all partners of JV) in business.

Applicants intending to file an application in response to this EoI should submit an **Application together with the duly completed EoI document providing all the information required therein** at the address mention in EoI document within the time period specified in this EoI Invitation.

The EoI documents submitted by the applicants shall be evaluated on the basis of the evaluation criteria approved by BWDB. The evaluation of joint venture NGOs will be done in cumulative basis. The shortlisted NGOs will be notified in due course of time for the submission of Technical and Financial proposals. The Quality Based Selection (QBS) procedure will be used for final selection of the NGO.

1.1.2 Definition of Terms

Unless otherwise specified, the following terms used in this EoI have the following meanings:

“Applicant” means a single NGO or their joint venture that intends to submit or submitted completed EoI document as per notice and this EoI document.

“AAT” means average annual turnover of the NGO/NGOs

“Authorized Representative” means an individual authorized by the Applicant’s as the duly authorized entity to legally bind the Applicant to the EoI process, is the authorized signatory to the process, and is the point of contact for BWDB in connection with the process.

“Bidder” means successful applicant shortlisted by this EoI process and who submits Technical and Financial proposals in response to the Request for Proposal (RFP).

“EoI” means "Expression of Interest

“JV” means "Joint Venture".

“Lead NGO” means an entity or NGO that is the authorized leader of a team comprising the Lead NGO and its constituents to submit the EoI and perform the assignment.

“RAP” means “Resettlement Action Plan”

“RBIP” means “River Bank Improvement Program”

“RFP” means “Request for Proposal”

“SDP” mean “Social Development Plan”

T/L" means "Team Leader”

“TOR” means “Terms of Reference”

“VAT” means “Value Added Tax”

1.1.3 Eligible Applicants

1. The EoI process is open to interested, eligible and experienced NGO or Joint Venture (JV) of NGO having minimum 10 years of experience (In case of JV, at all partner of JV) in business. In any case, NGOs are not allowed to enter into more than one joint venture.
2. In order to be eligible, the NGO should be registered in Bangladesh in accordance with the prevailing rules and should have valid registration, TIN/VAT registration and should have Tax Clearance Certificate for FY 2014 and Income Tax Submission Certificate for FY 2014 or Income Tax Clearance Certificate for FY2014.
3. Similarly, the NGO(at least the lead partner of JV, in case of JV) must have experience of (i) implementing one large Resettlement Action Plan (with minimum 3000 households, (ii) must have experience of at least ten years of working experience in implementation of land acquisition and resettlement under externally funded development programs, and (iii) must have done planning/ or implementation of three RAPs for externally funded development Projects.
4. The Applicant shall submit Self Declaration mentioning their eligibility, conflict of interest, if any, and any black listing or similar punishment while doing business and litigation history (if any). In case of JV, each individual NGO shall submit Self Declaration separately or they can submit the Self Declaration jointly by signing each members of JV mentioning information required in Self Declaration.
5. The Applicants shall have a good professional reputation with demonstrated competency in successfully conducting Preparation and Implementation of Resettlement Action Plan.
6. In case of Joint Venture, the Applicant shall submit Joint Venture Agreement duly signed & stamped with organizations seal by each member of JV & clearly mention the name of lead NGO, role and responsibility of each member of joint venture, name and sample signature of the authorized signatories through attorney of power. In any case, NGOs are not allowed to enter into more than one joint venture.

1.2.REQUEST FOR EXPRESSION OF INTEREST

1.2.1. *Clarification on EoI Documents*

A prospective applicant requiring any clarification of this EoI Invitation and ToR may contact Project Director during office hours in all working days before seven days prior to the deadline for submission of EoI application at the address hereunder:

Sarder Sirazul Hoque

Project Director

Emergency 2007 Cyclone Recovery and Restoration Project (BWDB Part)

Elite House (8th Floor), 54 Motijheel C/A

Dhaka-1000, Bangladesh.

Telephone - [+880-2-9511135](tel:+88029511135) (Land Line), [+880-1711-180260](tel:+8801711180260)(Mobile)

Facsimile number: [+880-2-9511136](tel:+88029511136)

Electronic mail address: pdecrp.bwdb@gmail.com

1.2.2 *Amendment to EoI Documents*

- At any time prior to the deadline for the submission of the EoI application, BWDB may amend the EoI, for any reason, whether on its own initiative or in response to a clarification requested by Applicant. Such amendments can be downloaded from the website www.bwdb.gov.bd
- BWDB shall assume that the applicant in its application takes the information contained in the amendment into account.

1.3.PREPARATION OF THE EOI DOCUMENT FOR SUBMISSION

1.3.1. *Documents for EoI*

The completed EoI application to be submitted by Applicants shall comprise the following documents:

Form Type	Description/Content
Form: A	General Information Regarding the NGO/NGOs and Technical & Financial Capability of the NGO/NGOs
Form: A-1	Letter of Submission
Form: A-2	Joint Venture Information
Form: A-3	Self Declaration Form
Form: A-4	Commitment to Code of Ethics and Anti-Corruption Policy
Form: A-5	Eligibility Status
Form: A- 6	Identification of the NGO/NGOs
Form: A-7	Financial Capability of the NGO/NGOs
Form: B	Experiences of the NGO/NGOs in the Last Ten Years
Form: B-1	General experience of the NGO/NGOs in social, resettlement and livelihood development and implementation works with service fee of USD 1.0 million or in equivalent BDT.
Form: B-2	Specific Experience of the NGO/NGOs in Preparation of Resettlement Action Plan, and its implementation.
Form: C	Details of Proposed Key Professional to be deployed for the study (Qualification & experience)

1.3.2 *Submission of EoI in Joint Venture*

The NGOs submitting EoI in joint venture shall furnish Joint Venture Agreement duly signed & stamped with NGOs seal by each member of JV & clearly mention the name of lead NGO, role and responsibility of each member of joint venture, name and sample signature of the authorized signatories through attorney of power.

1.3.3. Cost of Preparation of EoI and Liability

Applicant shall bear all costs associated with preparation and submission of the completed EoI document. BWDB shall, in no case, be responsible or liable for these costs, or have any other liability to any Applicant, regardless of the conduct or outcome of the EoI process. BWDB shall have no obligation to any Applicant to reimburse any costs incurred in preparing a response to this EoI.

1.3.4 Confidentiality of the Document

If an Applicant believes that any portion of the submittal is to be treated in confidence, he/she shall identify such information clearly in the submittal. BWDB shall make every effort to treat such documents in confidence as far as possible.

1.4.SUBMISSION OF EXPRESSION OF INTEREST (EOI)

1.4.1. Number of Copies of the EoI Application

The Applicant shall submit an original and one (1) extra copy of the completed EOI document clearly mentioning Original and Copy and name of the project. In the event of any discrepancy between the original and the copy, the original shall govern.

The Applicant shall submit an electronic copy of the completed EoI application supplementary to hard copy. However, the evaluation of the EoI document shall only be done based on the “original” hard copy of the EoI application submitted by the applicant.

1.4.2 Sealing and Marking

The Applicant shall seal the original and copy of the completed EoI in separate envelopes, duly marking the envelopes as “Original” and “Copy”. These envelopes shall then be sealed in an outer envelope and marked as “Expression of Interest”. The inner as well as outer envelope shall clearly mention the name of assignment. The envelopes should also clearly indicate the name and address of the Applicant.

The inner and the outer envelopes shall be addressed to:

Sarder Sirazul Hoque

Project Director

Emergency 2007 Cyclone Recovery and Restoration Project (BWDB Part)

Elite House (8th Floor), 54 Motijheel C/A

Dhaka-1000, Bangladesh.

Telephone - +880-2-9511135 (Land Line), +880-1711-180260(Mobile)

Facsimile number: +880-2-9511136

Electronic mail address: pdecrp.bwdb@gmail.com

1.4.3. Deadline for Submission

Duly completed EoI documents should be submitted to the address specified in Section 1.4.2 by **12 Noon (BST) of the 22 April 2015.**

The completed EoI application received by BWDB after the deadline shall be considered late and shall be summarily rejected & returned un- opened. If the deadline specified herein falls on a government holiday the deadline shall be extended automatically to the next working day at the same hour.

1.4.4 Withdrawal of EoI Application

An Applicant shall not be permitted to withdraw the EoI Application submitted by them.

1.5. PUBLIC OPENING OF EOI APPLICATIONS

The EoI applications received by the due date and within the time specified in Clause 1.4.3 shall be opened at 14.00 (BST) on 30th day of first date of publication of this notice in the presence of the applicants or their authorized representative who-so-ever wish to attend. Absence of the applicants or their authorized representatives, however, shall not obstruct or prevent the opening process in any way. The Applicant's designated representative must bring a letter from the Applicant stating that he/she is authorized to represent the applicant for the public opening of the EoI application. The Applicants or their authorized representatives who are present at the time of opening shall sign in a register evidencing their presence.

During the opening, an authorized official of BWDB will read out the names of the applicants who have submitted the EoI applications and then will start opening submitted EoI envelopes.

1.6. EVALUATION OF EOI

1.6.1. Eligibility of EoI

BWDB shall carry out evaluation of the EoI applications based on the approved evaluation criteria. In case of joint venture, the evaluation will be conducted collectively, for this purpose the relevant figures/numbers of the each members of joint venture shall be added together to arrive at the joint venture's figures/numbers. Anything not mentioned in this document regarding the EoI shall be governed by the prevailing rules and regulations of Bangladesh.

The evaluation of EoI documents will be done in two stages (i) Screening of EoI documents of all NGOs and (ii) Evaluation of EoI document of eligible NGOs.

1.6.2 Screening of EOI document

In this stage, a preliminary screening of received EoI document will be done. The applicant shall be evaluated on 'Pass' or 'Fail' basis. Each applicant must 'pass' each and every criterion mentioned below; any applicant not complying with any one of these criteria is disqualified from further evaluation.

Applicant(s) failing to submit basic criteria shall be considered as "Fail" and shall be disqualified

and will not be considered for evaluation. The failing to meet eligibility criteria by any member of joint venture may result the disqualification of joint venture application.

1.6.3 Evaluation of EoI Documents

After fulfilling all the above basic criteria, the EoI documents shall be evaluated based on approved evaluation criteria.

The shortlisted NGOs will be notified in due course of time for the submission of Technical and Financial proposals. The Quality Based Selection (QBS) procedure will be used for final selection of the NGOs..

1.6.4 Clarification during Evaluation by BWDB

During the evaluation, BWDB may request the Applicant for any clarification that may be needed. The Applicant shall furnish the necessary clarifications expeditiously by post/courier/fax/e-mail or by any other rapid means of communication to BWDB at the address given in Clause - 1.4.2.

Failure to provide information essential to evaluate the Applicant's qualifications, or to provide timely clarifications or substantiation of the information furnished, BWDB would be at liberty to declare such application as non-responsive and reject the particular EoI application.

1.6.5 Rejection of EoI Document of Applicant

BWDB reserves the right to accept or reject any or all EOI proposals without giving any reason whatsoever and is not liable for any losses to applicant due to such rejection.

Furnishing of false or wrong information, document or evidence by any NGO or joint venture may result in rejection of the EOI document of the NGO or their joint ventures.

1.7 NOTICE OF RESULT OF EVALUATION

All applicants, whether qualified or disqualified in the EoI process, will be notified in writing indicating the result of qualification. Applicants listed in the short-list shall be considered as qualified Applicant and shall be invited to participate in the "Request for Proposal" (RFP) process.

1.8. APPLICATION IN JOINT VENTURE

By submitting an EoI in joint venture, the Applicant represents that, if qualified and if awarded the contract after the RFP process, the Applicant with its constituent members shall be jointly responsible to perform the obligations of such contract.

1.9. Terms of Reference, SCOPE OF WORK AND DURATION

The Terms of Reference including the scope of work and duration of assignment is given in Appendix – 2.

2. CONTENT OF THE EOI DOCUMENT AND INSTRUCTIONS TO THE APPLICANT

2.1. PREPARATION AND COMPLETENESS OF THE EOI APPLICATION

The EoI document shall be structured in accordance with the outline given in the EoI forms and must contain accurate and complete information as required by the EoI application. The EoI Document shall have no interlineations or overwriting, except as necessary to correct errors made by the Applicant itself. Any such correction must be initialed by the person authorized to sign the application and stamped with the seal of the NGO.

2.1.1. *General Information*

The Applicant shall provide a Letter of Submittal with completed forms as provided in the Format "Form A to C" in the EOI document. All necessary information shall be presented to demonstrate the NGO/joint venture's capability, experience and professionals to be deployed for the assignment.

2.1.2. *Information Regarding Technical & Financial Capability of the NGO* Form: A – 1: Letter of EOI Submission

The applicant shall submit the EoI submittal letter stating the joint venture's arrangements with attachment of necessary document(s). The letter shall be signed by an authorized representative of the lead NGO in the joint venture and shall be stamped by the NGO's seal. The format of submittal letter is given in Form A-1 of this EoI document.

In such letter, the applicant shall provide a statement of its willingness and commitment to abide by all applicable laws, regulations, and other requirements in the execution of this work, if selected.

Form: A – 2: Joint Venture Information

If the applicant applies EoI in joint venture, then applicant shall submit the joint venture information in Form A-2.

Form: A – 3: Self Declaration Statement of Consultant

The applicant shall submit a self-declaration statement stating that the Organization (all members in the joint venture jointly or individually) is not ineligible to participate in this procurement process, that the NGO does not have any conflict of interest in the proposed assignment, and that the NGO has not received any punishment while doing business. The self-declaration letter shall be signed by an authorized person of the NGO and shall be stamped by the NGO's seal. The format of the self-declaration letter is given in Form A-3 of this EOI document.

Form: A – 4: Commitment of Code of Ethics and Anti-corruption Policy

The applicant shall submit a statement stating that the NGO shall abide by the code of ethics and anti-corruption policy. This commitment to abide by code of ethics and anti-corruption policy shall be presented in Form: A-4 of this EoI document.

Form: A – 5: Eligibility Status

The applicant shall fill form A-5 and submit supporting documents to support the eligibility requirement(s). The supporting documents will be in the form of copies of registration certificate, Tax and VAT Certificates and Tax Clearance Certificate (if applicable) etc.

Form: A – 6: Identification of the NGO

The background information of the NGO shall be presented in the prescribed Form A-6. Necessary documentary evidences should be provided to substantiate the data contained in the Form A-6.

Form: A – 7: Financial Capability of the NGO

The financial capability of the NGO shall be presented in prescribed Form: A-7 of this EoI document. The financial status of the NGO shall be supported with audited reports for the three preceding fiscal years. The financial capability of the NGO shall not be considered for evaluation if not supported by copies of audit reports.

2.1.3. Experience of the NGO in the Last ten years

The NGO shall present experiences in prescribed from B-1 to B-2. The experience of the NGO shall be supported with evidence/proof in the form of experience certificates/completion certificates showing the dates of completion of the assignments, short description of assignment and value of the assignments. The experience of the NGO without evidence/proof shall not be considered for evaluation. In addition, only completed projects/assignments will be considered for evaluation. Ongoing projects/assignments will not be evaluated.

2.1.3.1 General Experience of the NGO

Form: B - 1 General experience of the NGO in social, resettlement and livelihood development and implementation with service fee of USD 1.00 million or in equivalent BDT.

Form: B2- Specific Experience of the NGO Form: B – 2: Specific Experience of the NGO in preparation of Resettlement Action Plan, and its Implementation.

2.1.4. Details of Proposed Key Professional to be deployed for the Assignment

The details key professional staff proposed for the assignment and their experience shall be presented in prescribed Form C. The professional staffs should have minimum five year of experience. Marks will be given only to the Professionals listed in details of professional staffs to be deployed for the job.

FORM: A-1

LETTER OF SUBMITTAL

[Letterhead paper of the Applicant, by the Lead Consultant)

The Project Director
Emergency2007 Cyclone Recovery and Restoration Project
Bangladesh Water Development Board
Elite House, Motijheel, Dhaka

Sir,

Date:

Being duly authorized to represent and act on behalf of

..... (hereinafter “the Applicant”), and having reviewed and fully understood all the information provided in the EoI document, the undersigned hereby applies for qualification by BWDB as NGO for the Implementation of Resettlement Action Plan for River Bank Improvement Project, Phase –I.

1. BWDB and its authorized representatives are hereby authorized to verify the statements, documents, and information submitted in the EoI submitted herewith.
2. BWDB and its authorized representatives are authorized to contact any of the signatories to this letter for any further information.
3. This application is made in the full understanding that "All decisions by BWDB related to this EoI are final, binding and not subject to review". BWDB shall be under no obligation to inform the Applicant of the reasons for its decisions or actions.
4. The Applicant hereby provides willingness and commitment to abide by all applicable laws, regulations, and other requirements in the execution of this study, if selected for the task.
5. All further communication concerning this EoI application should be addressed to the following person on behalf of the Applicant [Person & Designation] [Company] [Address]
6. The undersigned declares that the statements made and the information provided in the duly completed EoI application are complete, true and correct.

Signature Name

Designation

For and on behalf of (Name of Applicant or Lead NGO of joint venture)

FORM: A- 2

JOINT VENTURE INFORMATION

S. N.	NAME OF JOINT VENTURE NGO	POSTAL ADDRESS, TEL, FAX AND E-MAIL	CONTACT PERSON	TELEPHONE OF CONTACT PERSON
1.	Lead NGO			
2.	Partner NGO			
3.				
4.				
5				
6				

(Note: provide duly signed and stamped joint venture agreement and power of attorney of the signatories by each member in the JV.)

Attached:

1. Joint Venture Agreement .
2. Power of attorney of the signatory (ies) of the Applicants

FORM: A-3

SELF DECLARATION FORM

The Project Director
Emergency 2007 Cyclone Recovery and Restoration Project
Bangladesh Water Development Board
Elite House, Motijheel, Dhaka

Sir,

Date:

We, the undersigned, on behalf of (Name of NGO/name of all NGOs of Joint Venture in case of JV) declare that we are legally eligible to participate in the procurement process of Implementation of Resettlement Plan/Activities for River Bank Improvement Project (Phase –I).

We also declare that we do not have any conflict of interest in the said assignment.

We hereby also declare that we have not received any punishment while doing business in the last five years.

(If any member of the NGO is not eligible to participate in procurement process or has conflict of interest in the said assignment or has received any punishment while doing consulting business in the last five years, the same must be clearly mentioned in this form. Any history of litigation during the last five years shall also be declared here along with the relevant verdict.)

Signature Name Designation For and on behalf of (Name of Applicant)

(Note: Each joint venture NGO need to submit Self Declaration either jointly by signing and stamped with NGO seal in self declaration by each member of JV or individually together with EOI document)

FORM: A-4

Provide the NGO's commitment to code of ethics and anti- corruption policy and their mechanism to monitor the adherence to these policies.

FORM: A-5

ELIGIBILITY STATUS

Fulfillment of Eligibility Requirements

Description	Status	Remarks
Valid Registration Certificate (of each member of JV, in case of JV.)	Yes/No	
VAT Certificate (of each member of JV, in case of JV.)	Yes/No	
Income Tax Clearance Certificate	Yes/No	
Self Declaration	Yes/No	
Joint Venture (JV) Agreement between the JV Partners and Power of Attorney signed & sealed by each member of JV, in case of JV,	Yes/No	
Experience of NGO not less than 10 years (In case of JV, at least of lead partner of JV)	Yes/No	
The organization (at least the lead partner of JV, in case of JV) must have completed: (i) the implementation of one Resettlement Plan/Activities of having 3000 HH (ii) must have completed the study and implementation of at least 3 RAP successfully relating to Re-settlement Action Plan	Yes/No	

FORM: A-6

IDENTIFICATION OF THE NGO

Name of NGO:	
Address of NGO:	
Telephone number: Fax number:	Year of Establishment:
E-mail: Others:	Number of Year of establishment:
Registration:	VAT Registration:
Date of Registration:	Date of Registration: VAT Registration No:
Registration No: Date of last renewal: Valid up to:	
Name and address of contact person: Name and Designation of Contact Person:	
Address: Telephone number (Office):	
Telephone number (Residence) : Fax: Email:	

Note: In case of the applicant being joint venture, provide similar information for each member in the joint venture separately

FORM: A-7

FINANCIAL CAPABILITY

FINANCIAL STATUS

Description	Amount
Total assets	
Total liabilities	
Current liabilities	
Current assets	
Current Credit Resources	

Description	Fiscal Year – 1	Fiscal Year – 2	Fiscal Year – 3	Fiscal Year – 4	Fiscal Year – 5	Average Annual
Turnover (BDT/USD.)						
Expenditure (BDT/USD.)						

{Note: Average annual turnover of consultant in last five years will be considered for evaluation.
Supporting documents (Audited Report) should be submitted}

Note: Provide similar information for each member in case of joint venture.

FORM: B-1

GENERAL EXPERIENCE OF THE NGO

S. N.	NAME OF PROJECT	LOCATION	CLIENT	VALUE OF CONTRACT	YEAR OF COMPLETION	DESCRIPTION OF PROJECT	DESCRIPTION OF RELEVANT WORK CARRIED OUT BY The NGO
1.							
2.							
3.							
4.							
5.							
6.							

FORM: B-2

SPECIFIC EXPERIENCE OF THE NGOrelating to Implementation of Re-settlement Plan/

S.N.	Name of The Project	Location	Client	Value of Contract	Year of Completion	Description of Project	Description of Relevant Works executed by the NGO

FORM: C

DETAILS OF KEY PROFESSIONAL STAFF TO BE DEPLOYED FOR THE Assignment

S. N.	DESIGNATION	NAME	QUALIFICA TION (INCLUDING UNIVERSITY & YEAR OF DEGREE OBTAINED)	YEARS WITH COMP ANY	TOTAL YEAR OF EXPER IENCE	PROJEC TS INVOLV ED (NAME AND WORKS CARRIE D OUT)	FULL OR PART TIME

Appendix -1

Evaluation Criteria

Appendix-1

Screening and Evaluation of EoI

The evaluation of EoI documents will be done in two stages (i) Screening of EoI documents of all firms; and (ii) Evaluation of EoI document of eligible firms

STAGE I: Screening of NGO

In this stage, a preliminary screening of received EoI document will be done. The NGO shall be evaluated on 'Pass' or 'Fail' basis. Each NGO must 'pass' each and every criterion mentioned below; any NGO not complying with any one of these criteria is disqualified from further evaluation. The basic criteria for the eligibility of applicants are as follows:

Eligibility Requirement

I	Valid Registration
ii	VAT Certificates
iii	Income Tax Clearance Certificate year 2014
iv	Self Declaration

Additional

I	Joint Venture Agreement
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Minimum Specific Experience of Organization

Experience of NGO in business not less than 10 years (In case of JV, at least of lead partner of JV)
• The NGO (at least the lead partner of JV, in case of JV) must have completed planning and/or implementation of Resettlement Plan/Work at least one job with about 3,000 households • The NGO should have completed at least 3 Resettlement related works including studies, planning and implementation for infrastructure development projects

STAGE II: Detail Evaluation of EOI Documents

In second stage, the EOI document of eligible NGOs(NGOs determined "Pass" in Stage I), will be further evaluated based on (i) Capability of NGO, (ii) General and Specific Experience of the NGO and (iii) Key Professional proposed for the assignment. The criteria for detail evaluation are:

1. Capability of the NGO : 15 Marks
2. General & Specific Experience of the NGO(s) in 10 years:
 - i. General Experience of the NGO: 15 Marks
 - ii. Specific Experience of the NGO :40 Marks
3. Key professionals proposed for the assignment: 30 Marks

Appendix -2 Terms of Reference

Bangladesh Water Development Board (BWDB)
River Management Improvement Program - Phase 1 Project (RMIP-1)
NGO Services for Implementation of Resettlement Action Plan
Terms of Reference

A. PURPOSE OF THE TOR

1. Bangladesh Water Development Board (BWDB) intends to engage an experienced NGO for services to implement the Resettlement Action Plan (RAP) for the River Management Improvement Program - Phase I Project (RMIP-1). This Terms of Reference (TOR) has been prepared to define the tasks and responsibilities of the NGO to be engaged by BWDB. The TOR includes the scope of work, approach and methodology of activities to be carried out by the NGO. The TOR also includes a guideline to plan, implement and evaluate the activities within the RAP along with the technical resources to be required for this purpose.
2. To become eligible for this assignment, the NGO must have past experience in implementation of resettlement plans for infrastructure projects and duly registered with the NGO Affairs Bureau or Ministry of Social Welfare, Government of Bangladesh. The NGO must have the necessary expertise and experience in carrying out similar activities included in this TOR. The NGO in the process of RAP implementation will carefully follow the World Bank (WB) Operational Policy on Involuntary Resettlement (OP 4.12) and other relevant guidelines as well as Government of Bangladesh (GOB) Acquisition and Requisition of Immovable Property Ordinance (Ordinance II) of 1982 and relevant other laws governing land acquisition and management of alluvion diluvion land.

B. INTRODUCTION TO THE PROJECT

3. The overall objectives of the RBIP is to reduce the adverse impacts of flood and erosion along the selected section of the Brahmaputra Rightbank Embankment (BRE), enhance its sustainable management and improve accessibility in rural areas. The Project includes a 50 km reach – called the priority reach – from Simla (Sirajganj) to Hasnarpura (Bogra). The key project activities of the Project include: (i) stabilization and/or reconstruction of embankment scheme for improved flood protection; (ii) implementation of river bank protection works to prevent erosion; (iii) development of a motorway on top of the embankment scheme; and (iv) a development-oriented resettlement program of the embankment households that have been victims of flooding and/or will be negatively affected by the project implementation. WB and the Government of Bangladesh will jointly fund the Project.
4. The Project covers four sub-districts or upazilas: Kazipur, Sirajganj Sadar (Sirajganj district), Dhunat and Sariakandi (Bogra district). The total length of the project alignment is 50 km. The alignments, including 15 resettlement sites, will require acquisition of about 400 ha of land for project construction.

C. PROJECT IMPACTS

5. According to the census and IoL survey data, close to 3,700 households (about 16,000 persons) will be affected by the Project. The project interventions will cause both physical and economic displacement of some affected people. As a result, a planned approach is being undertaken for relocation and resettlement of the physically affected households with provisions for multiple options to choose from, and social development (e.g. gender,

and public health) and income and livelihood restoration packaged under Social Development Plan (SDP). A Resettlement Action Plan (RAP) has been prepared and adopted for compensation, relocation and resettlement of the project affected persons due to land acquisition and project activities along the priority reach from Simla (Sirajganj) to Hasnarpura (Bogra). This TOR covers only the activities of the RAP for the Project. A separate NGO will be hired for the SDP implementation.

D. LAND ACQUISITION AND RESETTLEMENT POLICIES

6. GOB Legal Framework and Requirements: Current legislation governing land acquisition in Bangladesh is the 1982 Ordinance II. The 1982 Ordinance requires that compensation be paid for land and assets permanently acquired (including standing crops, trees, houses) and any other damage caused by such acquisition. The Deputy Commissioner (DC) determines the market price of assets based on the legislative procedures and in addition to that pays an additional 50 percent on the assessed market value established by DCs. The 1994 amendment made provisions for payment of crop-compensation to tenant cultivators. The Ordinance does not cover Project-affected persons without title to land or ownership record, such as informal settlers / squatters, occupiers, and informal tenants and lease-holders (without registration document) and does not ensure replacement market value of the property acquired.
7. The 1982 Ordinance has no provision for providing resettlement assistance and transitional allowances for restoration of livelihoods of the non-titled affected persons. The Ordinance has been applied for this Project for land acquisition; however, displaced persons, irrespective of their title will be assisted under resettlement framework, on co-financiers safeguard policies on involuntary resettlement.
8. WB OP 4.12 Involuntary Resettlement recognizes resettlement and rehabilitation (R&R) impacts of all the affected persons (PAP) irrespective of their titles and requires preparation of RAP in every instance where involuntary resettlement occurs. The policy requirements include (i) avoidance and or minimization of impacts where possible; (ii) consultation with stakeholders; (iii) payments compensation at full replacement costs; and (iv) resettlement of the affected persons with provisions for income and livelihood restoration.
9. The project resettlement principles comply with GOB as well as WB policy requirements that are fully documented in the RAP. It includes provision for replacement value and resettlement of all affected persons irrespective of titles.

E. MITIGATION OF ADVERSE IMPACT

10. As per the census survey, the Project will have substantial resettlement impacts. The compensation entitled for the loss of land and structures at replacement value are detailed in the entitlement matrix of the RAP. Special support for affected people belonging to vulnerable groups, e.g., poor and women-headed households, households having handicapped people are included in the Resettlement Plan. The PAPs will be entitled to a series of compensation and resettlement assistance that include (a) compensation for the loss of land, crops/ trees at their market value; (b) compensation for structures (residential/ commercial/community) and other immovable assets at their replacement market value;
11. A summary entitlement matrix has been prepared on the basis of currently known impacts of the Project. Census surveys conducted earlier identified the level of impact. The matrix shows the entitlements for each type of losses and dislocation. In case additional impacts are identified during implementation, the entitlement matrix will be revised through inclusion of compensation and assistance for the additional impacts as per the resettlement policy framework of the Project.

F. OBJECTIVE OF INVOLVING IMPLEMENTING NGO

12. The primary objective of involving an Implementing NGO (NGO) by BWDB (the Employer) is to use their expert and staff services to carry out activities for implementation of the RAP and strengthening of delivery capacity of the Employer at the field level. The NGO will build up a team of trained field workers and technical staff to provide necessary services in identifying, informing and mobilizing all PAPs during the RAP implementation. They will ensure that all eligible PAPs receive their respective due compensation and entitlements and can resettle properly in terms of acquiring/replacing homestead, agricultural land and other property. The NGO must pay special attention to the vast number of embankment settlers, who are non-titled and would require relocation under the Project.
13. The NGO will coordinate with the Employer, Deputy Commissioners and Supervision Consultant on a regular basis to discuss progress and constraints in RAP implementation. In case of any critical issue not covered by the provision of the RAP, the NGO can make necessary recommendations consulting with different committees (PVAC, GRC and JVC) to solve it.

G. SCOPE OF WORK AND RESPONSIBILITIES

14. The responsibility for effective, timely and efficient execution of the resettlement activities will lie with the NGO. The NGO will report to the Project Director and would be responsible for payment of all entitlements to eligible affected persons and relocation of the affected households. Further, the NGO would be responsible to pay the “top-up” payments once the cash compensation under the law (CCL) is made by the DC. The general scope of work for the NGO are summarized below from paragraph 15 to 22.
15. **Logistics:** Recruitment, deployment and training of the HQ and field staff; setting up of offices, equipment and implementation tools.
16. **Consultations with Affected People:** Information and communications campaign; disclosure of project benefits, schedules and other related matters.
17. **Support in payment of compensation and cash for resettlement assistance:** Carry out additional census and inventory of losses (IOL), if required for verification; Identification of entitled persons (EPs); Preparation of EP file, preparation of entitlement card, preparation of payment statement; Assist in collecting CCL; Computerization of DC data (calculation sheet, DC Award, share determination); Preparation of supplementary LAP during implementation for an “left out” land/plots or disputed area required for Project implementation; and Disbursement of cash for resettlement assistance.
18. **Automated monitoring system:** Design, developing and setting up a computerized monitoring system to ensure all entitlements delivery, particularly payments of compensation and allowances, documenting and recording in a timely and transparent fashion. There should be a system based approval process before effecting payment to the eligible persons. The system should allow for generating the different reports for BWDB, Monitoring and Evaluation Team, as well as the World Bank.
19. **Assistance in relocation and resettlement:** Support PAPs in the search for alternative land and/or housing to buy or rent by (i) conduct a survey of rental spaces in urban areas and plots of land around the project area to buy or rent in rural areas with contacts (ii) assisting PAPs with documentation and negotiation (iii) assist project affected households and persons in re-titling; and (iv) and assist communities in re-establishing common/community structures.
20. **Participation in Grievance Redress Process:** Participation in grievance redress process, support Grievance Redress Committees (GRC) in receiving grievance cases, hearing, investigation and resolution of disputes.

21. **Monitoring of RAP implementation:** Preparation of monitoring and supervision reports for the Employer as agreed in the contract.
22. **Carrying out specific tasks related to project-related communities awareness:** Carry out awareness and information sessions on STD transmission, trafficking and safe mobility of women and gender friendly works environment in the project sites.

H. KEY TASKS BY STAGES

23. The key tasks and responsibilities for the NGO in three consecutive stages of the process for RAP implementation; preparatory stage, relocation stage and rehabilitation stage. The key tasks at Preparatory Stage shall include those listed in paragraph 24 to 32.
24. Prepare and submit an Inception Report outlining the mobilization and working program for appreciation and implementation of the RAP.
25. Carry out a census or verify IOL: The NGO will carry out, where necessary, additional census and/or verify existing IOL for compensation purposes under the guidance of the JVC. In case new areas are to be acquired, the NGO will have to carry out census for additional areas.
26. Carry out follow up survey among the resettlers in terms of their destinations (e.g. host village for self-managed relocation and resettlement sites/villages for the purpose of preparing a final list of relocation preferences and distribution of plots.
27. Establishment of Data Bank: (i) Collection and computerization of Land Acquisition (LA), joint verification data, payment of cash compensation under law data and payment data on resettlement assistance , and reconciliation of all these; and (ii) Creation of an electronic database of inventory of losses and dislocations, PAP profile and record of rights (legal and social).
28. Preparation/updating of EP file: Prepare the entitled person files (EP File) bringing together all her/his losses or update on a regular basis.
29. Preparation/updating of entitlement card (EC): Prepare or update 'entitlement card' for the individual EPs as per their types of losses and the amount of compensation due for each types of losses from legal/informal rights and the amount of cash assistance to be paid by BWDB.
30. Information campaign: Design, plan and implement an information campaign in the Project affected areas to ensure that PAPs are aware of their entitlements and assistance measures and how to avail them. The tools for information campaign may include information booklet, leaflet and notices (in Bangla language), public consultation meetings, public announcement, PAP group meeting, and individual contact. The campaign would include activities such as rapport building, distribution of leaflet among the communities and Booklet among the affected persons, notification as and where necessary, individual communication, carrying out public meetings and focused group meetings, and any other measures necessary to provide information to all PAPs in the Project area. The campaign should also inform PAPs on the Grievance Redress Mechanism and its procedures.
31. Information dissemination and feedback: Assist BWDB and the local representatives in organizing consultation and recording the outcome of the meetings. Ensure dissemination of information on the Project and resettlement policy to the Project-affected persons and others (community groups, local administration, etc.) who are instrumental in effective and transparent implementation of the RAP.
32. Support BWDB in the establishment of the Grievance Redress Mechanism (GRM): The NGO will support BWDB in setting up the GRCs as per the RAP and provide advice to ensure its smooth implementation.

The tasks at Implementation Stage are listed in paragraphs 33 to 39.

33. Identification of entitled persons (EP) and issuance of Identity (ID) card: Assist BWDB field personnel in identifying and issuing ID cards to the EPs identified as per the guidelines laid out in the RAP and duly certified by the concerned UP members or ward councillor.
34. Preparation/updating of payment statement: Prepare and update payment statements periodically desired by BWDB for individual EPs as per their types of losses and due entitlements, the amount of compensation paid by DCs and the amount of cash for resettlement assistance paid by BWDB.
35. Disbursement of cash for resettlement assistance: Process payment of “top-up” for replacement cost after payment of compensation under law based on the price approved by BWDB following recommendation of PVAC and ensure that cash for all resettlement assistances is paid accordingly.
36. Participation in Grievance Redress Process: Support the establishment of the grievance redress mechanism. Build rapport with the PAPs and ensure that they are fully aware of the grievance redress procedure and the process of bringing their complaints to the GRCs. Investigate the veracity of the complaints and try to settle them amicably, fairly and transparently before they go to the GRCs or the courts of law. Assist GRC in settling the dispute and prepare minutes of the GRC meetings and communicate the decisions to the parties involved.
37. Assistance to EPs in the process of resettlement: The EPs and their losses will be identified and recorded in EP file. The EPs will be informed of the provision of resettlement assistance adequately. Payment of entitlements will be processed and EPs will be assisted in collection of those. The PAPs will be guided in relocation and advised for appropriate investment of the money from compensation and resettlement assistance.
38. Assist losing their land in re-titling: Assist all households losing part of their land in re-titling their asset, including those to be relocated in project-sponsored sites/villages.
39. The tasks at Monitoring and Evaluation Stage shall include those listed in paragraphs 41 to 45.
40. Monitoring tools for implementation progress: Prepare monitoring tools covering RAP implementation issues as follows to monitor the progress:
 - a. Land Acquisition (LA) progress;
 - b. Progress in payment of compensation under law;
 - c. Progress of payment of compensation and resettlement assistance (by BWDB);
 - d. Preparation and distribution of brochures and booklets/leaflets; and
 - e. Awareness level of the stakeholders including the PAPs of different programs.
41. Monitoring and supervision: Generate progress reports for real-time monitoring of RAP implementation progress using user-friendly menu driven software with GIS capabilities. The software will be simultaneously operated by the Social Environment, and Communication (SECO) of the Project Implementation Unit at BWDB, NGO, the construction supervision consultant as well as by the Employer so that different project implementation agencies are aware of the progress and problems instantly. Monitoring and supervision will include the following:
 - a. Implementation progress (identification of EPs, determining loss and entitlements, preparation of EP files and EC and their approvals, following up payment of CCL, payment of resettlement cash assistance, resettlement site development, selection of eligible households for resettlement site plots and allocation, grievance process, participation and the like;
 - b. Utilization of manpower input;
 - c. Internal coordination meetings; and
 - d. Meeting with Client and NGO.

42. Progress Reporting: The RAP requires that all EPs are paid the stipulated compensations /entitlements before they are evicted from the properties and/or construction work begins. The NGO will provide BWDB monthly report on the progress in RAP implementation, including any issue that might be hindering progress, separately for each civil works contract. The NGO will design tabular and other formats appropriate for reporting on the above information. To the extent possible, the Tables will have to be pre-programmed in the menu-driven MIS and the quantitative reports will have to be generated directly. In addition, to the Inception Report and Project Completion Report, the monthly progress reports will contain the following together with the progress reporting:

1	INTRODUCTION	Purpose, objective, scope and background of the Progress Report
2	PROGRESS AND ACHIEVEMENTS	Summary progress of targeted activities during the reporting period and the cumulative achievements A spreadsheet will be used to determine the progress that can be attached to the report as an Annex.
3	INPUTS	Physical and financial input during the reporting period and cumulative progress against the allocated quantities and financial budget. Comments if any at the end.
4	STATUS OF IMPLEMENTATION	Summary of achievement in RAP implementation by each activity outlined in the RAP.
5	PROBLEMS	Description of problems and difficulties encountered during the reporting period and link them to policy and administrative decisions with remarks Actions taken to resolve problems identified in the earlier report(s), their current status and any outstanding problems and recommendations for resolving those problems.
6	ACTIVITIES COMPLETED	Description of activities carried out during the reporting period with tables and charts for quantities (achievement and targets) followed by cumulative achievement for each activity The description have to be made separately for embankment settlers and the land losers.
7	WORK SCHEDULE	Target for next reporting period and remaining tasks with timelines for their completion Comments on targets and work schedule, if any

8	MISCELLANEOUS	Miscellaneous activities at the request of BWDB and missions attended during the reporting period with particular reference to RAP and the implementation guidelines. Status of special targets set by pervious missions during the reporting period Comments on miscellaneous activities.
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43. A Project Completion Report will be submitted within one month of completion of the services focussing on the process, achievements, and lessons learnt for future investments.
44. Technical services: Prepare software for reconciliation of databases, create database, monitoring payments, prepare software for EP file and EC or their updating, calculating and processing payment, progress and performance and participatory monitoring. In this regard a computerized Management Information System (MIS) will be developed by the NGO for use by BWDB, WB/POE and other relevant agencies.

I. RAP IMPLEMENTATION PERIOD

45. Implementation of the RAP will begin prior to the commencement of construction/engineering works. A total of 36 months is planned for the implementation of RAP. The implementation work is expected to start from July 2015 and will continue till the end of June 2018.

J. ACTIVITY SCHEDULE FOR NGO

46. The NGO will be engaged by the executing agency (EA) for a period of 36 months from the date of commencement of service. The NGO will assist EA in implementing the tasks laid out in this TOR (to be reviewed and finalized before commencement of work). The NGO will determine requirements of inputs from professional staff and the duration of their services and total time in weeks as per requirement of the services.

K. SUPPORT TO BE PROVIDED BY THE Employer

47. The NGO will be provided with the RAP and other relevant documents, maps, and charts/drawings for carrying out the services effectively.

L. ACCOUNTS AND RECORDS

48. The NGO shall keep accurate and systematic accounts and records in respect of the services in such form and detail as are customary in its profession and sufficient to establish accurately that the remuneration and reimbursable out-of-pocket expenses have been duly incurred. The NGO shall permit duly authorized representatives of the Client, to inspect and make an audit of all such documents, accounts and records in connection with payments made in accordance with this contract.

M. OWNERSHIP OF DOCUMENTS AND EQUIPMENT

49. All reports, documents, correspondence, draft publications, maps, drawings, notes, specifications, statistics, work product in any form and, technical data compiled or prepared by the NGO and communicated to the Client in performing the services (in electronic form or otherwise and including computer-disks comprising

data) shall be the sole and exclusive property of the Client, and may be made available to the general public at its sole discretion. The NGO may take copies of such documents and data for purpose of use related to the services under terms and conditions acceptable to the Client but shall not use the same for any purpose unrelated to the services without the prior written approval of the Client. All computer programs developed by the NGO under this contract shall be the sole and exclusive property of the Client; provided, however, that the NGO may use such programs for their own use with prior written approval of the Client.

Equipment, and materials furnished to the NGO by the Client, or purchased by the NGO wholly or partly with funds supplied or reimbursed by the Client hereunder, shall be the property of the Client. Equipment or materials brought into by the NGO and the personnel and used either for the Project or personal use shall remain the property of the NGO or the personnel concerned, as applicable.

N. MONITORING AND EVALUATION OF NGO WORK

50. In order to monitor progress of NGO work in RAP implementation, an appropriate monitoring format should be prepared with score/weight against each activities and sub-activities. User-friendly menu driven software should be used to generate progress reports for monitoring the progress regularly. The software will be simultaneously operated by the project Resettlement Unit (RU) of the Employer and NGO and the construction supervision consultant so that all the organizations are aware of the progress without delay.
51. Proper orientation to the BWDB staff members is to be given so that they can supervise the NGO activity appropriately from the very beginning and operate the menu-driven MIS to remain updated about the progress and problem. CCL payment records should be collected from DC office regularly and be compared with the payment data of the NGO so that the progress achieved, mistakes made, if any by the stakeholders in the process of RAP implementation are checked and verified instantly and all the information should be archived in the information management system. Before making payment of entitlement, land schedule and census data will be compared with the payable amount, to avoid mistakes or fraud.
52. Criteria for measuring performance of NGO staff: There are number of actions needed in collecting CCL and grants. The NGO operatives will investigate the steps completed so far in collecting compensation for a particular plot. Data collected through Focus Group Discussions in this connection will be processed in a computerized system to monitor the progress in CCL and grant collection by the EPs. Performance evaluation of the NGO operatives, especially the field staff will be judged by that progress. Production and application of RAP implementation tools, payment of grants and resettlement of PAPs should also be the basis for calculating NGO performance.
53. The NGO will develop monthly progress reporting format agreed with the BWDB and concurred with the World Bank. Based on the quantitative reports generated through the above-mentioned computerized system monthly progress report by NGO will be prepared and submitted to the ESDU and Project Management Office (PMO)/BWDB. The NGO will ensure the following issues in implementation of the RAPs in addition to the above.

O. CO-ORDINATION

54. The NGO will meet regularly with the BWDB to discuss progress and constraints on activities during the previous month. The coordination meetings are expected to provide "solutions" to any implementation issues. In case the RAP does not cover any items, the coordination meeting should come up with recommendations, which should be approved and implemented through executive order of the BWDB.
55. Payment of service charges: Bills for the NGO services will be paid as per the progress achieved during the preceding month.

P. CRITERIA FOR NGO SELECTION

56. The NGO to be selected must have proven experience in the field of resettlement – both in planning and implementation. The following criteria will guide the selection.
- The NGO shall have the demonstrated capacity to mobilize the required trained and experienced field staff.
 - The NGO shall have the experience in implementation of resettlement plans for large projects like the present Project.
 - NGO must have at least ten years of working experience in the implementation of resettlement and land acquisition under externally funded development projects.
 - The NGO must be registered with the Social Welfare Department, or NGO Affairs Bureau as non-profit organization.
 - The NGO must present certificate/s from the concerned Government department/agency to verify its satisfactory performance in resettlement social/census surveys, planning and implementation of resettlement plan, monitoring and evaluation through effective management information systems and preparation of analytical reports that meet the standards of the Government of Bangladesh and the World Bank.
 - The NGO shall have to present audit reports for the last three years.

Q. STAFFING

57. The NGO will operated through a Project Office at headquarters and Field Office(s) at the site. The NGO must be able to present evidence of sufficient experienced and trained qualified manpower to be mobilized to this end. The NGO shall have to provide staff input to carry out the works under this TOR according to their own assessments. The staff resources and their duration of services have been estimated in Table 2. The NGO should show the duration of their services and limit as per requirement in consultation with the civil works contract. If settlement of legal issues on land acquisition requires longer time, the NGO may have to demobilize for a period as per the request from the executing agency in writing.

Table 2: - Man-month and Designation of Key Staff

Item No.	Position	Number of staff	Estimated man-month
A. Professional Staff			
	Headquarters		
1	Team Leader (Senior Social Development Specialist)	1	30
2	Deputy Team Leader (Resettlement Expert)	1	36
3	Land Acquisition Specialist	1	12
4	Database and Systems Specialist	1	30
5	Database Manager	1	36
	Field Level		
5	Area Manager	2	72
8	Supervisor	4	144
Sub-total		10	360
B. Office Support Staff			
1	Accounts Manager	1	36
2	Data Processor/Computer Operator	5	180

Item No.	Position	Number of staff	Estimated man-month
3	Office Assistant	1	36
4	Driver	2	72
5	Peon/Messenger	1	36
Sub-total		10	360
C. Field Support Staff			
1	Resettlement Workers	24	864
2	Computer Operator	2	72
3	Relocation Facilitator	8	144
Sub Total		34	1080
TOTAL		54	1800

R. QUALIFICATIONS AND EXPERIENCE OF KEY STAFF

58. Table 3 presents a general description of key staff including qualification and minimum required experience

Table 3: - Qualification of the Key Staff and Minimum Required Experience

Position	Academic qualifications	Minimum years of experience in similar position		Specific experience
		Specific	General	
Team Leader (Social Development Specialist)	MSc/MSS/MA/ BSc Engineering	10	15	Experience in planning and implementing resettlement program and in (i) leading and supervising multidisciplinary teams engaged in socioeconomic development activities; (ii) multidisciplinary action research/surveys; and thorough knowledge of (iii) Bangladesh land administration system and land acquisition laws; (iv) process and functionaries involved in land administration and acquisition; (v) report writing capability; and ability to demonstrate personal integrity and create a transparent and accountable work environment.
Deputy Team Leader (Resettlement Specialist)	MSc/MSS/MA	5	10	Experience in (i) leading and supervising multidisciplinary teams engaged in socioeconomic development activities ; (ii) ability to conduct methods; and thorough knowledge of (iii) Bangladesh land administration system and land acquisition laws – specifically the property valuation process; (iv) the process and functionaries involved in land administration and acquisition; and (v) report writing capability;
Land Acquisition Specialist	MSS/MA/ LLM/MSc	5	10	Thorough knowledge of Bangladesh land administration system and land acquisition laws-specifically the property valuation process; (i) the process and functionaries involved in

Position	Academic qualifications	Minimum years of experience in similar position		Specific experience
		Specific	General	
				land administration and acquisition; and extensive practical experience (ii) examining/identifying legal issues involved in land transaction, inheritance and other issues related to legality of ownership, (iii) working with mouza maps and (iv) advising on resolving legal issues.
Database and Systems Specialist	MSc. in Statistics/ Physics/ Mathematics/ Computer Science	5	10	Working experience and knowledge of software, preferably relational, those are most commonly used in Bangladesh; demonstrated ability to design and development of user friendly menu-driven MIS(s) for monitoring the process of determining and payment of entitlements , grievance process and generate reports.
Database Manager	MSc. in Statistics/ Physics/ Mathematics/ Computer Science	5	10	Working experience and knowledge of relational database, design and development of database, data generation, management of data flow in most commonly used platform.
Field Coordinator	MSS/MA/ MSc	3	5	Thorough knowledge of land acquisition and resettlement operations; past experience of working in similar capacity and ability to build rapport and engage with local stakeholders and willing to stay at the project site.
Supervisor	At least Bachelor degree	3	3	Field experience in socio-economic and resettlement survey and coordination at the field level; ability to provide group leadership and good communications skills

S. BUDGET

59. The NGO will develop its financial plan considering the staff remuneration, travel and movement, office and logistics, data bank and data processing support, automation, documentation, printing, archiving, communication, data transmission and reporting.

Project Director
River Management Improvement Project
Bangladesh Water Development Board