

**POLICY SUPPORT UNIT (PSU)**

Local Government Division

Ministry of Local Government, Rural Development & Cooperatives

46.600.029.00.00.128.2014-15.360

Date: 17 January 2016

REQUEST FOR EXPRESSION OF INTEREST (EOI)

1.	Ministry/ Division	Ministry of Local Government Rural Development & Cooperatives	
2.	Agency	Sector Policy Support Project of the Water Supply and Sanitation Sector in Bangladesh Phase -III , Local Government Division	
3.	Name of Procuring Entity	Project Director, Sector Policy Support Project of the Water Supply and Sanitation Sector in Bangladesh Phase -III	
4.	Procuring Entity District	Dhaka	
5.	Expression of Interest for Selection of	Consulting Firm to Organize Dissemination Workshop on National Hygiene Promotion Strategy (NHPS) at District Level, Orientation of NHPS at Secondary School level and Issue Based Workshops.	
6.	Eoi Ref No.	46.600.029.00.00.128.2014-15.360	
7.	Date	17 January 2016	
KEY INFORMATION			
8.	Procurement Sub Method	Selection under Fixed Budget of PPR 2008	
FUNDING INFORMATION			
9.	Budget & Source of Funds	Development Budget, GOB and Danida	
PARTICULAR INFORMATION			
10.	Project Code	5150	
11.	Project Name	Sector Policy Support Project of the Water Supply and Sanitation Sector in Bangladesh Phase -III	
12.	EOI Closing Data & Time	08 February 2016, 3.00 pm	
INFORMATION FOR APPLICANT			
13.	Brief Description of Assignment	The consulting firm will be responsible to organize 07 (seven) dissemination workshops on National Hygiene Promotion strategy at district level, 04 (four) orientation workshops on National Hygiene Promotion Strategy for Secondary School & Madrasha teachers, and 02 (two) other issue based workshops. The number of workshops may vary depending on fund availability. Arrangement of workshops should be finalized in consultation with PSU (finalization of workshop schedule, consultation with Deputy Commissioner/ District Education Officer , arrangement of equipments, procurement of workshop materials & distribution the same, registration, arrangement of presentation, showing documentary film, honorarium & conveyance distribution, arrangement of snacks & lunch, proper documentation and report preparation etc). Detailed will be in ToR.	
14.	Experience, Resource & Delivery Capacity Required	a	Minimum five years experience of organizing workshop management activities under different Ministries / Division/Autonomous organizations.
		b	Evidence of successful implementation of workshop for government and other organizations preferably on WASH activities [photocopy of relevant recent contract (s) and Implementation Certificate should be attached].
		c	Experience of organizing similar nature workshop with district administration will be an added advantage.
		d	Evidence of permanent office (ownership document / rental deed) in Bangladesh.
		e	Evidence of reasonably acceptable organizational profile having adequate manpower and other office equipment and logistic support.
		f	Valid trade license, VAT, Income tax clearance certificate, financial solvency certificate.
15.	Other Details	Interested Firms/ organizations are invited to provide information and documents indicating that they are Competent to deliver the services (description of similar assignments, experience in similar operating conditions, appropriate professional qualification and experience among staffs, etc).	
PROCURING ENTITY DETAILS			
16.	Name of the Official inviting EOI	Kazi Abdul Noor	
17.	Designation of the Official inviting EOI	Project Director(Additional Secretary), PSU	
18.	Address of the Official inviting EOI	Policy Support Unit (PSU), DPHE Bhaban (Ground Floor), 14 Capt. Mansur Ali, Sarani, Kakrail, Dhaka 1000, Bangladesh	
19.	Contract Details of the Official inviting EOI	Tel: 02-9346167-8, FAX:02-9359832, 9344791	
20.	The procuring entity reserves the right to accept or reject any or all EOIs.		

Project Director (Additional Secretary)
Policy Support Unit
Local Government Division
Tel: 9346167

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