

Government of the People's Republic of Bangladesh  
Ministry of Primary and Mass Education  
Bureau of Non-Formal Education  
Basic Literacy Project (64 Districts)  
232/1 Tejgoan I/A, Dhaka-1208

## Request for Expression of Interest (EOI)

01.	Ministry/Division	:	Ministry of Primary and Mass Education
02.	Agency	:	Bureau of Non-Formal Education
03.	Procuring Entity Name	:	Project Director, Basic Literacy Project (64 Districts)
04.	Procuring Entity District	:	Dhaka
05.	Expression of Interest for short listing of	:	Implementing Non Government Organizations (INGOs)
06.	EOI Reference No.	:	38.399.014.00.00.27.2014-118
07.	Date	:	25 January 2015
<b>KEY INFORMATION</b>			
08.	Procurement Method	:	Quality and Cost Based Selection(QCBS)/Selection on Fixed Budget (SFB)
<b>FUNDING INFORMATION</b>			
09.	Budget and Source of Fund	:	GOB Fund in local currency (As per approved DPP)
10.	Development Partners (If Applicable)	:	N/A
<b>PARTICULAR INFORMATION</b>			
11.	Project/Programme Code (If Applicable)	:	5014
12.	Project/Programme Name (If Applicable)	:	Basic Literacy Project (64 Districts)
13.	EOI Closing Date and Time	:	Upto 2.00 P.M. of 03 March 2015
14.	Place of EOI Submission	:	Respective District NGO Selection committee of 64 districts (Each district committee is headed by the Deputy Commissioner (DC) of the respective district)
<b>INFORMATION FOR APPLICANTS</b>			
15.	Brief description of the project	:	Basic Literacy Project (64 districts) is a GOB financed project under Ministry of Primary and Mass Education with objectives to provide Basic Literacy and Life Skills to 4.5 million adolescents and adults of 15-45 age group. Its coverage area is 250 selected upazillas of 64 districts of the country. The project will be implemented in 4 phases within a time span of 5 years. Under the project 75000 learning center will be established at selected 250 upazillas where both male and female learners of 15-45 age group will receive Non-Formal education. The program of the project will be implemented through building partnership with selected NGOs.
16.	Brief description of the Assignment (Roles and Responsibilities)	:	<ul style="list-style-type: none"> <li>• To coordinate with local Administration, local government institutions, NGOs, CBOs service providers, stakeholders and community people for successfully implementation of the project.</li> <li>• To conduct the baseline survey, learners selection and center establishment in cooperation with DC, UNO, DBNFE, Local Govt. Institutions, Communities, etc.</li> <li>• To form CMC at each center as per base line survey.</li> <li>• To recruit teachers &amp; supervisors in coordination with UNO/UNFEC.</li> <li>• To facilitate foundation training of teachers &amp; Supervisors.</li> <li>• To attend monthly UNFEC meeting.</li> <li>• To conduct regular monitoring and evaluation.</li> <li>• To cooperate DC, UNO, DBNFE and UPOs to organize social mobilization, advocacy dissemination, training, workshops, seminar, orientation, etc, at field level.</li> <li>• To ensure regular meeting of ULC and CMC in cooperation with UNO and UPO.</li> <li>• To organize monthly refresher meeting with teachers and supervisors;</li> <li>• To prepare monthly progress/monitoring report;</li> <li>• To analyze the progress report collected from supervisors and take necessary corrective actions;</li> </ul>

		<ul style="list-style-type: none"> <li>• To prepare and timely submit the Statement of Expenditure (SOE) to UNO;</li> <li>• To help formation of Upazila Assessment Committee to asses the learners achievement;</li> <li>• To collect/prepare/procure necessary materials for Learning Centers;</li> <li>• To ensure community contribution in establishing learning centers;</li> <li>• To ensure the distribution of materials among the centers and learners timely;</li> <li>• To ensure quality teaching learning process by the teachers;</li> <li>• To ensure the proper roles and responsibilities of teachers and supervisor;</li> <li>• To ensure the attendance of learners;</li> <li>• To ensure community participation and resource mobilization in coordination with DC, UNO, DBNFE, local Govt. institutions and other stakeholders;</li> <li>• To take supportive action for improvement whenever raise administrative issues and discuss at monthly DNFE/UNFE/ULC/CMC meeting; and collect monitoring reports from the field regularly and send to UNO DC and DBNFE.</li> </ul>
17.	Eligibility Criteria (Experience, resources, legal status & delivery capacity required)	<ul style="list-style-type: none"> <li>• Be registered with Department of Social Welfare/NGO Affairs Bureau;</li> <li>• Have a duly approved constitution as per relevant registration;</li> <li>• Have a legally constituted Executive Board with list of membership including their academic and professional background;</li> <li>• Have an organizational structure with information on number of officials at senior (including Executive Director /Chief Executive Officer) and mid level management with information on their academic background, professional experience, roles and responsibilities;</li> <li>• Have established office premises in the proposed upazila/district where willing to work;</li> <li>• Have at least two years working experience, after registration, in the field of NFE/Literacy/Livelihood Skill Training;</li> <li>• Have a good system of maintaining transparent accounts, internal and external audit and general financial management. Submission of general audit report for the last 2 years based on NGO's fiscal year. Be willing to accept external audit;</li> <li>• Have experienced/trained officials involved in monitoring and evaluation activities;</li> <li>• Have good coordination with the local administration of the proposed upazila/district. NGO(s) Should submit all the minutes of GO-NGO Coordination meetings organized by the concerned Deputy Commissioner/UNO during the immediate past two years.</li> <li>• Not seek or receive funds from more than one source for the same program in the same area.</li> </ul>
18.	Other Information	<ol style="list-style-type: none"> <li>1. Short listing of NGO will be done in accordance with the procedures set out in the Public Procurement Rules-2008 (PPR-2008) and Evaluation criteria of DPP of the project.</li> <li>2. RFP will be issued to short listed NGOs by respective District NGO Selection Committee.</li> <li>3. Expression of Interest (EOI) shall be submitted in sealed envelope to the respective District NGO Selection Committee.</li> <li>4. Interested NGO may obtain further information from the undersigned during office hours (9.00 am to 5.00 pm) excepting Govt. holidays.</li> <li>5. The EOI should be cancelled if any fake/false documents are found in the documents submitted by the NGOs.</li> </ol> <p><b><u>Special Instruction:</u></b></p> <ul style="list-style-type: none"> <li>❖ The NGO's which are not able to fulfill the above mentioned Eligibility Criteria should not submit proposal for implementing the programme.</li> <li>❖ One NGO could submit proposal for not more than one district (Maximum all selected upazillas of one district).</li> </ul>

		<ul style="list-style-type: none"> <li>❖ The interested eligible NGOs must submit the following documents with their proposals <ul style="list-style-type: none"> <li>i. Attested copies of certificates for educational qualifications of the officials of the officials at senior (including Executive Director/CEO) and mid level management.</li> <li>ii. Attested copies of documents for the ownership of the office (s).</li> <li>iii. Attested copies of Allotment/agreement with Govt./donors for providing the working experiences in the field on NFE/Literacy/Livelihood Skills Training.</li> <li>iv. Attested copies of audit report for the last 2 years based on NGO's fiscal year.</li> <li>v. Attested copies of certificates of experiences/trainings of officials involved in monitoring and evaluation activities.</li> <li>vi. Attested copies of resolutions of GO-NGO Coordination meetings organized by Deputy Commissioner UNO of the concerned district/upazila during the immediate past two years.</li> </ul> </li> </ul>
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**PROCURING ENTITY DETAILS**

19.	Name of Official inviting EOI	:	Md. Shafiqul Islam
20.	Designation of Official Inviting EOI	:	Project Director (Joint Secretary)
21.	Address of Official inviting EOI	:	Bureau of Non-Formal Education (BNFE) NFE Bhaban, (2 <sup>nd</sup> Floor) 232/1 Tejgoan I/A, Dhaka-1208
22.	Contact detail of Official Inviting EOI	:	Tel: 9885780, Fax: 9863071, E-mail: pdbl2014@gmail.com
23.	The Procuring entity reserves the right to accept or reject any or all EOI without assigning any reason whatsoever.		

**Md. Shafiqul Islam**  
 Project Director (Joint Secretary)  
 Basic Literacy Project (64 Districts)  
 Phone: 9885780