Government of the People's Republic of Bangladesh
Ministry of Health & Family Welfare
Health Services Division
Human Resources Branch
Human Resource Development (HRD)
Bangladesh Secretariat, Dhaka

Request for Expression of Interest (EOI) for Selection of Research organization/Agency

1.	Ministry/Division	Health Services Division Ministry of Health & Family Welfare
2.	Procuring Entity Name	Human Resources Branch, HRD Operational Plan
3.	Procuring Entity District	Dhaka
4.	Expression of Interest for selection of	Research organization/Agency
5.	EOI Ref No	File no. 45.00.0000.120.95.062.19 Date: 26.09.2019
6.	Date	09 December, 2019
KEY INFROMATION		
7.	Procurement Method	Selection of Research organization/Agency
8.	Budget and Source of Funds	RPA-GOB Fund as per Operational Plan
9.	Development Partner	RPA through GOB
Particular Information		
10.	Project/Program Code	
11.	Project/Program Name	4th Health, Population and Nutrition Sector Programme (HPNSP)
12.	EOI closing date and time	31 December, 2019 14:00 Hours
INFORMATION FOR APPLICANT		
13.	Brief description of the Assignment	Research organization/Agency to conduct an assessment on existing system of performance management for identifying laps and gaps. This will include reviewing individual performance management (IPM) systems and make connections with organizational/institutional performance management systems e.g. Annual Performance Agreement (APA) of the Government at different health facilities (from primary to tertiary levels) under MOHFW.
14.	Experience, Resource and Delivery Capacity Required	• Organization/Agency should be recognized or legally authorized by concerned authority. • Organization/Agency should have adequate experience of performing similar type of activities or works with evidence. • Organization/Agency should not have any bad reputation or poor performance previously, will treated as disqualification. • A complete study proposal which will include rationale of the study, objectives, clear methodology, reasons for organization/Agency selection, timeline, summary of the activities to be performed, number of facilities to be visited with address, workshops/meetings to be carried out, breakdown of the budget and required human resources. • The potential agency must have full time staff/team working with them. The team leader or the deputy team leader must have at least a Master degree in Human Resource Management or related field from a recognized University. PhD is an added advantage. Qualification details of all members must be provided. • Collect IPM related documents/forms/tools, review them, update and finalize them through appropriate means/ways. • Evidence based policy recommendation regarding IPM for its implementation should be provided with the final report. • All raw data collected for accomplishment of this activity are the property of HSD and hence must to be submitted with the final report. • Three reports are required to submit after the hiring process completed i.e. inception report, progress report and final report. • Within one month of contract effect date, the firm/consultant need to submit the inception report which will contain detailed work plan with specific deliverables and methodology. • Progress report within three month of contract, which may contain progresses made against each deliverables agreed in the inception report, potential challenges, success factors, difficulties (if any) etc.

		• Updated trade license • TIN Certificate and updated Income tax clearance certificate • VAT registration certificate • Bank solvency statement • Audit report
15.	Other details (if applicable)	1. EOI shall be submitted in sealed envelope clearly marked "Request of EOI for Selection of Research organization/Agency to the undersigned on or before 30/12/2019 at 14:00-Hours. 2. Final Selection will be made based on standard criteria set by concerned authority.
16.	Indicative start date (month/year)	January 2019
17.	Indicative Completion time (month/year)	June 2019
PROCURING ENTITY DETAILS		
18.	Name of Official Inviting Expression of Interest (EOI)	Md. Habibur Rahman Khan
19.	Designation of Official Inviting EOI	Additional Secretary (Admin) & Line Director, HRD Health Services Division
20.	Address of Official Inviting EOI	Room no -323, Building no -3, Health Services Division, Ministry of Health & Family Welfare, Bangladesh Secretariat, Dhaka.
21.	Contact details of Official Inviting Tender	Telephone- 02-9546698, 02-9540282, 02-9545461 Email: mohfwhrm.gov.bd@gmail.com, hrm@hsd.gov.bd
The procuring entity reserves the right to accept or reject all EOIs.		

Rahman
05/12/19

Additional Secretary (Admin)
&
Line Director, HRD
Health Services Division
Ministry of Health & Family Welfare.