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)**

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<th><strong>01. Ministry/Division</strong></th>
<th>Ministry of Primary and Mass Education</th>
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<td><strong>02. Agency</strong></td>
<td>Bureau of Non-Formal Education</td>
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<td><strong>03. Procuring Entity Name</strong></td>
<td>Project Director, Basic Literacy Project (64 Districts)</td>
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<td><strong>04. Procuring Entity District</strong></td>
<td>Dhaka</td>
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<td><strong>05. Expression of Interest for short listing of</strong></td>
<td>Implementing Non-Government Organizations (INGOs) for Baghaichori Upazila Rangamati</td>
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<td><strong>06. EOI Reference No.</strong></td>
<td>38.399.014.00.00.646.2018-875</td>
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<td><strong>07. Date</strong></td>
<td>18th November 2018</td>
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**KEY INFORMATION**

| **08. Procurement Method** | Quality and Cost Based Selection (QCBS)/Selection on Fixed Budget (SFB) |

**FUNDING INFORMATION**

| **09. Budget and Source of Fund** | GOB Fund in local currency (As per approved DPP) |
| **10. Development Partners (If Applicable)** | N/A |

**PARTICULAR INFORMATION**

| **11. Project/Programme Code (If Applicable)** | 224011500 |
| **12. Project/Programme Name (If Applicable)** | Basic Literacy Project (64 Districts) |
| **13. EOI Closing Date and Time** | Upto 2.00 P.M. of 17 December 2018 |
| **14. Place of EOI Submission** | Project Director, Basic Literacy Project (64 Districts), Bureau of Non-Formal Education (BNFE) NFE Bhaban, (2nd Floor) 232/1 Tejgoan I/A, Dhaka-1208 |

**INFORMATION FOR APPLICANTS**

| **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)**

- To coordinate with local Administration, local government institutions, NGOs, CBOs service providers, stakeholders and community people for successfully implementation of the project.
- To conduct the baseline survey, learners selection and center establishment in cooperation with DC, UNO, DBNFE, Local Govt. Institutions, Communities, etc.
- To form CMC at each center as per base line survey.
- To recruit teachers & supervisors in coordination with UNO/UNFEC.
- To facilitate foundation training of teachers & Supervisors.
- To attend monthly UNFEC meeting.
- To conduct regular monitoring and evaluation.
- To cooperate DC, UNO, DBNFE and UPOs to organize social mobilization, advocacy dissemination, training, workshops, seminar, orientation, etc, at field level.
17. **Eligibility Criteria** (Experience, resources, legal status & delivery capacity required)

- To ensure regular meeting of ULC and CMC in cooperation with UNO and UPO.
- To organize monthly refresher meeting with teachers and supervisors;
- To prepare monthly progress/monitoring report;
- To analyze the progress report collected from supervisors and take necessary corrective actions;
- To prepare and timely submit the Statement of Expenditure (SOE) to UNO;
- To help formation of Upazila Assessment Committee to assesse the learners achievement;
- To collect/prepare/procure necessary materials for Learning Centers;
- To ensure community contribution in establishing learning centers;
- To ensure the distribution of materials among the centers and learners timely;
- To ensure quality teaching learning process by the teachers;
- To ensure the proper roles and responsibilities of teachers and supervisor;
- To ensure the attendance of learners;
- To ensure community participation and resource mobilization in coordination with DC, UNO, DBNFE, local Govt. institutions and other stakeholders;
- To take supportive action for improvement whenever raise administrative issues and discuss at monthly DNFEC/UNFEC/ULC/CMC meeting; and collect monitoring reports from the field regularly and send to UNO DC and DBNFE.

18. **Other Information**

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.
2. RFP will be issued to short listed NGOs by respective District NGO Selection Committee.
3. Expression of Interest (EOI) shall be submitted in sealed envelope to the Project Director, Basic Literacy Project (64 Districts), Bureau of Non-Formal Education (BNFE) NFE Bhaban, (2nd Floor) 232/1 Tejgoan I/A, Dhaka-1208.
4. Interested NGO may obtain further information from the undersigned during office hours (9.00 am to 5.00 pm) excepting Govt. holidays.
5. The EOI should be cancelled if any fake/false documents are found in the documents submitted by the NGOs.
6. Interested NGO shall submit one original copy of EOI with additional six copies.

Special Instruction:

- The NGO’s which are not able to fulfill the above mentioned Eligibility Criteria should not submit proposal for implementing the programme.
- The interested eligible NGOs must submit the following documents with their proposals
  1. Attested copies of certificates for educational qualifications of the officials of the officials at senior (including Executive Director/CEO) and mid level management.
  2. Attested copies of documents for the ownership of the office (s).
  3. Attested copies of Allotment/agreement with Govt./donors for providing the working experiences in the field on NFE/Literacy/Livelihood Skills Training.
  4. Attested copies of audit report for the last 2 years based on NGO’s fiscal year.
  5. Attested copies of certificates of experiences/trainings of officials involved in monitoring and evaluation activities.
  6. 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.

PROCURING ENTITY DETAILS

21. Address of official inviting EOI : Bureau of Non-Formal Education (BNFE) NFE Bhaban, (2nd Floor) 232/1 Tejgoan I/A, Dhaka-1208
22. Contact detail of Official Inviting EOI : Tel: 9885780, Fax: 9863071, E-mail: pdblp2014@gmail.com
23. The Procuring entity reserves the right to accept or reject any or all EOI without assigning any reason whatsoever.

[Signature]
Md. Abdur Rahman
Project Director (Add. Charge)
Basic Literacy Project (64 Districts)
Phone: 9885780