



গণপ্রজাতন্ত্রী বাংলাদেশ সরকার
জাতীয় স্থানীয় সরকার ইনস্টিটিউট
(এনআইএলজি)

২৯, আগারগাঁও, শেরে বাংলা নগর, ঢাকা-১২০৭

www.nilg.gov.bd



শেখ হাসিনার মূলনীতি
গ্রাম শহরের উন্নতি

Invitation for Expression of Interest (EOI) for Conducting Research

Ministry/Division	Local Government Division, Ministry of LGRD & Cooperatives		
Agency	National Institute of Local Government (NILG)		
Procuring Entity	Director (Research & Planning)		
EOI for Selection	Fixed budget based, Individual Consultant or Consulting firm for NILG faculty members and Non-NILG Researchers (National).		
EOI Ref. No.	46.018.0000.000.03.001.17.107		
Date	10 October, 2023		
Key Information	<p>a) Interested Consultants or Consulting Firms are required to submit their expression of interest in accordance with Standard request for Application, Research Policy and ToR of NILG which may be obtained from the office of the undersigned during normal office hours (9 am to 4 pm) or available in the website: www.nilg.gov.bd</p> <p>b) A Research Proposal contained with following outlined and information: 1) Title; 2) Introduction; 3) Research Problem; 4) Rationale of the Research; 5) Research Objective; 6) Scope of Research; 7) Research Methodology; 8) Literature Review; 9) Data Analysis Plan; 10) Appointable Persons; 11) Work Plan with Timeline; 12) Detail Budget with Cost break up; 13) Resume of Researcher; and 14) References.</p> <p>c) Selected Research program will get maximum 15,00,000/- (Fifteen lac) for A-Class, 10,00,000/- (Ten Lac) for B-Class and 400,000/- (Four lac) for C-class Including Vat & Tax.</p>		
Budget and Source of Fund	GOB, Revenue Fund.		
EOI Closing Date and Time	26 October, 2023 (12.00 pm)		
Brief Description of Assignments	Sl. No.	Title of the Research (Thematic area)	Types & Duration
	1.	Action Research on Waste Management of Urban Local Government (City Corporation)	A-Class (3 FY*)
	2.	Action Research on Identification of New Areas to Increase Union Parishad Revenue.	A-Class (3 FY*)
	3.	Role of Local Government Institutions in Building Smart Bangladesh.	C-Class (1 FY)
	4.	Birth and Death Registration: Challenges and Way Forward	C-Class (2 FY)
	5.	The Role of Local Government in Establishing Good Governance.	C-Class (1 FY)
	6.	Pure Water Supply and The Capacity of Municipalities to Meet Citizens' Expectations.	C-Class (1 FY)
	7.	Contemporary Challenges of Urbanization	C-Class (1 FY)
	8.	Gender Responsive Plan and Budget in LGIs	C-Class (1 FY)
	9.	Local Government Audit: Lessons and Measures	C-Class (1 FY)
	10.	Impact Assessment of Foundation training course for Pauro Nirbahi officers.	C-Class (1 FY)
	11.	Impact Assessment of "Financial and Administrative Management" Training Course for Employees of Upazila Parishad and office of Deputy Director (Local Government).	C-Class (1 FY)
Name & Address of Official inviting EOI	<p>Md. Israt Hossain Khan (Additional Secretary), Director (Research & Planning) Phone: 02-55006984, Mobile: 01673996499 Email: israthossainkhanbd@gmail.com</p>		

Please note that the authority reserved to reject any or all proposal(s).

*FY=Financial Year

Md. Israt Hossain Khan
(Additional Secretary)
Director (Research & Planning)



(একই তারিখ ও স্মারকে স্থলাভিষিক্ত)
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Terms of Reference (TOR) for Individual/Consulting Firm

1.1 Introduction

The National Institute of Local Government (NILG) is the only national institution in the local government system of Bangladesh, involved in human resource development. For the past 53 years, the Institution has been conducting training and research activities based on modern methods, techniques and tools to make local governments strong, dynamic and people-friendly. Following this, it has been decided to conduct research Programmed for the financial year 2023-2024.

1.2 Researches conducted by NILG in the financial year 2023-2024 are given below for Individual/Consulting firm (National):

Sl. No.	Title of the Research (Thematic area)	Types & Duration
1.	Action Research on Waste Management of Urban Local Government (City Corporation)	A-Class (3 FY*)
2.	Action Research on Identification of New Areas to Increase Union Parishad Revenue.	A-Class (3 FY*)
3.	Role of Local Government Institutions in Building Smart Bangladesh.	C-Class (1 FY)
4.	Birth and Death Registration: Challenges and Way Forward	C-Class (2 FY)
5.	The Role of Local Government in Establishing Good Governance.	C-Class (1 FY)
6.	Pure Water Supply and The Capacity of Municipalities to Meet Citizens' Expectations.	C-Class (1 FY)
7.	Contemporary Challenges of Urbanization	C-Class (1 FY)
8.	Gender Responsive Plan and Budget in LGIs	C-Class (1 FY)
9.	Local Government Audit: Lessons and Measures	C-Class (1 FY)
10.	Impact Assessment of Foundation training course for Pauro Nirbahi officers.	C-Class (1 FY)
11.	Impact Assessment of "Financial and Administrative Management" Training Course for Employees of Upazila Parishad and office of Deputy Director (Local Government).	C-Class (1 FY)

*FY=Financial Year

1.3 A Research Proposal contained with following outlined and information:

- Title;
- Introduction;
- Research Problem;
- Rationale of the Research;
- Research Objective;
- Scope of Research;
- Research Methodology;
- Literature Review;
- Data Analysis Plan;
- Appointable Persons;
- Work Plan with Timeline;

- l) Detail Budget with Cost break up;
- m) Resume of Researcher; and
- n) References.
- o) Selected Research program will get maximum 15,00,000/- (Fifteen lac) for A-Class, 10,00,000/- (Ten Lac) for B-Class and 400,000/- (Four lac) for C-class.

2. Contract execution and deadline for research studies

2.1 Expressing interest in research studies and contract execution activities

Selection under fixed budget-based procedure will be followed in hiring consultants/consulting firms for implementation of research activities and submission of contract and research report will be handled in the following tentative timeline.

a) Publishing a notification inviting EOI on research proposals in the daily newspapers/websites	: 11 October, 2023
b) Meeting on EOI	: 18 October, 2023 (11.00 am)
c) Deadline for submission of EOI	: 26 October, 2023
d) Opening of the EOI	: 26 October, 2023
e) Scrutiny and recommendations by PEC (Research Committee)	: 29 October, 2023
f) Issuance the Request letter to the selected consultants	: 31 October, 2023
g) Pre proposal meeting	: 7 November, 2023 (11.00 am)
h) Deadline for submission of proposal	: 28 November, 2023
i) Opening/scrutiny the proposal	: 28 November, 2023
k) Evaluation and Recommendation by the PEC (Research Committee)	: 30 November, 2023
l) Negotiation Meeting	: 4 December, 2023 (11.00 am)
m) Approval of research proposals	: 4 December, 2023
n) Sign of contract agreement	: 6 December, 2023
o) Submission of Inception report	: 13 December, 2023
p) Submission of Interim Report	: 18 February, 2024
q) Evaluation of Interim Report	: 19 March, 2024
r) Submission of draft research report	: 21 April, 2024
s) Submission of final research report	: 5 May, 2024
t) Finished activities	: 15 May, 2024

2.2 Execution of research program/study contract and commencement of activities

After the approval of the research proposal, the Director (Research and Planning) of NILG will sign the agreement in favor of the approved research proposal and the research activities will be deemed to have started as per the stated date.

2.3 Review the progress of research activities

The Director (Research and Planning) will oversee the implementation of research activities. Concerned researchers will submit the progress of research' activities on a monthly basis to the Director (Research and Planning) of NILG. The progress of research activities will be reviewed at NILG's monthly coordination meeting.

2.4 The ownership of the research program report will remain with the institute.

3. Qualifications and various conditions of research activities

As per the NILG Research Policy, 2023 (available in NILG website- www.nilg.gov.bd).



4. Financial management of Research activities

4.1 Allocation of budget for Research activities

All the expenses of the research will be borne by NILG's revenue budget to be allocated to the research sub-sector. The budget of the research proposal will be maximum 15,00,000/- (Fifteen lac) for A-Class, 10,00,000/- (Ten Lac) for B-Class and 400,000/- (Four lac) for C-class Including Vat & Tax and etc.

4.2 Detailed Research Budget

The following items will be included in the Research budget division (as per research policy of NILG).

- a) Cost of Research
 - i. Travel and Daily Allowance of Researcher and Research Assistant;
 - ii. Remuneration of Research Associate and Assistant;
 - iii. Data Collection Cost (Cost of FGD, Workshop, Exchange Sharing Meeting, etc.);
 - iv. Cost of Report Printing (Draft & Final, etc.); and
 - v. Honorarium of Monitoring and Evaluation Officer
- b) Research honorarium (not more than 50% of total research cost/expenditures).
- c) For more details (Please see NILG Research Policy, 2023 available in the website).

4.3 Payment and coordination of Research activities

Funds for conducting research will be disbursed in the following 3 (three) equal installments:

- a) 1st installment: Subject to receive of satisfactory Inception Report
- b) 2nd installment: Subject to receive of satisfactory Interim Report; and
- c) 3rd/Final Installment: Subject to receive of satisfactory final report and adjusted bill vouchers.

4.4 If any non-NILG researcher is involved in any research program, the money will be waived in favor of the team leader of the research program of NILG and he will bear all the financial responsibilities.

- a) In case of non-compliance with the research activities, the amount received and other expenses (if accepted) should be reimbursed to NILG.
- b) NILG officials cannot be directly involved in 25% of the total year-basis research work aimed at encouraging outside NILG researchers.
- c) 10 (ten) copies of final report (hard and soft) should be submitted to NILG.
- d) Researcher should be submitted a soft copy of the report in an article format.

N.B: 1) Language: Research activities and Research Report will be written in Bangla/English.
2) Performance security guarantee of 3% of the contract price will be applicable for the consulting firms.

4.5: NILG Research Policy 2023 of NILG can be followed to prepare research proposals and report. The policy and TOR are available on the Institute's website (www.nilg.gov.bd).

4.6 The Authority reserves the right to accept and reject any or all proposal(s).

