



Food and Agriculture Organization
of the United Nations

**INVITATION TO SUBMIT A
PROPOSAL**

For the provision of:

**Pedagogic training and support in developing veterinary professional
accreditation in Bangladesh**

ISSUED ON: 22nd December, 2020

CLOSING DATE: 5th January 2021

17:00 hrs. [Bangladesh Standard Time, GMT+6]

Project: OSRO/BGD/505/USA

**“Improvement of food security and public health through strengthening
veterinary services and controlling emerging infectious diseases
throughout Bangladesh”**

FAO Office: John Taylor, Chief Technical Advisor, FAO Bangladesh

House No: 37, Road No: 08

Dhanmondi, Dhaka – 1205, Bangladesh

The Food and Agriculture Organization of the United Nations (“FAO” or “Organization”) is an intergovernmental organization with more than 196 member nations. Since its inception, FAO has worked to alleviate poverty and hunger by promoting agricultural development, improved nutrition and the pursuit of food security - defined as the access of all people at all times to the food they need for an active and healthy life.

Further and more detailed information on FAO can be found on the internet site: <http://www.fao.org>.

This invitation is for the provision of non-commercial services under the FAO rules that govern Letters of Agreement (hereinafter referred to as “Agreement” or “LoA”). Under these rules only non-profit, intergovernmental, and governmental organizations are eligible to sign LoAs with FAO.

I. **Background Information**

The Emergency Centre for Transboundary Animal Diseases (ECTAD) of the Food and Agriculture Organization (FAO), Bangladesh is assisting the Department of Livestock Services (DLS) to implement the project “Improvement of food security and public health through strengthening veterinary services and controlling emerging infectious diseases throughout Bangladesh” with funding from USAID. One of the outputs of the project is “Competencies of veterinary workforce improved for provision of technically sound advice and services”.

There are variations in the strength and capacities of the thirteen different veterinary schools in Bangladesh. At present, 10 of the veterinary schools produce 600 to 800 graduates every year while the remaining schools are relatively new. The traditional didactic method of teacher-centered education is a common practice in veterinary schools in Bangladesh, but a paradigm shift is needed in the delivery of veterinary education to enable the introduction of new pedagogic methods, and teacher training is needed to bring about this significant change. Such more modern methods, which put students at the center of teaching and encourage more problem-based active learning, particularly in disease control and prevention, would help producing more competent and skilled veterinary graduates.

At the moment the Bangladesh Veterinary Council (BVC) does not have enough experience in the accreditation process of veterinary schools. Veterinary graduate must register with the BVC to practice veterinary medicine, but is only eligible for registration if he or she graduated from a school recognized by the BVC. Previously, this recognition by BVC was based on the degree and courses that the veterinary school offers. Recently, BVC has developed the minimum standard for veterinary education and guidelines for the evaluation of a veterinary school and its program for accreditation. BVC needs training to implement the process of accreditation of veterinary schools. There is also a need for a pool of trained assessors. Moreover, the veterinary schools also need to be familiarized with the process. Based on these experiences the BVC guidelines will have to be reviewed and updated.

The National Veterinary Dean Council (NVDC) seeks the continual improvement in the quality and competencies of Bangladesh’s veterinary graduates graduating from the different veterinary schools. Accreditation of veterinary schools by the BVC alone is not the only solution to achieve this goal. The NVDC and BVC decided to introduce a board examination to evaluate the competencies of veterinary graduates, so that the quality of the veterinary graduates can be enhanced through a healthy academic competition between the veterinary schools as well as their students and graduates. With this objective, the NVDC and BVC in consultation with other veterinary professional bodies and with the facilitation of FAO established a *new* institution, the Bangladesh College of Veterinary Surgeons (BCVS), to administer

the board examination. The recent veterinary graduates and practicing veterinarians will take the examination voluntarily, with successful candidates being awarded membership of the College of Veterinary Surgeons (MCVS), as a recognition of their professional competencies. However, as BCVS is a new institution it requires technical assistance to develop and administer a professional board examination at international standards.

FAO ECTAD has been supporting the veterinary schools, BVC, NVDC and the newly established BCVS in their activities for the improvement of the quality of veterinary education and the competencies of veterinary graduates. Under two consecutive LoAs, a veterinary school of an international university provided technical assistance during the period from 2017 to 2019 as elaborated below:

- Development of a veterinary teachers' training module and syllabi: A team of faculties from the international university developed a training module and syllabi for veterinary teachers' training. Two cohorts of teachers (total 28) from 10 veterinary schools were trained on the pedagogy of disease control curriculum.
- Review of the BVC's minimum standards of veterinary education and accreditation guidelines: The BVC minimum standard of veterinary education and the guidelines for accreditation of veterinary schools were reviewed in a workshop participated by the members NVDC and BVC and other leading academicians. Experts from New Zealand and the USA facilitated the workshop. A work plan was developed to initiate the process of accreditation of veterinary schools by BVC.
- Training was given to BVC members and local assessors: Consultative (practice) site visits were conducted in 6 veterinary schools by teams comprising international and local experts for on-site training of BVC members and local assessors on accreditation site visits as well as familiarization of the veterinary school to the process of accreditation.
- Development of a board examination question bank: A panel of experts from the international university helped to develop the question bank for the board examination to be administered by BCVS. The question bank was prepared with contributions from the faculties of the veterinary schools of Bangladesh. The international university team also collaborated with Prometric, a contracted testing service provider, for the development of the examination system. The board examination is now at the piloting stage.

FAO is willing to establish a new Letter of Agreement (LoA) with a veterinary school of an international university to continue the progress of the last three years with the objectives mentioned below. The technical services should be provided either virtually or through physical missions depending on the COVID-19 situation.

General objective:

To improve the quality of veterinary education and the competencies of veterinary professionals in Bangladesh.

Specific objectives:

1. To provide pedagogy training and mentoring support to the faculties of different veterinary schools of Bangladesh with special emphasis on the curriculum related to disease control
2. To provide on-site training to the representatives of BVC and local experts on the process of accreditation of veterinary schools (subject to the improvement in the COVID-19 situation) and to assist BVC in reviewing and updating the standards and guidelines for accreditation

To assist BCVS to develop a system of administration and continuous improvement of the national board examinations (the MCVS examination) for proficiency testing of veterinary professionals

II. Services required:

The service provider will undertake the following activities:

Objective 1: To provide training and mentoring support on the pedagogy of disease control curriculum to the faculties of different veterinary schools of Bangladesh

Activity 1.1: Review and update the curriculum and syllabi of veterinary teachers' training modules on the pedagogy of disease control based on the feedback from the previous trainees and the NVDC. The training module was developed earlier by the Cummings Veterinary School at Tufts University, USA.

Activity 1.2: Adapt the teachers' training modules for a virtual/online training program

Activity 1.3: Conduct teachers' training on the pedagogy of disease control curriculum for two cohorts of 15 faculties each from different veterinary schools. The training will be either virtual or face-to-face depending on the COVID-19 situation. Each training will be of 6 weeks duration. In the case of face-to-face training, the program will be split into 3 sessions of two weeks each. Each training program will have a pre-evaluation, a midterm evaluation and a post-evaluation.

Activity 1.4: Assist the NVDC to develop the tools and guidelines for teachers' evaluation by the students

Activity 1.5: Provide tailored mentoring support to the trained teachers based on students' feedback and video records of teaching performances in the class

Activity 1.6: Help the trained teachers to develop shorter versions of training modules using local themes and to conduct training for other teachers

Activity 1.7: Facilitate quarterly meetings of the Professional Learning Community to be led by the trained teachers, as a movement to bring changes in the policy and practices of teaching towards student-centered active learning in different veterinary schools of Bangladesh.

Objective 2: To provide on-site training to the representatives of BVC and local experts on the process of accreditation of veterinary schools and to assist BVC in reviewing and updating the standards and guidelines for accreditation

Activity 2.1: Conduct consultative site visits to three veterinary schools for on-site training on the assessment of veterinary schools and their programs for accreditation (subject to the improvement of COVID-19 situation). Each visiting team will comprise an international expert (trainer), three local experts and a BVC representative.

Activity 2.2: Conduct a workshop with the participation of trained assessors, BVC members and staff, NVDC members and international experts for updating the existing BVC standards, guidelines and matrices for the accreditation of veterinary schools and their programs based on the lessons learned and global advancement of veterinary education.

Objective 3: To assist BCVS to develop a system of administration and continuous improvement of the board examination (MCVS examination) for proficiency testing of veterinary professionals

Activity 3.1: Provide technical assistance to BCVS to develop guidelines for the proper administration of the board examination, especially for the constitution of expert committees with

defined terms of references and rules of business, the process of registration of test-takers, record keeping, coordination with exam service provider, result processing and publication, etc.

Activity 3.2: Assist BCVS to interpret the findings of item analysis of the board examination (to be provided by the test service provider from time to time) and to enrich the question bank accordingly.

Desired outputs:	Key performance indicators per output	Timeline for the delivery of the outputs (Months):								
		1	2	3	4	5	6	7	8	9
A critical mass of faculties with training on pedagogy and dissemination of pedagogic knowledge and skills to other faculties across the veterinary schools of Bangladesh	<ul style="list-style-type: none"> An updated module for face-to-face and virtual training of veterinary teachers on the pedagogy of disease control curriculum 									
	<ul style="list-style-type: none"> Two cohorts of faculties (15 teachers each) trained on the pedagogy of disease control curriculum 									
	<ul style="list-style-type: none"> NVDC guidelines developed for teachers' evaluation by the students 									
	<ul style="list-style-type: none"> Trained teachers received tailored mentoring 									
	<ul style="list-style-type: none"> Shorter version of teachers' training modules developed and used by the trained teachers to train other teachers 									
	<ul style="list-style-type: none"> Quarterly facilitated meetings of the professional learning community organized 									
Enhanced capacity of BVC, trained local experts and updated guidelines for accreditation of veterinary schools	<ul style="list-style-type: none"> A group of trained local experts and BVC representatives for accreditation site visits to veterinary schools 									
	<ul style="list-style-type: none"> Updated BVC standards, guidelines and matrices for accreditation of veterinary schools 									

A system of board examination in place for professional accreditation veterinary graduates	<ul style="list-style-type: none"> Detailed guidelines for the administration of board examination by BCVS 									
	<ul style="list-style-type: none"> Updated and enriched question bank for the board examination 									

III. Procedures and Conditions:

FAO hereby invites you to submit a Proposal in connection with the above described services. Your Proposal should be based on the requirements included herewith; it is subject to the following procedures and conditions which you deemed to have accepted by submitting a Proposal.

In submitting your Proposal you are supposed to have considered all aspects relevant to the performance of the proposed Agreement and to have obtained all necessary information and data as to risks, contingencies and other circumstances which may influence or affect your Proposal;

It is understood that all documents, calculations, etc. which may form part of your Proposal will become the property of FAO, who will not be required to return them to your organization;

FAO may decide to make a partial award or no award at all should it consider that the results of this invitation for Proposal and/or any other related circumstance so require;

FAO shall have no obligation to purchase any minimum quantities of goods or services from your organization, and shall have no limitation on its right to obtain goods or services of the same kind, quality and quantity as described in this Proposal from any other source at any time;

All costs incurred to prepare your Proposal have to be borne by you; FAO will not be liable to reimburse any or all of such cost;

FAO reserves the right to publish the details of awards, including the Service Provider’s name and country, total value of the Agreement and a brief description of the services.

FAO has a zero tolerance approach to fraud, and it prohibits any entities from engaging in corrupt, fraudulent, collusive, coercive, unethical and obstructive practices when participating in procurement activities. As provided by the Vendor Sanctions Procedures (http://www.fao.org/fileadmin/user_upload/procurement/docs/FAO_Vendors_Sanctions_Policy_-_Procedures.pdf), if the Organization determines that an entity has engaged in such conduct, it will impose sanctions and may share information on sanctioned entities with other Intergovernmental or UN Organizations;

An entity and its affiliates, agents and subcontractors should not be suspended, debarred, or otherwise identified as ineligible by any Intergovernmental or UN Organization, including any organization within the World Bank Group or any multi-lateral development bank, or by the institutions and bodies of economic integration organizations (e.g., the European Union). You are therefore required to disclose to the Organization whether your organization, or any of your affiliates, agents or subcontractors, is subject to any sanction or temporary suspension imposed by any such organization or National Authority at any time during the three years prior to the Agreement or at any time throughout the execution of the Agreement. You acknowledge that a

breach of this provision will entitle FAO to terminate its Agreement with your organization, without any liability for termination charges or any other liability of any kind of FAO, and that material misrepresentations on your status constitute a fraudulent practice;

Bidders must certify that their organization is not associated, directly or indirectly, with entities or individuals (i) that are associated with terrorism, as in the list maintained by the Security Council Committee established pursuant to its Resolutions 1267 (1999) and 1989 (2011), or (ii) that are the subject of sanctions or other enforcement measures promulgated by the United Nations Security Council. Selected bidders also agree to undertake all reasonable efforts to ensure that none of the funds received from FAO under the awarded Agreement are used to provide support to individuals or entities associated with terrorism or that are the subject of Security Council sanctions. This provision must be included in any subcontracts, sub-agreements or assignments entered into under the awarded Agreement. The Bidder acknowledges and agrees that this provision is an essential term of the awarded Agreement and any breach of these obligations and warranties shall entitle FAO to terminate the Agreement immediately upon notice to the Service Provider, without any liability for termination charges or any liability of any kind of FAO;

Bidders must certify that their organization and/or subcontractors are not associated, directly or indirectly, with the consultant or any other entity who prepared the terms of reference or other bidding documents for this tender;

Please note that Bidders who use an independent consultant to assist in the preparation of Proposals may risk engaging in unacceptable practices if the same consultant assists another Bidder to prepare a Proposal for the same tender. Bidders are reminded that they are fully responsible for the conduct of any consultant who may be used to prepare Proposals for FAO tenders and they should take all measures to ensure that any independent consultant engaged to assist in the preparation of a Proposal for an FAO tender has not and will not be involved in the preparation of a Proposal for another Bidder for the same tender process.

Bidders are kindly requested to disclose to the best of their knowledge whether their organization has any personal or professional relationships with FAO. The disclosure shall include all relevant details and should include, but not be limited to:

- ANY current or past employment relationship with FAO of your organization's representatives and employees;

- ANY current or past relationship with any FAO staff member (family members, spouses, etc.) of your organization's representatives and employees.

Closing Date

Your Proposal should reach the FAO office not later than the date and time indicated in the first page of this notice.

We would appreciate your acknowledging receipt of this invitation and indicating your intention as to whether or not you will submit a Proposal by email to [John Taylor: John.Taylor@fao.org].

Communications Concerning this Proposal

All communications concerning this Proposal should be submitted uniquely through the following channel of communication:

If your Proposal is submitted by email it should be in pdf format.

The Proposal should consist of two parts: a) Technical Part & b) Financial Part; which should be prepared as follows:

The Technical Part should include:

- a. The description and number of years of experience in the field of the required services and the area of intervention as applicable;
- b. The proposed methods and processes suitable and feasible to achieve the outputs mentioned above within the required timeline (to be described in Appendix A “Work-plan”) and in conformity with the performance indicators;
- c. The description of the reports, documents and other outputs to be provided during and after implementation of the required services;
- d. The full name, address, fax and/or email address and telephone numbers of your organization (association, institute, etc.) and contact persons;
- e. The banking details (name and location of bank, account number).

Please note that FAO will make the relevant LoA payments to the bank account indicated by the selected Service Provider. The bank account holder name must be the name of Service Provider.

Financial Part

A detailed cost estimate (i.e. a budget in accordance with Appendix B) based on a workplan including all the costs for the delivery of the required services / implementation of the Agreement. The budget should be broken down by the inputs that are required to carry out the activities avoiding the use of activity-based lump sums. Budget items and the corresponding objective units of measurement should be well defined, and should be calculated by multiplying the quantity (i.e. the number of units) by the unit cost (i.e. the estimated cost per unit) .

All assumptions should be documented. The financial part should specify clearly the currency used (the local currency in which the majority of the expenses will be incurred, or the United States Dollar for multi-country operations).

Proposals will only be considered if they contain all of the above information and documents and observe the provisions of the enclosed agreement (see Annex I).

IV. Evaluation

The Proposals received will be evaluated by applying the mandatory requirements and the qualitative evaluation criteria indicated below. The Pass/Fail methodology will be used for the mandatory requirements, whilst the qualitative evaluation criteria will be rated.

FAO reserves the right to consider and disqualify organizations based on documented prior poor performance, including but not limited to poor quality of services provided, late delivery and unsatisfactory performance. FAO also reserves the right to have further discussions/negotiations with the Bidder prior to issuance of an Agreement.

Mandatory Minimum Requirements

Your Proposal will only be considered if the Proposal and your organization meet the following minimum requirements:

1. You should provide an explicit written acceptance of the terms and conditions applicable to FAO Letters of Agreement as laid out in the LoA template in the Annex I.
2. You should provide evidence of the legal status of your organization to demonstrate the eligibility to sign Letters of Agreement with FAO, including the registration certificate with the relevant country authorities.
3. Your organization is a veterinary school of an international University.
4. You have the written permission from an appropriate authority of the University to submit proposal for LoA with FAO

Weighted Evaluation Criteria

Your Proposal will be further evaluated based on the following criteria and relevant weights listed in the table below:

Criteria	Points
A. Organization qualification and competency (30 points)	
A1. Organizational setup, resources and operational capacity	10
A2. Relevant experience in the subject matter and the area of operations based on the number of completed assignments providing similar technical support and training for academic programme development at other institutions in the region	20
B. Key professional staff qualifications and competence for the assignment (35 points)	
B1. Team leader	
(i) Education: PhD in veterinary disciplines	5
(ii) Length of teaching experience, minimum 15 years	5
(iii) Experience of conducting teachers' training	5
(iv) Experiences of academic administration and accreditation	5
B2. Team members (average of all members)	
(i) Education: PhD or Masters in veterinary disciplines	5
(ii) Length of teaching experience, minimum 5 years	5
(iii) Experience of conducting teachers' training	5
C. Work plan (10 points)	
C1. Depth of detail of the work plan	5
C2. Conformity of the work plan with the description of the services required, as outlined in section II above.	5
Total Technical criteria	75
Financial Proposal*	25
Total score (technical + financial)	100

Technical Proposals will be evaluated first and ranked accordingly to the above criteria. Please note that the Technical Proposal will comprise 75 percentage weights/points of the overall evaluation.

* Points for the financial offers will be calculated according to the following formula:

$$\text{Points} = (A/B) * [\text{SELECT APPROPRIATE NUMBER; e.g., 25}]$$

Example: Bidder A's price is the lowest at [\$10.00]. Bidder A receives [25] points

Bidder B's price is [\$20.00]. Offer B receives $[(\$10.00/\$20.00) * 25 = 12.5$ points]

Bidder C's price is [\$25.00]. Offer C receives $[(\$10.00/\$25.00) * 25 = 10$ points]

Please note that for the financial offer, Bidders must stay within the range of 200,000 to 220,000 US Dollar.

Total score calculation: Technical Score* + Financial Score**

*e.g. maximum 75 points

** e.g. maximum 25 points

I take this opportunity of expressing my appreciation of your interest in assisting FAO in its implementation of this undertaking.

Yours sincerely,

Robert Simpson
FAO Representative in Bangladesh
FAO Budget Holder

--	--	--	--

APPENDIX B: Budget

SPECIFY CURRENCY:					
Cat. No.	Items Description (ITEMISE IN DETAIL)	Unit of measurement	Qty (no. of units)	Unit Cost	Total Cost
1	HUMAN RESOURCE INPUTS (Staff time and consultants...)				
1.1					
1.2					
1.3					
...					
2	EXPENDABLE EQUIPMENT ANCILARY TO SERVICES				
2.1					
2.2					
2.3					
...					
3	TRAVEL (Flights, inland travel...)				
3.1					
3.2					
...					
4	ACCOMMODATION (board and lodging costs...)				
4.1					
4.2					
4.3					
5	GENERAL OPERATING AND MAINTENANCE EXPENSES				
5.1					
5.2					
5.3					

6	-----OTHER CATEGORY (Specify)-----				
6.1					
6.2					
6.3					
...					
	TOTAL COSTS				

APPENDIX C: Description of competencies and CVs of key personnel

(Please include the details of the organizational setup, resources, experiences of completion of similar assignments and CVs of the relevant key staff as an appendix to your proposal)

ANNEX I: LoA Template

[Attached as a separate file.](#)