



Terms of Reference (ToR) for the Review of the CIRDAP International Conference Centre (CICC)

1.0 Background

- 1.1 CIRDAP was established in 1979 to promote and strengthen the Integrated Rural Development (IRD) Approach in Asia-Pacific through regional cooperation in terms of research, replication of pilot projects, training, exposure visits, internship and sharing of information.
- 1.2 CIRDAP International Conference Centre (CICC) was opened in January 2013 for national and international conferences, workshops and forums. The Centre has two conference halls with a seating capacity of 180 and 110 persons respectively and a dining hall with a seating capacity of 140 persons. It also caters for a Modern (ICT) Computer Lab and E-Library Room.
- 1.3 In addition to these facilities, there is also an adjacent Auditorium building and a separate dining hall building with a seating capacity of 130 and 40 persons respectively.
- 1.4 Given the above facilities and its strategic location in Dhaka, there is huge potential of maximising the revenues from the Centre; hence the need to review the current system and processes of the Centre.

2.0 Purpose of the Review

- 2.1 The main purpose of the Review is to develop an appropriate organisational structure and processes in order to increase revenue by reducing cost, improve quantity and quality of services in a timely manner.

3.0 Specific Objectives of the Review

- 3.1 The main objectives of the review are as follows:
 - (i) to increase revenue by reducing costs; improve quantity and determination of services in a timely manner by conducting a Business Process Improvement (BPI) exercise and a reasonable hall hiring costs;
 - (ii) to develop an appropriate organisational structure and processes; and
 - (iii) to determine staffing size and classifications in terms of positions, salary and job descriptions.

4.0 Scope of Work

- 4.1 The Scope of work (Work Plan) is as follows:
 - (i) assess the current Organisational and Processes to identify areas of inefficiencies, leakages, wastages, and administrative shortfalls amongst others;
 - (ii) conduct a comparative analysis of the current organisational structure and processes with other available global standard practices as well as benchmark organisations which provide similar services;
 - (iii) develop an appropriate organisational structure and processes to provide quality services and increase revenue;
 - (iv) assess the nature and extent of work required and determine staffing size and classifications in terms of positions, salary and job descriptions; and
 - (v) submit recommendations with Implementations and Monitoring Strategies of the Organisational structure and processes.

5.0 Qualifications for Engagement of Consultants

5.1 The following are the qualifications required:

- (i) must be legally registered as a Business Management Consultancy Service Provider preferably with more than 5 years of active engagement in Business Consultancy work;
- (ii) the Team Leader or Key Person responsible for the review must possess relevant professional qualification in Organisational Management preferably at the Masters degree level; and demonstrate evidence of performing similar work; and
- (iii) familiar with the host country (Bangladesh) business environment and dynamics in Hall hiring and catering facility particularly in Dhaka City.

6.0 Reporting and Timeline

6.1 Upon the selection of the Consultant, the work plan, specific criteria for the scope of work and the timeline for each activity is to be determined by agreement of the parties and will be annexed to this ToR for reference. The proposed activities are as follows:

- (i) finalised Work Plan upon consultation with the Secretariat;
- (ii) assessment of the existing organisational structure and processes;
- (iii) first Progress Report and consultations;
- (iv) development of proposed organisational structure (including staffing) and processes;
- (v) second Progress Report and consultations;
- (vi) consolidated Draft Report and consultations; and
- (vii) submission of Consolidated Report to CIRDAP Secretariat.

7.0 Consultancy Fees

- (i) Submit your proposed consultation timeline and related fees in your Expression of Interest (EOI) submission. This is subject to changes if provisionally selected as in item (6.1) above.

8.0 Other Information

- (i) For those interested please contact the Principal Executive Officer, Tomasi Raiyawa for further information and relevant documents to e-mail tomasi@cirdap.org ;
- (ii) Please submit your Expression of Interest (EOI) to the following **no later than 31st July, 2018**:

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