REQUEST FOR EXPRESSIONS OF INTEREST (CONSULTING FIRM)

Name of the Service: Selection of Consulting Firm (National) for “designing and establishing a web based Women Traders Networking System (database preparation and maintenance) of the Bangladesh Regional Connectivity Project 1”

Name of the Project: Bangladesh Regional Connectivity Project 1, Ministry of Commerce

Credit No.: 60020; Project ID No.: 154580

Reference number: BRCP/MOC/SD-22

The Government of the People’s Republic of Bangladesh has received an SDR 150 million Credit from the International Development Association (IDA) – a member of the World Bank Group – for financing the cost of the Bangladesh Regional Connectivity Project 1 (BRCP-1), being jointly implemented by the Bangladesh Land Port Authority (BLPA), National Board of Revenue (NBR) and Ministry of Commerce. The second component of this umbrella project is being implemented by the Ministry of Commerce as a separate technical assistance project. The overall objective of this technical assistance project is to strengthen trade related institutional capacity in order to ensure active and sustainable cooperation between multiple trade-related stakeholders and economic empowerment of women traders.

This technical assistance project intends to apply part of the IDA Credit for procuring consultancy services from qualified consulting firm (national) to prepare and maintenance of a database of women traders in Bangladesh. While many women farmers are involved in horticulture, aquaculture, livestock, poultry and cottage industries, their contribution to economy are not accounted for due to lack of information. The project will develop a database of women traders and entrepreneurs who are involved in income generating activities. This will also facilitate networking of women traders, facilitate decision making in the government and appraising the foreign importers about the potential of women traders in Bangladesh.

The Project Implementation Unit BRCP-1-MOC on behalf of the Ministry of Commerce invites eligible consultants to indicate their interest in providing the services. Interested consultants must provide information indicating that they are qualified to perform the services (brochures, general qualifications, description of similar assignments, general experience in similar conditions, financial capability, number of key staff and so forth as per TOR). Consultants may associate to enhance their qualifications. Details of the qualification requirements and responsibilities are available in TOR.

The attention of interested Consultants is drawn to paragraphs 3.14 to 3.18 of the World Bank Group’s Procurement Regulations for IPF Borrowers, Procurement in Investment Project Financing, Goods, Works, Non-Consulting and Consulting Services, July 2016 (“Procurement Regulations”), setting forth the World Bank Group’s policy on conflict of interest. A Consultant will be selected in accordance with the CONSULTANT’S QUALIFICATION-BASED SELECTION (CQS) (Lump-sum Contract) method set out in the Procurement Regulations.

Terms of Reference (TOR) will be available in the office of the undersigned and also at www.mincom.gov.bd and http://brcp-1.gov.bd/ . Further information can be obtained at the address below during office hours (i.e. 09.00 to 17.00 hours). Expressions of interest must be delivered in a written form 2 (two) copies (One original and one copy) and one soft copy (in MS word) in sealed envelope to the address below (in person, or by mail) by 12.30 PM on December 20, 2020.

The authority reserves the right to accept or reject any or all EOsIs without assigning any reason, whatsoever.

Md. Mijanur Rahman
Project Director (Joint Secretary)
Phone: +8802- 55138022
E-mail: pdbrcp1moc@gmail.com
TOR for designing and establishing a web based Women Traders Networking System (database preparation and maintenance) of the Bangladesh Regional Connectivity Project

1. Background and Project Description

Introduction

The Government of the People’s Republic of Bangladesh has received an SDR 150 million Credit from the International Development Association (IDA) – a member of the World Bank Group – for financing the cost of the Bangladesh Regional Connectivity Project 1 (BRCP-1), being jointly implemented by the Bangladesh Land Port Authority (BLPA), National Board of Revenue (NBR) and Ministry of Commerce. The second component of this umbrella project is being implemented by the Ministry of commerce as a separate technical assistance project. The overall objective of this technical assistance project is to strengthen trade related institutional capacity in order to ensure active and sustainable cooperation between multiple trade-related stakeholders and economic empowerment of women traders.

This technical assistance project consists of following three (3) components:

- **Component A**: Develop (pilot) programs to support female traders and entrepreneurs. This component will pilot activities to help address barriers to women becoming more integrated into regional and global supply chains and trading opportunities.

- **Component B**: Capacity Development Support for the National Trade and Transport Facilitation Committee. The inter-ministerial National Trade and Transport Facilitation Committee (NTTFC) has been set up during the preparation of the proposed Project to coordinate all trade and transport-related policies and activities in Bangladesh, and will also serve as the Advisory Committee for the Project.

- **Component C**: Improvements to Bangladesh Trade Portal and to set up a National Enquiry Point for Trade. The Bangladesh Trade Portal (BTP) was launched in March 2016. This component will support further up gradation of the BTP to expand its functionality to include information of relevance to potential Bangladesh exporters and to ensure that content is kept up to date. This component will also set up the National Enquiry Point for Trade, which will help Bangladesh to meet a key requirement of WTO Trade Facilitation Agreement.

This technical assistance project intends to apply part of the IDA Credit for procuring services from qualified private firms or institutions to prepare and maintenance of a database of women traders in Bangladesh. This will also facilitate networking of women traders, facilitate decision making in the government and appraising the foreign importers about the potential of women traders in Bangladesh.
Networking through a) Creation of Women Traders Network serving as a platform to connect with others, b) Database of women traders: The project will develop a database of women traders and entrepreneurs who are involved in income generating activities. While many women farmers are involved in horticulture, aquaculture, livestock, poultry and cottage industries, their contribution to economy are not accounted for due to lack of information. A database would also help other development partners to design and execute targeted activities ensuring economic empowerment of women. Policy makers can explore possibilities of last mile outreach through policy support to bring in more traders under formal economy. Gradually a common platform for women traders can be formed, which will help small-scale producers to connect with their larger counterparts.

2. Scope of Consultancy Services:

A. Database preparation:

The firm/institution will develop a comprehensive database with the help of secondary and primary data. The database preparation consists of following activities:

a) Collection of necessary data of women entrepreneurs and women entrepreneurs/traders’ organizations in Bangladesh and prepare a detail dataset;

b) Develop, operationalize, implement and maintain a user-friendly, interactive, web-based database system (including software) for women entrepreneurs. This system should provide suitable flexible interactive user-friendly tools to allow collation of inputs from various institutions, produce standard reports and disseminate information to policy makers and stakeholders in a systematic way.

c) Incorporate the data verification and authentication by using NID based tools , BBS reports, vetting by the woman chambers , SME directory with a view to avoid overlapping and duplication

The consultant may take help of CIB, Bangladesh Bank, SME Foundation, Department of Women Affairs and Joyeeta Foundation in collecting data about women entrepreneurs. The consultant should consult the recently introduced Business Directory of the Bangladesh Bureau of Statistics (BBS) and officials of the industry wing of the BBS. The client may assist the consultant in data collection through advertisement in the newspaper and issuing letters to different government and non-government bodies.

The number of entrepreneurs will include registered entrepreneurs/traders/exporter as well as unregistered entrepreneurs working from home or working behind exporters or business houses.
The data content of the system may include but will not necessarily be limited to: women entrepreneurs/traders’ detail information (including their name, addresses, business addresses, contact information, trade or business details, products available for domestic market/export, specialization, potential buyers, membership of trade bodies and others business related information), women entrepreneurs/traders association’s information, business wise segmentation of women entrepreneurs, strength of women entrepreneurs’ in export trade, relevant administrative and financial information etc. The consultant needs to take necessary measures to avoid redundancy in data and information.

The consultant will create options for attachment of the client’s representative in the database preparation process. The consultant will also impart necessary training to relevant officials/consultants of the client.

The consultant will take necessary steps to test the prepared database software in the Software Quality Testing Centre of Bangladesh Computer Council. The consultant shall provide user’s guideline, design and technical guideline, training guideline, properly commented source code etc. along with the tested database and system software during the handover of database, to the BRCP-1, Ministry of Commerce.

B. Database system maintenance:

The firm/institution will provide at least one and a half year’s free warranty services (all necessary system and maintenance support with necessary modifications) to the BRCP-1. The firm will also have to provide two years’ system and maintenance support after the warranty period. The consultant will also propose a plan for sustainability and maintenance for post maintenance period.

3. Final outputs required from the consultant

The consultant would need to undertake the activities described below:

Development of a Web Database: Develop a comprehensive web database in MS SQL/My SQL with the following inputs:

- Develop a platform and a set of database specifications and the level of detail that corresponds to the women entrepreneurs in Bangladesh;
- Collect data about women entrepreneurs through secondary and primary sources;
- Number of women involved in production, enterprise, management and marketing as well as women engaged in regional trade like SAARC Women’s Entrepreneurs will entail supporting women’s entrepreneurship and supporting production of the potential tradable goods.
• Facilitating networking and access to information by women producers and traders and linkages with larger private sector firms responsible for marketing and exports;
• Strengthening of associations to promote women’s involvement; facilitating selected sectoral associations to promote women producers and exporters in their sector and strengthening of the capacity of women chambers of commerce and associations of women entrepreneurs;

• Prepare and introduce collected data into the database in close cooperation with the data collection team of the consultant;
• Create an open database allowing for up gradation/adaptation in future, if required.
• Pilot the database by running a full day demonstration to ascertain whether the database fulfills all requirements of the BRCP-1;
• Test the database and system software in the Software Quality Testing Centre of Bangladesh Computer Council;
• Install the database into the designated computers in the Project, Ministry of Commerce and the World Bank;
• Write an instruction (Operation) manual that will provide detailed technical specifications and frontend user specifications and that will allow another database specialist to make the necessary changes;
• Train the relevant staff on the database on issues of data capturing and how to modify standard reports by developing new queries and new reports;
• Develop a entrepreneurs profile which includes information described in paragraph 2 and other necessary information in consultation with the BRCP-1;
• Develop interactive home page for database: Containing brief about project, some basic data and successful entrepreneurs’ examples with entrepreneurs’ photos.
• Develop digital forms in such a way so that it can automatically include date and time, location of data collection and there should be an option to include data collector name, designation and work station and cell number. Furthermore, those digital forms should have features that will guide data collector or data entry operator by giving ‘help text’ that provides guidance on what is expected for each question and updating of database in future;
• The firm will ensure the digital forms are as short as possible so that collected data is useful for decision making processes and reporting;
• The firm will develop digital forms in such a way so that forms have data validation rules to enhance data quality;
• Troubleshooting of database: Apart from development of web database, the consulting firm will provide ongoing backup support and troubleshooting service;
• Attend a briefing session with the project authority to obtain a detailed specification of what needs to be developed;
Provide technical support to the project team after installation of the database. This will include making the necessary modifications based on lessons learnt and upload the finalized version to a number of computers as will be advised by the BRCP-1.

The database should be hosted through Bangladesh Computer Council to upload and operate online and develop a linkage with the Bangladesh Trade Portal.

After installation of the system the firm will provide the Administrator Key to BRCP-1, Ministry of Commerce and other organizations as suggested by the BRCP-1, MOC for further action.

The firm will provide training to the data collectors as appropriate.

4. Key Deliverables:
   ▶ Preparation of a comprehensive documented database of women traders including their production process, entrepreneurship, networking with women chamber & cross border trade,
   ▶ Creation of a Women Traders Network (intra and inter country network);
   ▶ Fostering linkage with resources (credit, technology and others);
   ▶ Information dissemination and enquiry point set up (such as Bangladesh Trade Portal)
   ▶ Policy advocacy or issues related to Women traders.

   ▶ This association is mainly a platform for women entrepreneurs so that they emphasize on B2B meeting or a table talk discussion. As a result, entrepreneurs can widen their network in order to work in larger community. Moreover, they also provide necessary training to the clients as well as financial literacy knowledge to start up a new business.

   • A detailed work plan including time frame;
   • Functional database, with manual;
   • Incorporation of collected data in database;
   • Troubleshooting and maintenance of database until the closure of the project;
   • Soft and print copies of "Users' Manuals", "Analysis Document", "Design Document", and properly documented source code;
   • Report preparation for the client, on demand;
   • Training report on the project staff, ministry officials and World Bank staffs.

5. Methodology of Study

Sampling: Depending on component-2A, the sampling unit will be decided in consultation with the implementing agency(s). A sample frame including number participants in different data collection methods will be developed using standard sampling framework for each study area according to agreed catchment area(s)/ principles and discussion with the implementing agencies.
Document Review: The studies will have a large number of document reviews analysis of information (including policies/plans of government and private sector and strategies and bottlenecks) regime (including licensing and procedural measures) of trades in Bangladesh and its simplification for effective participation of women traders and entrepreneurs in regional and global trade;

Questionnaire: The survey questions will be developed and agreed with the related implementing agency(ies). Testing of the questions will be required.

Key Informants Interviews:

To verify data collected from beneficiaries, group or individual interviews with informants will need to be organized. Approach to selecting KII and guide is to be elaborated by the firm.

Focus Group Discussion:

The survey team can use the FGDs tool. The FGDs will complement the data generated from the survey questions and through other methods. The FGDs will be carried out in mix separate male/female groups as appropriate and will be carried out based on an elaborated guide approved beforehand by the related implementing agency(ies). Detailed documentation of the proceedings of the FGDs will be maintained.

Public Consultations and Data Collection procedure

The activities will also include public consultations at minimum 8(eight) selected locations with the relevant stakeholders in discussion with the implementing agency (ies).

Data Analysis and reporting

The data will be processed in SPSS or similar data processing software. The qualitative data will be analyzed by using NVIVO or other similar software. Privacy of the data will be strictly maintained by the consultant/firm.

6. The following is the procedure for review of progress reports, inception status, final draft and final reports:

The Inception Report (IR) will contain scopes, methodologies and work plan in detail. The report must have an elaboration of data based design and data collection procedure. This elaboration should follow the detail of research methodologies to be applied for each of the activities. The detail plan of quantitative and qualitative analysis and methods for data analysis will also have to be included in the inception report. The methodologies should include justification for choosing a particular method of data collection, sampling design and indicators, data sources, detail of data collection methods and a set of data collection instruments to be used in each of the areas, detail of field survey and limitations in study. The inception report should also contain the detail of key persons engaged in the above work and their specific responsibilities. It should also contain the plan for monitoring and evaluation of activity progress by the consultancy/research firm and the client's representatives. The work plan also needs to be detail so that the client understands how the work will reach to final stage of the data base development.
Draft Final Database (DFD) Work will contain detailed findings, qualitative and quantitative analysis on findings. The structure of DFD should at least contain executive summary of the study, introduction, literature survey, methodology of the study, findings of the study, discussion and analysis, recommendations and conclusions, references and annexures. Report should be delivered in English version.

The Final Database Development (FDD) : FDD should be submitted to PD/PIU on agreed formats before the end of the contract period. The report should at least contain executive summary introduction, literature survey, methodology, findings, discussions and analysis, lesson learned, recommendations/suggestions, conclusions, references and database in the annexure. The FDD should also have a discussion about the observations of the stakeholders including clients and their answers. Report should be delivered in English version. Besides the following inputs need to be followed:

i. The consultant is expected to keep the BRCP-1 informed of all the activities undertaken, progress made therein and future plans;
ii. The consultant and the project can decide the format(s) of report mutually. The consultant will be under obligation to change/alter the format(s) as and when desired by the Client;
iii. The consultant shall prepare a Monthly Report mentioning gist of all the activities undertaken, progress made, corrective action taken, if any, during the reporting period.
iv. The Report Writing shall start from the first week of commencement of the contract with the consultant.

7. Qualifications of Consultancy firm/ Joint venture firms:

a) The consulting firm/Joint venture firms should have legal entity (registration from respective government authority, VAT, TAX license etc.) for working in Bangladesh;
b) Must have experience in design, development and implementation of 05 (five) software projects in the field of web-based application software/e-government application and also must have experience in min 1 (one) project having data collection, data analysis and processing related works in Government sector. Among the projects, at least 1 (one) project must be in digitalization/automation of a government service/function, where all the design, development, implementation and maintenance support (covers SDLC full cycle) services were provided;
c) At least two Database software developed in last 5 years;
d) Proven experience in data collection, data processing for nationwide beneficiaries
e) Proven experience in designing, developing and maintaining of web-based database and its long-term functionality;
f) Proven experience in developing web database for a large number of project beneficiaries;
g) Should have capability of installation and maintenance of server system;
h) Proven success in all stages of web development from conception to execution;
i) Should have minimum 20 (Twenty) ICT personnel in company payroll related to system analysis, design, development, integration, testing, QC, training and implementation of web, database and mobile based applications/software solutions.

j) Should have a team who have ability and willingness to conduct regular troubleshooting at BRCP-1’s office as per contract;

k) Should be a member of BASIS;

l) CMMI level 3 and ISO 27001 certificate will get preference

m) The firm must have following key professionals whose CV and experience will come under evaluation:

<table>
<thead>
<tr>
<th>Sl.</th>
<th>Key Professionals</th>
<th>Number</th>
<th>Specific Expertise Desired</th>
<th>Minimum Qualification and Professional Experience Desired</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Team Leader</td>
<td>1</td>
<td>Having experience of leading at least three end-to-end software development projects with similar level of intricacies.</td>
<td>Team Leader (TL) must have a minimum of 10 years of general experience out of which at least 05 years’ relevant prior experience. BSc/ BSc Eng./MSc/M Eng. /MSc Eng. in Computer Science with minimum 12+ years of experience in heading the projects of similar nature and overall experience of or other related areas. PRINCE/PMP 2 certification is preferable. Preference will be given having experience in working with trade policy &amp; regulating agencies and familiarity with trade environment and related international agreements. Must have experience of working with complex, multi-system environments in public sector. The Team Leader will take the overall responsibility for the execution of the assignment in accordance with the TOR and also for the coordination of all professional inputs. She/he will be responsible to the Employer and maintain close contact with Project Director (Employer’s representative) to ensure that the contract is implemented in accordance with the World Bank guidelines. The Team Leader will act as the Consultant’s authorized</td>
</tr>
<tr>
<td>2. Trade Expert/Entrepreneurship Development Expert</td>
<td>1 (6 MM)</td>
<td>The Trade Expert/Entrepreneur must have a minimum of 10 years of general experience out of which at least 03 years relevant experience in entrepreneur and export related studies/projects especially in Women Networking and Data based Management. She/he must have experience in export promotion/facilitation of female trader and entrepreneur, logistics, infrastructure/connectivity assessment and planning of Networking. She/he must have experience of regulatory (including policies/plans and strategies, investment climate and bottlenecks) regime (including licensing and procedural measures) of trades in Bangladesh and its simplification for effective participation of women traders and entrepreneurs in regional and global trade. She/he should have strong written and verbal skills in English. Knowledge and understanding of business practices of trade regulating agencies.</td>
<td>She/he must have relevant Master's degree from a recognized university preferably in International Trade, Trade Law, Business Administration, Economics, Agriculture Economics, or other related areas.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>System Architect</td>
<td>1</td>
<td>Having experience in leading such an assignment, role including software design and development.</td>
<td>BSc/ BSc Eng./MSc/M Eng. /MSc Eng. in Computer Science with minimum 10+ years of experience. Preferably TOGAF certification.</td>
</tr>
<tr>
<td>---</td>
<td>------------------</td>
<td>---</td>
<td>-------------------------------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>3</td>
<td>Database Specialist</td>
<td>1</td>
<td>Having experience in designing and managing the database for minimum two projects, preferably for web application.</td>
<td>BSc/ BSc Eng./MSc/M Eng. /MSc Eng. in Computer Science with minimum 6+ years of experience in the relevant field.</td>
</tr>
<tr>
<td>4</td>
<td>Web Developers /Software Engineer</td>
<td>3</td>
<td>Having experience of developing minimum three software systems with similar level of intricacies, preferably web application development.</td>
<td>BSc/ BSc Eng./MSc/M Eng. /MSc Eng. in Computer Science with minimum 5+ years of experience in the relevant field.</td>
</tr>
<tr>
<td>6</td>
<td>Testing Engineer</td>
<td>1</td>
<td>Having relevant experience in minimum two projects, preferably web application development.</td>
<td>BSc/ BSc Eng./MSc/M Eng. /MSc Eng. in Computer Science with minimum 3+ years of experience in handling the relevant field.</td>
</tr>
</tbody>
</table>

The consultant may propose some non-key staffs, such as Data Collector, Data Entry Operator, Supervisor and other necessary staffs for assisting the total team.

8. **Timeframe of the Services:**

The database preparation activities will be for around nine months. Database maintenance services will be continued until the closure (December 2022. However, the duration may change depending on the decision of the government) of the project and successful handover of the database system to the Ministry of Commerce. The firm will provide free maintenance services for 1 and a half year (warranty period) after successful installation of database.

9. **Tax and VAT**

The Consultants/Firm shall be fully responsible for all taxes and VAT imposed by Government of Bangladesh. The consultant/firm will also be responsible for the costs of premium of any insurance plan including accidental insurance as part of the assignment.
10. **Criteria for evaluation:** The Consulting firm will be evaluated in accordance with the procedures set out in the World Bank Guidelines: Selection and Employment of Consultants by World Bank Borrowers, 2016. The selection method will be ‘Consultant’s Qualification based Selection (CQS)-Local (Lump-sum Contract)’ as per World Bank guidelines for the appointment of the consultant.

11. **Documents to be submitted with the EOI:**
   a) Up-to-date Income Tax Certificate, VAT Registration and company registration certificate;
   b) Company brochure/ profile covering company expertise, strength and experience;
   c) Proven record of company’s working experience;
   d) Proven record of financial and institutional soundness of the firm (last 3 years’ audit report).
   e) List of 20 (Twenty) ICT personnel including their academic background and project experience & role.
   f) Detailed CV of proposed key experts.
   g) Updated BASIS Membership.
   h) CMMI level 3 and ISO 27001 certificate( If any)

12. **Payment**

Payments shall be made in line with agreed-on outputs according to the following schedule:

- **Inception Report:** Ten (10%) per cent lump-sum of contract price shall be paid upon submission of the Inception Report duly accepted by the Client. The cost of the Inception Report workshop will be borne by the Consulting Firm.

- **SRS Submission : Twenty ( 20% ) percent of the contract price** duly accepted by the Client.

- **Prototype Development : Ten ( 10 % ) percent of the contract price** duly accepted by the Client.

- **UAT Server Installation : Forty ( 40 % ) percent of the contract price** duly accepted by the Client followed by a validation workshop. The cost of the Validation workshop will be borne by the Consulting Firm.

- **Database Live : Twenty ( 20 % ) percent of the contract price** duly accepted by the Client.

- **10% of the contracted amount should be kept as a security deposit by Bank Pay order before the Final payment is made. The security deposit will be refunded after the warranty ( 1 year and 6 month ) period is over .**