Government of the People's Republic of Bangladesh
WTO Cell, Ministry of Commerce
Bangladesh Regional Connectivity Project-1
Level-12 (West side), Probashi Kollayan Bhaban,
Eskaton Garden, Dhaka-1000

Memo No: 26.00.0000.066.07.029.20-461   Date: 03/12/2020

REQUEST FOR EXPRESSIONS OF INTEREST (CONSULTING FIRM)

Name of the Service: **Selection of Consulting Firm (National) for "Designing and Implementing Training Program for Increasing Women's Participation in the ICT Sector in Bangladesh"**
Name of the Project: Bangladesh Regional Connectivity Project 1, Ministry of Commerce
Credit No.: 60020; Project ID No.: 154580
Reference number: BRCP/MOC/SD-20

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 develop and deliver/implement a training curriculum that allows women to better use ICT for export facilitation in Bangladesh, enhances women's engagement in the ICT sector and export of ICT- related products or services. In designing the training curriculum the consultant should focus on the top ten leading exports and other important products/services including but not limited to agro-processing, and ICT 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 Quality Cost-Based Selection (QCBS) (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 24, 2020**.

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

Md. Mijanur Rahman
Project Director (Joint Secretary)
Phone: +8802- 55138022
E-mail: pdbrcp1moc@gmail.com

Terms of Reference

Designing and Implementing Training Program for Increasing Women's Participation in the ICT Sector in Bangladesh

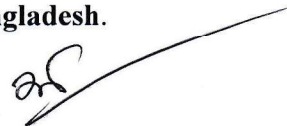Bangladesh Regional Connectivity Project (P154580)-MOC

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 Ministry of Commerce as a separate technical assistance project is implementing the second component of this umbrella project. The overall objective of this technical assistance project is to strengthen trade related institutional capacity in order to ensure active and sustainable cooperation among 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 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: Improvement of 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 upgradation of the BTP to expand its functionality to include information of relevance for 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 a part of the IDA Credit for procuring consulting/training management services to **design and implement a training program for increasing women's participation and facilitating their export potentials in the ICT sector (including new technology introduction and promotion) in Bangladesh**.

Sectoral Background:

The Government of the People's Republic of Bangladesh has set a vision to transform the traditional manual works and services into digital system to ensure service delivery at the Citizen's Door Steps. To meet the goal of 'Digital Bangladesh 'with vision 2021 GOB has taken this initiative to assist different Government Organizations and private sector to identify citizen centric services, prepare a road map and proceed with the implementation of the same. Through this digital Plan, the country aspires to develop an accountable and transparent governance system, expand business and ultimate objective is to socio-economic development of the country. The economy of Bangladesh has achieved significant economic progress since independence. In recent years the country has been able to maintain impressive track record on economic growth and overall development. Bangladesh has the potential to grow at even faster rate. "Digital Bangladesh" is a part of the government's Vision 2021- which promises a prosperous and equitable middle-income Bangladesh. Government of Bangladesh has defined Digital Bangladesh as; "In short, 'Digital Bangladesh' is - A happy, prosperous and enlightened Bangladesh, which is free from hunger, poverty, inequality and corruption and belongs completely to its people and is driven forward by digital technology "Digital Bangladesh proposes empowerment of the people, transparency and accountability, human resource development, poverty alleviation and economic growth which will ensure better, faster public services. The main aim of ICT development in the Bangladesh social sector is to bring the government services to the 'citizen's doorsteps' and enable centralized monitoring of Key Performance Indicators (KPI) of utilities for faster decision making and encourages trade and development. Ministry of Commerce (MoC) prepare a roadmap for ICT implementation in the Bangladesh trade sector in an integrated manner.

Through women development programs targeting the most rural population groups and the SMEs the aims to contribute to a more motivating and engaging environment for women entrepreneurs through vocational trainings, employability programs, and opportunities for women to productive engages in their community. This will contribute to increased community engagement by creating a network of relatable role models closest to the Women population groups, such as Traders, Entrepreneurs, community leaders, leaders and peers, who have the opportunity to act as change agents and influence the women population groups .

The vision and mission of the Government of Bangladesh is to ensure reliable and secure Information and Communication Technology (ICT) towards sustainable development and support attainment of overall socio-economic development of the country by establishing universal access to ICT for all through trade , development successful utilization and digital management of ICT. In Bangladesh, as elsewhere in the developing world, women play a central role in family, community and social development. However, women often remain invisible and unheard. Women more than men have to balance the complexities of surviving in extreme poverty, yet these women are excluded from discussion because they are often illiterate, they lack confidence and they lack mobility. ICT offer the opportunities for direct, interactive communication even by those who lack skills, who are illiterate, lack mobility and have little self-confidence.

In the past women were only considered for household work and were left outside the mainstream of development. In today's Bangladesh, The scenario has not changed much. But with the advent of ICT, this conservative outlook about women is diminishing gradually. As a result we find more women are employed in various knowledge based industries such as computer-aided designing, graphic designing, composing etc. With this growing number of women employment the job environment is

becoming more convenient and friendly for women. The provisions for ladies common room, green room etc. are considered as a necessity now a day. This changed scenario indicates a positive attitude towards women employment. Consequently parents are becoming more aware about ICT and are interested to send their daughter to study computer science for better prospects in life even if they have to pay a fortune for their child's education. ICT is not only creating employment for women but also creating a chance for them to emerge as entrepreneurs especially in SME. Women are encouraged to take initiatives to invest in ICT and they are also improving their competence using ICT as an entrepreneur in different sectors. For example Grameen Telecommunications has explicit goal of helping Grameen Bank members shift from relatively low-yield traditional ventures, like animal husbandry, into the technology sector by creating micro-enterprises that can both generate individual income and provide whole village phones. And it has succeeded in many cases in this regard. Village Phones have increased income and savings accumulation among phone owners, mostly women. Moreover women entrepreneurs in other sectors apart from ICT are having more access to market information and as a result they enjoy distinct competency.

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. The project is being implemented by the Ministry of Commerce as a separate technical assistance project.

2.   Objective of Consulting Service/ Scope of Services The objectives of this assignment are to develop and deliver/implement a training curriculum that allows women to better use ICT for export facilitation in Bangladesh, enhances women's engagement in the ICT sector and export of ICT-related products or services. In designing the training curriculum the consultant should focus on the top ten leading exports and other important products/services including but not limited to agro-processing, and ICT in Bangladesh.[1]

The scope of this work is three-fold:
- Refinement and detailing of training needs primarily identified by the project (Recommendations of the diagnostics study of ICT sub-sector of this this project may be incorporated in mapping the training needs.);
- Develop and design a training program or curriculum,
- Implementation of the training curriculum;
- Monitoring and evaluation framework to assess progress or outcome.

Training curriculum will be developed for a female audience and will primarily be delivered to women. *A quota of no more than 25% men is (indicatively) set for training to encourage discussion and capacity building and yet to allow these women to learn from the male students as well.*

Areas included in the Scope of Services

This assignment is expected to provide training in prime location of District and Upazilla Level of Bangladesh. The authority reserves the right to add or change venue location based on mutual agreement with the successful bidder.

The scope of the work is described below:

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[1] Top ten exports are: (1) Knit or crochet clothing, accessories; (2) Clothing, accessories (not knit or crochet); (3) Footwear; (4) Miscellaneous textiles, worn clothing; (5) Paper yarn, woven fabric; (6) Fish; (7) Leather/animal gut articles; (8) Headgear; (9) Raw hides, skins not furskins, leather; and (10) Plastics, plastic articles, and other relevant sectors/products/services including agro-processing, and ICT etc.

Component 1: Refinement and detailing of training needs primarily identified by the project;

The major focus of training will include but not limited to ICT based solutions, introduction of intermediate technology and productivity enhancement;

      i.   New technology introduction;

      ii.   Entrepreneurship development;

      iii.   Exploring IT markets and IT product development.

      iv.   Networking, marketing, bargaining and negotiations.

The abovementioned areas of training have been identified from a World Bank study titled

'Diagnosis & Scoping Study on Increased Integration for Bangladeshi Women in Regional Trade. This study has an elaborate discussion about the current context about trade facilitation and capacity gaps of women traders in Bangladesh. The training firm/institution to be engaged by the project will review the abovementioned areas and will revise the training focus, if needed. The firm will then finally prepare the areas of training under this activity. The specific tasks in this component will include but not limited to following items:

(a) Review of training programmes in similar fields carried out through other development partners;

(b) Refine and fully flesh out (provide details of) the training needs based on the training focus identified above;

(c) Identify the selection criteria and target groups for trainings.

Component 2: Development/designing of training curriculum

The development and designing of training curriculum will include detail designing of training curriculum. The institution/firm will include among others the following agendas in training modules.

☐ Development of various training modules (with implementation manuals) relating to technical skills and practical orientation of technologies. These modules should also bring to the participants international and local examples/lessons.

☐ Identification and signup for women and men to be trained (approximately 1000 persons).

☐ Identification of trainers and training locations and times those are convenient for women.

☐ Development of a training schedule and metrics to measure progress.

☐ Develop a mechanism to receive trainees' feedback and complaints anonymously.

☐ Develop an independent monitoring and evaluation mechanism for training;

☐ Pilot of training (at least two batches) and adjustments to the curriculum before full-scale training.

Component 3: Implementation of training

The delivery of the trainings will follow the following key principles:

1. Trainings should be delivered in an inclusive and participatory way. Training will include real life practical sessions, as necessary for complete understanding about the subject/technology etc.

2. Trainings should encourage open debate in the class.

3. Trainings should bring to the discussion as much as possible women leaders for the students to interact with and learn.

4. Trainings should conclude by receiving formal feedback from participants.

5. After the training, the trainers should work with each participant to identify five customized actions that they would like to grow their involvement in trading.

6. After the training, a survey will need to be conducted to assess other needs of participants.

7. After trainings, a refresher workshop for participants will need to be organized to address any questions that might arise during implementation of the training in real life.

Code of Conduct in training implementation:

1. There will be zero tolerance policy for harassment of participants;

2. There will be no discrimination among trainees

3. The training should be conducted without any relevance to personal life of trainees.

Methodology

A mixed methods approach will be employed for components 1 and 2 including:

- Document review/desk research (e.g. recent studies and projects in Bangladesh)
- Field work and Analysis
    - Quantitative Analysis
        - Review of secondary data on production and export from EPB, Women Chambers, ICT division, Bangladesh Bank, SME foundation, Department of Women Affairs , BBS, etc, as well as, the role of ICT in export promotion/facilitation from A2I, Ministry of Posts, Telecommunications and Information Technology, and leading players in the identified export sectors etc.;
        - Field Survey of relevant actors/players (considering minimum statistically acceptable sampling size with justification; software, steps for data entry, cleaning and analysis, quality assurance etc.)

    - Qualitative Analysis – will include interviews and consultations with representatives of the full spectrum of value chain actors.
        - Focus Group Discussions (FGDs): with women and men traders and entrepreneurs in identified geographical clusters (at least 8 FGDs in 8 divisions. Each FGD should include at least 10-15 persons);
        - Key Informant Interviews (KIIs) (at least 20 women entrepreneurs/exporters).

    - Consultations
        - National level consultation with government, think tanks, development partner, NGOs, private sector, women's chambers and associations etc. (at least 40 persons)
        - Local level consultations that would include community focus group discussions (FGDs) and key informant interviews with ICT sub-sector related trade and marketing officials, women entrepreneurs, business and trade bodies and local government authorities (at least four consultation at four different places).

The above methodology is indicative and relevant instruments should be adjusted in consultation with PIU-BRCP-1, MOC and finalized before implementation.

Approach: The training firm/institution should state its understanding of the assignment in relevance to the scope of work. It should propose design and study methodology which include sampling plan for training needs refinement , the development of tools, checklists and question guides (both quantitative and qualitative), data collection, consultation for training module development, training tool kits, training implementation plan and quality control plans that would be representative of the project activities.

a) **Work Plan**: The work plan should propose the main activities of the assignment, its content and duration, phasing and interrelations, milestones and delivery dates among the component of the assignment. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR.

b) **Organization and Staffing**: The firm should propose the structure and composition of its team members and other administrative and technical support staffs. It should list the key experts showing main disciplines for the assignment and their responsibilities for each component of the assignment.

c) **Implementation of the training program**: An Indicative particulars of the proposed training program are as follows:

Name of the training (non-residential)	:	Skill Development Training for Women Entrepreneurs in ICT sub-sector.
Duration	:	Five days (5D).
Number of Batch	:	40 numbers.
No. of participants	:	Each batch containing 25 participants. Note: Above number is indicative, may need adjustment as per need of the project. (The firm will validate nomination of the participant from BRCP-1)
Target participants	:	Women Representative of relevant bodies and or /Women Entrepreneurs who are directly involved in various stages of the ICT business value chain in Bangladesh.
Responsibilities for the Training Provider	:	The firm will provide resource persons, curricula and training modules of the Skill Development Training for Women Entrepreneurs in ICT sub-sector. Venue and Training cost for participants (training materials for participants, lunch, refreshments and other miscellaneous expenses) will be borne by Firm.

d) **Preparation of Training Budget:** The firm (consultant) will prepare a draft budget for each of the non-residential training courses. Training module preparation cost will be one off for all training courses to be conducted for ICT sub-sector. The budget should include but not limited to venue rent, logistical arrangements, participants' conveyance, trainers' remuneration, food, snacks and other overheads. The participants will be provided Taka 1200/- each per day as conveyance and training allowance. The expenditure for refreshment and lunch will be Taka 100 and 400 respectively in each of training days. The budget for accommodation, food and refreshment will be decided by the project authority if there is any residential training. The budget for opening and closing session together will need to be limited between Taka 5000 to Taka 7000 respectively. These break ups have to be considered along with other issues during the preparation of training budget by the training institutions/firms.

e) **Performance Monitoring:** The representatives of the employer and the training provider will monitor the training programs regularly. They will also meet at the management level at least once every three months or as often as necessary to review the performance of the services provided with a view to ensuring quality standard in the services. The two parties shall have shared responsibilities in optimizing the resources and facilities that will be deployed for the service.

f) **Independent Expert for Training Program:** The project authority will engage one short term independent gender specialist to take advice about training need assessment, training module and training implementation plan prepared by the consulting firm. The gender specialist will also monitor and evaluate the training programs (intermittently, as directed by the project). S/he will prepare an independent evaluation report and submit the same directly to the Project Director and present his/her findings in the post training workshops.

Target area, group and population size of the study

The proposed assignment is mainly for women entrepreneurs and or representative of relevant bodies who are directly involved in various stages of the ICT sub-sector (mainly Women Representative of relevant bodies and or /Women Entrepreneurs who are directly involved in various stages of the trading in Bangladesh, SMEs, Women Entrepreneurs , E-Commerce, Traditional Business, Offline marketing, Email and SMS marketing, Cross Border Export etc.) value chain in Bangladesh.

The training institution/firm will prepare a concrete proposal about the selection criteria and potential target group. This selection criteria and potential target group will be finalized by the training institution/firm in agreement with the project authority.

Period of Services:

March 2021– February 2022 (12 months from signing the contract)

Final Deliverables

The deliverables are the following:

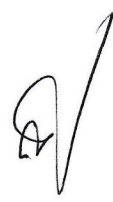| Deliverables	Indicative Timeline
Inception report	Within week 02
Report on refinement of training needs assessment (including presentation)	Within week 10
Workshop/National Consultation for finalization of the training needs assessment findings (at least 40 participants) should be arranged by the firm at its own cost.	Within week 10

Training toolkit Training materials (Including Piloting)
  o Training implementation manual covering the various aspects identified in component
  o Workshop on training modules and implementation plan (at least 30 participants; cost borne by the firm)
  o Five days ToT training to be implemented
	Within week 16

Training implementation	Within Week 17-50
Training implementation progress reports	Every month
Final training implementation report	Within week 17-50
Post training report—summarizing the next actions for each participant, participants' feedback, and logistics and transport needs	Within week 41-52
A post training dissemination workshop on findings should be arranged by the firm at its own cost.	Within week 48-52
Four (4) Refresher Workshops in four different places with a minimum of 40 participants each. The participants must be the trainees who received training under this assignment.	Within week 48-52
Workshops for each component to discuss approach and findings. All cost in these events will be borne by the firm.	As needed

The proposed services under this Terms of Reference shall be carried out by using a firm (Consultant) with adequate experience in designing and delivering training programs as well as in-depth knowledge of the ICT sub-sector and trade facilitation. The firm should propose the structure and composition of its team members. It should list the main disciplines of the assignment, the key experts, technical and support staff.

An indicative team structure may be as follows:

Position	Duration (man months)	Qualification and Experience	Responsibility
Team Leader (1 no)	06	At least a Master's level degree in any discipline. Higher level degree in ICT/CSE will be given preference.10+ years of experience in leading teams to deliver multipurpose outputs like trainings and so on. Experience in ICT sub-sectors training or studies will be added advantage.	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 representative for both the design and implementation supervision phase and make decisions on all matters pertaining to the consulting services. The principal responsibilities of the Team Leader will be included but not limited to: Coordinate the Consultant team and assure that the project objectives are met; Participate and advise in meetings of stakeholders; Provide instruction, and guidance; Provide quality assurance for all outputs before they are delivered.
Lead Training Expert (1 no)	08	1. At least a Master's degree at any discipline. Graduations in Computer Science & Engineering will get preferences. 10+ years of experience in designing and delivering trainings in various sectors. Should have experience in design and delivery of technical, business skills, and soft skills trainings. (CSE) or other	Development of training curriculum (including implementation manual) covering at least technical, business and soft skills. Operationalizing the training developed including but not limited to: Identification and recruitment of suitable candidates (women and

Position	Duration (man months)	Qualification and Experience	Responsibility
		relevant field. 2. At least three years' experience in designing and implementing training in ICT sub-sector with experience in preparation of 2 nos of training module/manual in public sector. 3. Experience in ICT training to women will be an added advantage. 4. Demonstrated high level of professionalism and an ability to work independently and in high pressure situations under tight deadlines. 5. Excellent inter-personal communication skills including experience of facilitation of trainings and presentation. 6. Excellent communication and written skills in English, Bengali would be an asset.	men) for trainings in consultation with the Project, and suitable mediums, locations, and times for delivery of training; Piloting of training and making suitable adjustments; Development and deployment of a robust monitoring mechanism to measure the success of the training; Post training interviews, feedback, refresher workshop, and so on.

Position	Duration (man months)	Qualification and Experience	Responsibility
ICT Training Expert (1 no)	08	At least Graduation in CSE or Graduation in Science and ICT related discipline. Must have training experience of minimum 5 (Five) years. . At least two years' experience in designing and implementing training in ICT sub-sector with experience in preparation of minimum 2 nos of training module/manual in public sector. 3. Demonstrated high level of professionalism and an ability to work independently and in high pressure situations under tight deadlines. 5. Excellent inter-personal communication skills including experience of facilitation of trainings and presentation. 6. Excellent communication and written skills in English, Bengali would be an asset.	Refinement of training needs of ICT sector (with a special focus on women) across all stages of the value chain; Assessment should cover technical, business and soft skills training needs; Support Lead Training Expert with the development of training modules and their delivery, post training evaluation.
Entrepreneurs Development Expert (1 no)	04	1, At least a master's degree in Business Administration/ Marketing/Trade/Computer Science or any other relevant field. 2 Minimum five years of experience in ICT sub-sector trade and marketing or related sectors with expertise in the international, regional and local market. Experience of two years in women Entrepreneurship development project will be added advantage.	Refinement of training needs of ICT sub-sector (with a special focus on women) across all stages of the value chain; Assessment should cover technical, business and soft skills training needs; Support Lead Training Expert with the development of training modules and their delivery, post training evaluation

Position	Duration (man months)	Qualification and Experience	Responsibility
Export facilitation expert	01	1, At least a master's degree in Business Trade or any other relevant field. 2 Minimum five years of experience in export facilitation with a focus on ICT enabled exports with expertise in the international, regional and local market.	Refinement of training needs of ICT sector (with a special focus on women) across all stages of the value chain; Assessment should cover technical, business and soft skills training needs; Support Lead Training Expert with the development of training modules and their delivery, post training evaluation.

The Consulting firm will also propose program support staffs like one Monitoring and Evaluation officer (Minimum Master Degree in relevant field and 03 years' experience M&E related activities), one Program Coordinator (Minimum Master Degree in relevant field and 03 years' experience program coordination task), at least six (6) Training Officer (Minimum Master's Degree in the relevant field and at least 3 years' experience as trainer in ICT sub-sector training program) and Office Assistant (Minimum SSC) as per their work plan. Proposed training officer list must be approved by the BRCP-1 before TOT of training officers (five days).
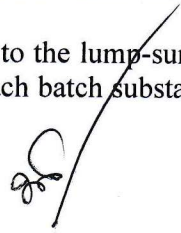
Payment Options:

Component-1: Payments shall be made in line with agreed-on outputs according to the following schedule:

- Inception Report: Ten (20%) per cent lump-sum of contract price for component 01 shall be paid upon submission of the Inception Report for training need assessment duly accepted by the Client.

- Draft Training Need Assessment Report: Forty (40%) per cent lump-sum of contract price shall be paid after submission the draft report for training need assessment duly accepted by the Client and

- Final Report: Fifty (40%) per cent lump-sum of contract price shall be paid after submission the final report for training need assessment duly accepted by the Client.

Component 2: About 50 % per cent lump-sum of contract price for component 2 will be paid to the firm (consultant) once the draft training toolkit is submitted and duly accepted by the employer. Rest of the contract price for component 2 will be paid after the approval of the training toolkit and pilot training duly accepted by the employer;

Component 3: Progress payments shall be made in line with agreed-on outputs in accordance with the milestones established as follows, subject to certification by the Employer, that the training providing Services have been rendered satisfactorily, pursuant to qualitative assessment the performance indicators:

- Completion of training course: Payment shall be made proportionately to the lump-sum contract price of component 03 @ number of training program completed for each batch substantiated by

training completion reports or after the Post approval of training refresher workshop report by the employer;

All relevant taxes and VAT shall be deducted at source at the applicable rates by the Government of Bangladesh.

Miscellaneous

The firm (consultant) will facilitate monitoring of training programs by the employer, independent monitoring and evaluation expert and World Bank officials. The project will provide to the Consulting firm all key program documents & reports such as:

- Relevant extract of Technical Assistance Project proposal (TAPP), if required;
- Relevant extract of Project Appraisal Document (PAD), if required;
- Sharing relevant up to date project information for a better understanding of the project;
- Providing timely feedback to the consulting firm on inception report, questionnaire, sampling, training module, draft reports etc.;

Any logistic support such as transportation as well as office space will not be provided by the client.

Consulting Firms qualification and experiences:

The interested consulting/training management firm should provide evidence of the following in their applications:

- The Consulting firm shall have the legal capacity to enter into the contract with minimum 07(seven) years of general experience in providing consulting services out of which at least 05 (Five) years of experience in training management for public and private sector including 03 (three) years in ICT Sub-Sector.
- The minimum specific experience as lead consultant in providing training of at least 1000 numbers of trainees completed training course over the period of 05 (five) years shall be required.
- The firm should have experience in working with development projects funded by any development partner;
- The firm should have successfully completed at least one service contract related to capacity development (Training need assessment/ designing training module/organize training program) in ICT sub-sector during last 05(five) years. Training experience in Women entrepreneurship development sector will be given preference ;
- The required average annual turnover of the consulting firm shall be at least of the amount of Tk. 100 (one hundred) Lakh for the last three years;
- A capacity statement on available training infrastructure facilities, IT equipment, logistics support, transport and office space;
- Undertaking that the firm has not been blacklisted or debarred by any Government Organization or by IDA;
- List of key professional staff including proposed core team for the assignment, showing qualification and experience including the projects/assignment on which they have worked, their role in the assignment/project and duration of their engagement with the assignment/project;

Required Documents: The Company must submit the following documents:
a) Company Registration document (Trade License/Incorporation Certificate), Up to date Tax payment certification and VAT registration certificate;
b) Audited Financial statement (last 03 Years);

c) Company Brochure.
d) ISO Certified company will be given preference

Selection Method, Duration and Remuneration:

The Consulting firm will be selected by Quality and Cost-Based Selection (QCBS) method following World Bank's Guidelines: Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers - January 2011 (Modified in April 2015) ("Consultant Guideline) Available

website:http://documents1.worldbank.org/curated/en/615761468322433244/pdf/578440PUB0REPL0nglish0Final0Jan 2011.pdfand PPA 2006 and PPR 2008. The assignment   should be completed within maximum of 1(one) year from the date of Contract Signing. The proposed financial proposal must include VAT & Taxes. The payment will be made including VAT and Tax as per NBR rules. There will be no provision for advance payment.

Client Supports and Facilities

The consulting firm will facilitate monitoring of assignment by the employer, and World Bank officials. The project will provide to the Consulting firm all key program documents & reports such as:

- Relevant extract of Technical Assistance Project proposal (TAPP), if required;
- Sharing relevant up to date project information for a better understanding of the project;
- Providing timely feedback to the consulting firm on inception report, questionnaire, sampling, training module, draft reports etc.;
- Any logistic support such as transportation as well as office space will not be provided by the client.