

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: 26.00.0000.066.07.031.21- 539

Date: 16/06/2021

REQUEST FOR EXPRESSIONS OF INTEREST (CONSULTING FIRM) (National)

Name of the Service: **Design and Implement Training Program on Trade Facilitation for Women Traders including regulatory regime and procedural aspects of trade**

Name of the Project: Bangladesh Regional Connectivity Project 1, Ministry of Commerce
Credit No.: 60020; Project ID No.: 154580
Reference number: BRCP/MOC/SD-21

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 intends to apply a part of the IDA Credit for procuring consulting/training management services to **Design and Implement Training Program on Trade Facilitation for Women Traders including regulatory regime and procedural aspects of trade.**

The objectives of this assignment are to develop a training curriculum and implement training on technical know-how to enhance women's role in the trade facilitation, regulatory regime, procedural aspects and its export.

The scope of this work is three-fold:

- Refinement of training needs primarily identified by the project;
- Develop and design a training program or curriculum, including a robust monitoring and evaluation framework to assess progress or outcome;
- Implementation of the training curriculum.

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 and Cost Based Selection (QCBS) 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 sealed envelope to the address below (in person, or by mail) **by 3.00 PM on 05/07/2021.**

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

Md. Mijanur Rahman
16.06.21
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Terms of Reference

Design and Implement Training Program on Trade Facilitation for Women Traders including regulatory regime and procedural aspects of trade

Bangladesh Regional Connectivity Project (SD-21)-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 Training Program on Trade Facilitation for Women Traders including regulatory regime and procedural aspects of trade.**



Background:

Women's economic empowerment is an inevitable part of development discourse. Institutionalization of sustainable development process excluding women from the mainstream development programs is inconceivable and will not support sustainable economic growth. Nevertheless, sustainable growth in trade and development would always be a far-reaching goal without active and meaningful participation of the country's women folks.

Existing sex ratio in demographic structure of Bangladesh indicates that women comprise almost 50% of the total population. They are essential part of nation's human resources. Due to this demographic structure, the issue of the participation of women in the mainstream economy is imperative. Without a meaningful and active participation of women, half of the total population, in regular economic activities, a dynamic and sustainable economy is impossible. A sustainable economy is a precondition for national growth and prosperity including institutionalization of a democratic system. It is also impossible to achieve the target of a poverty-free society without incorporation of women in the mainstream economy. Considering the issue, a special emphasis has been given by the Government of Bangladesh, development partners, NGOs, business community and all other relevant stakeholders through different interventions to ensure increased women's participation in formal economic sector, especially in business and industry.

The World Bank Enterprise Survey 2017 has indicated that, in Bangladesh 12.7 percent firms had female participation in ownership; 4.8 percent had a female in top management; 1.7 percent firms had a majority of women in ownership; 15.8 percent of full-time workers were female; 21.1 percent of production workers were female and 10.7 percent of nonproduction full-time workers were female. According to the SME Foundation about 40 percent of the women-led SME were involved in the production of woven and knit apparels, clothing and fabrics.

Women traders face difficulties in establishing trade contacts with marketing and potential buyers. Women have not been engaged in trade for as long as men and therefore they lack the networks and connections, that men have. They are not able to know the regulatory regime and procedural aspects of trade. Although they participate in trade with support from various sources, different types of non-tariff barriers and procedural constraints make them less effective in marketing and promoting their goods in national and international settings.

Women entrepreneurs in trade facilitation and exports

Various studies, interviews and observations show that women-owned firms are far less likely than male-owned firms to be involved in overseas trade. A few surveys provide useful information about women entrepreneurs' involvement in cross-border trade and the barriers they face in entering this area. A study of Bangladesh Women Chamber of Commerce and Industry (BWCCI) conducted in 2015 found that most women entrepreneurs only cater to the local market and that their trade is related to the local and national market only. Only 15.6 per cent of the women entrepreneurs are involved in export-oriented sectors. A more recent survey in 2017 by SANEM found that of female-owned or female-operated firms in the textile, apparel, and agribusiness industries none of the firms are directly involved in cross-border trade. They are indirectly involved in trade by either supplying to small-scale exporters or using imported raw materials. Some entrepreneurs in the textiles and apparel industry

engage occasionally in informal trading. Despite the women entrepreneurs' minimal involvement in cross-border trade, they appear to be aware of where their products are exported to and which countries their raw materials are imported from.

The main reasons of the barriers that women entrepreneurs face include access to capital and land; skills and business-management knowledge; identification of markets, marketing products, and export-specific knowledge; regulatory regime; procedure for start up business; intimidating, time-consuming, and bureaucratic administrative requirements for starting a formal business access to a business network; location and distance of zones outside of cities; and confinement to small businesses in female-dominated sectors.

Facilitation of exports by women traders through Bangladesh Regional Connectivity Project (BRCP)-1

In order to increase the number of women in trade, there should be more enterprises headed and managed by women. This can be achieved by increasing the number of women in production, management and marketing and export in domestic and international market. Increasing the number of women engaged in regional trade will entail supporting women's entrepreneurship and supporting production of the potential tradeable goods. While women's involvement in traditional sectors should be supported (dairy, agro processing) non-traditional sectors with the potential for breaking gender stereotypes should be promoted. No doubt trade policies need to become gender-responsive, but other measures not directly related to trade are also necessary if both women and men —and the economy as a whole — are to reap the full benefits of trade expansion.

There are various challenges and opportunities to increase women's involvement in export trade. Challenges for potential women exporters include the lack of soft skills; lack of information about export markets and international demand; lack of familiarity with trade procedures and barriers; small size of firms, insufficient capital and difficulties in obtaining bank loans; etc . Challenges on the government policies and procedures side include the fact that trade policies do not make sufficient provisions for women; there is limited participation of women in trade and policy negotiations; limited participation of women in trade associations and chambers; border environment is not gender-friendly; responsibility within government for international trade is scattered and uncoordinated; and the regulatory environment is complex (difficulties in —ease of doing business!).

The general conditions for women's involvement in entrepreneurship and domestic, regional and international trade in the different sectors as well as sector specific ones. These include the following:

- a) Increasing and supporting financial access through continued financial literary and business education for women entrepreneurs;
- b) Capacity development for MFIs and rural banks, particularly in the area of gender-sensitive financial inclusion;
- c) Facilitating women friendly infrastructure at the borders and customs posts and facilitating women exporters' participation in Special Economic Zones;

- d) Facilitating networking and access to information by women producers and traders and linkages with larger private sector firms responsible for marketing and exports;
- e) 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;
- f) Capacity development of women through skills building; providing information on government procedures; mentoring and handholding and nurturing young (start-up) firms (business incubation) including regulatory regime .

It is expected that this training program on trade facilitation for women traders including regulatory regime and procedural aspects will facilitate promotion of export by women traders in selected sectors through enhanced knowledge and experience of the project implementing agency and relevant government officials as well as private sector representatives. This will also address the knowledge and experience gaps of the women traders .

2. Objective of Consulting Service/ Scope of Services The objectives of this assignment are to develop a training curriculum and implement training on technical know-how to enhance women's role in the trade facilitation , regulatory regime , procedural aspects and its export.

The scope of this work is three-fold:

- Refinement of training needs primarily identified by the project;
- Develop and design a training program or curriculum, including a robust monitoring and evaluation framework to assess progress or outcome;
- Implementation of the training curriculum.

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.*

The scope of the work is the three components described below:

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

The capacity building activities will have concentration on successful promotion of export in this specialised areas through enhancing capacity of female traders. The major focus of training will include but not limited to trade facilitation procedure , introduction of regulatory regime of trade and export /import procedure enhancement;

- a. The areas for training for the women traders would include but not limited to following areas:

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- i. Business Plan, Procedure and Development and Government regulation for starting up a firms/business
- ii. Key features of Export Policy of Bangladesh and Challenges of export diversification and expansion
- iii. Import Policy Order of Bangladesh (IRC & ERC Procedure) and Procedure for Trade Licensee , VAT, TAX, TIN Certificate
- iv. Government facilities for Business startup and Access to Finance and Digital Payment Method
- v. Value chain development
- vi. New technology introduction (E-commerce and application of IT)
- vii. Product specific improvements in sanitary and phyto-sanitary/TBT standards (Export and import point of view) including HACCP, BSTI , Quality and Food safety , Plant Quarantine and related government regulations ;
- viii. Carrying out practical field studies in identification of standards or regulations in the country that are impeding trade on the potential exportable identified items;
- ix. Entrepreneurship development;
- x. Improvements in the transportation, packing and storage facilities ;
- xi. Marketing of products in export markets including market access information ;
- xii. Networking, marketing, bargaining and negotiations.
- xiii. Export Promotion, market analysis , procedures and networking
- xiv. Guidelines for Foreign Exchange Transaction and Bangladesh bank facilities for Women Entrepreneurs

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 programs in similar fields carried out through other development partners;
- (b) Carry out refinement of training needs based on the training focus identified above;
- (c) Identify the selection criteria and target groups for trainings :

Carry out the training participants selection process in following 3 steps:

Firstly, revisit the existing selection criteria of training participants that has been administered to identify 1050 participants potential for export, selected from 3150 participants in 3 sectors: cut-flower, agro-processing & ICT (1050 participants have been trained in each sector).

Secondly, verify information provided by the partner training firms regarding participants' profile in the proposed list of participants for each sector.

Thirdly, propose improvement/alteration, with justification, in trainee selection criteria and/or identify participants from the said 3 /other sectors who are more deserving candidates and possess higher potential to become female exporters but need to attend the trade facilitation training.

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, business skills, soft skills and practical orientation of technologies. These modules should also bring to the participants international and local examples/lessons.
- Identification and sign-up for women and men to be trained.
- Finalization of the list of selected participants and recruitment of women and men to be trained (approximately 1050 persons); according to the criteria for participants selection, which should be reviewed and improved/altered, if required, by the selected firm(s)/institution(s) and must be approved by BRCP-1 authority.
- 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.

The training should not be limited to only class room training but also include on the farm/shop (real life) training, including role playing workshops to build capacity to increase sales

Component 3: Implementation of training

The implementation of training will start after pilot training and adjustment in training module based on observations received during piloting. 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.

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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 the agro-processing sector.
6. After the training, a survey will need to be conducted to assess other needs of participants including, but not limited to, logistics/transportation, infrastructure needs (like cold storage), marketing support, financing, additional trainings, and so on.
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 and BBS;
 - Field Survey of different value chain actors (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 5 FGDs. Each FGD should include at least 10-15 persons);
 - Key Informant Interviews (KIIs) (at least 5 women entrepreneurs/exporters).
 - Consultations
 - National level consultation with government, think tanks, donors, NGOs, private sector, women's chambers and associations etc. (at least 20 persons)
 - Local level consultations that would include community focus group discussions (FDGs) and key informant interviews with agricultural extension and marketing officials, women, local producers and traders, business and trade bodies and local government authorities (at least two consultation at two 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 Trade Facilitation , Regulatory Regime and Procedural Aspects of Trade
Duration	:	(6D Six Days)
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. (BRCP-1 will solicit nomination from relevant bodies)
Target participants	:	Women Representative of relevant bodies and or /Women Entrepreneurs who are directly involved in various stages of the Trade Facilitation 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 Trade Facilitation. 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 this assignment. 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 fee. 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. Associated costs for opening and closing session together will need to be limited between Taka 5000 to Taka 7000 respectively. All cost associated with the delivery of training (except remuneration) will be considered as reimbursable cost. 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 (intermittently, from the training budget of the project) 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 agro-processing (mainly food items, vegetables, frozen foods and dried fishes, but excludes jute or tea) 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:

Oct-----2021 – Sep 2022, Twelve (12) months from signing the contract)

Final Deliverables

The deliverables are the following:

Deliverables	Indicative Timeline
Component 1: Refinement of training needs primarily identified by the project	
1. Inception report	Within week 02
2. Report on refinement of training needs assessment (including presentation) and draft trainee list	Within week 06
3. Workshop on Report on refinement of training needs assessment	Within week 07
Component 2: Development/designing of training curriculum	
1. Training toolkit Training materials <ul style="list-style-type: none"> o Training implementation manual covering the various aspects identified in component o Workshop on training modules and implementation plan 	Within week 10
2. Training implementation <ul style="list-style-type: none"> - Training implementation manual and course module covering various aspects identified in component 1 	Within Week 11-51

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- Workshop on training modules and implementation plan - Piloting (two batches) of training	
Component 3: Implementation of training	
Delivery of Training	
a. Training implementation progress reports	Every month
b. Final training implementation report summarizing the next actions for each participant, participants' feedback, and logistics and transport needs	Within week 11-52
Post training refresher workshop and report	Within week 30-51

N.B.: All cost associated with workshops/events will be borne by the firm.

The Consultant's Team and Inputs

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 agro-processing 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	06	At least a Master's level degree in any discipline. 10+ years of experience in leading teams to deliver multipurpose outputs like trainings, position papers, industry reviews and so on.	<p>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.</p> <p>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.</p>

Position	Duration (man months)	Qualification and Experience	Responsibility
Lead Training Expert	08	At least a Master's degree in any discipline . 08+ 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. Experience in trade and development sector is a added advantage .	<p>Development of training curriculum (including implementation manual) covering at least technical, business and soft skills.</p> <p>Operationalizing the trainings developed including but not limited to:</p> <p>Identification and recruitment of suitable candidates (women and 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.</p> <p>Lead Training Expert will be responsible for taking at least one session in every batch.</p>
Trade Facilitation Expert	4	At least a master's degree in Economics, MBA or trade related areas. 5+ years of experience in Trade and development or related sectors with expertise in the international, regional and local market.	<p>Refinement of training needs of Trade Facilitation 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.</p> <p>Trade Facilitation Expert will be responsible for taking at least one session in every batch.</p>
Trade and Entrepreneurship development Consultant	4	At least a master's degree in Economics, MBA or relevant field. 5+ years of experience in trade and export and marketing or related sectors with expertise in the international, regional and local market.	<p>Refinement of training needs of Trade & Entrepreneurship Development 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.</p> <p>Trade and Entrepreneurship development Consultant will be responsible for taking at least one session in every batch.</p>

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Position	Duration (man months)	Qualification and Experience	Responsibility
Field Level Trainer (Minimum 04)	28	At least a master's degree in Economics, MBA or relevant field. 5 years of experience in delivering field level trainings. Experience in delivering training to women and on business development and management will be added advantage.	Field Level Trainers will conduct the trainings in the field. They will maintain regular communication and coordination with other experts and BRCP-1 project office.

- A Gender specialists should be kept for the monitoring and evaluation of the training and three (3) days refresher training for the Trainer after the completion of each Five (5) Batch training
- The Consulting firm will also propose program support staffs like Program Coordinator (Minimum Master's Degree with three years of relevant experience) and Office Assistant (Minimum SSC) as per their work plan.

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 10(ten) 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;
- The firm should have experience in working with development projects funded by any development partner;
- The firm should have successfully completed at least two service contract related to capacity development (Training need assessment/ designing training module/organize training program) in any sector and/or for women entrepreneurship development in last 07(seven) years;
- Firms with experience in providing training related to export development and promotion/ access to finance/ business management skill development will be given advantage.

- Required Documents: The firm/company must submit the following documents:
 - a) Company Registration, Income Tax and VAT Registration Certificate;
 - b) Audited Financial statement (last 03 Years);
 - c) Company Registration Brochure.

Handwritten signature

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