

Memo No: 26.00.0000.066.07.034.21-845

Date: 25/10/2021

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

Name of the Service: (i) Designing and Implementation of Piloting Programme for Development of business Capacity of Women Entrepreneurs on Agro Processing Sector (Package: BRCP1/MOC/SD-35); and (ii) Designing and Implementation of Piloting Programme for Development of business Capacity of Women Entrepreneurs on Cut Flower Sector (Package: BRCP1/MOC/SD-36).

Name of the Project: Bangladesh Regional Connectivity Project 1, Ministry of Commerce; Credit No.: 60020; Project ID No: 154580.

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.

The scope of the service provider (SP)/ consulting firm of this assignment is 06 (six) fold: (a) Group formation and Identification of Piloting Activities; (b) Development and designing of training curricula/module; (c) Implementation of Training; (d) Adoption of new technology; (e) Linkages among the public-private Traders; (f) Assistance for matching grant support. This technical assistance project intends to apply a part of the IDA Credit for procuring consulting firms for the following services:

SL. No	Name of Service	Package No	Duration of Service	Qualification and Experience
01.	Designing and Implementation of Piloting Programme for Development of business Capacity of Women Entrepreneurs on Agro Processing Sector	BRCP1/MOC/SD-35	15 Months	The Consulting firm shall have: ➤ Minimum (ten) years of general experience in successfully providing consulting services out of which at least 03 (three) years of experience in training management for public sector; ➤ Experience in working with development projects funded by any development partner; ➤ Experience in providing activities for business development support/group formation and mobilization/market development for entrepreneurs (male and female) will be added advantage; ➤ The required average annual turnover shall be at least of the amount of Tk. 100 (one hundred) lakhs for SI-01 and Tk. 60 (sixty) lakhs for SI-02 for the last three years. ➤ Legal Document (Incorporation/Trade License, update Income Tax, VAT Certificate); ➤ Last 03 Years Audit Report; ➤ Evidence of work related experience shall be attached with EOI.
02.	Designing and Implementation of Piloting Programme for Development of business Capacity of Women Entrepreneurs on Cut Flower Sector	BRCP1/MOC/SD-36	10 Months	

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. 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 4.00 PM on 18/11/2021.**

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

25.10.21

Md. Mijanur Rahman
Project Director (Joint Secretary)
Phone: +8802- 55138022

Government of People's Republic of Bangladesh
Ministry of Commerce
Office of the Project Director
Bangladesh Regional Connectivity Project-1
Level-12 (West side), Probashi Kollayn Bhaban, 71-72 Old Elephant Road,
Eskaton Garden, Dhaka-1000



Memo No: 26.00.0000.066.07.034.21-845

Date: 25/10/2021

Request for Expressions of Interest (REOI) for Selection of Consulting Firm (National) for (01) "Designing and Implementation of Piloting Programme for Development of business Capacity of Women Entrepreneurs on Agro Processing Sector"; (02) "Designing and Implementation of Piloting Programme for Development of business Capacity of Women Entrepreneurs on Cut Flower Sector".

General Information

1.	Ministry/ Division	Ministry of Commerce
2.	Agency	WTO Cell, Ministry of Commerce
3.	Name of Procuring Entity	Project Director, Bangladesh Regional Connectivity Project-1
4.	Procuring Entity District	Dhaka
5.	Expression of Interest for	01. Designing and Implementation of Piloting Programme for Development of business Capacity of Women Entrepreneurs on Agro-Processing Sector (National). 02. Designing and Implementation of Piloting Programme for Development of business Capacity of Women Entrepreneurs on Cut Flower Sector (National).
6.	EOI Ref No.	26.00.0000.066.07.034.21-845 (BRCP1/MOC/SD-35 & 36)
7.	Date (dd/mm/yyyy)	25/10/2021

Key Information

8.	Procurement Sub-method	Quality and Cost Based Selection (QCBS) (Lump Sum Contract Basis).
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Funding Information

10.	Budget and Source of Funds	Development Budget and RPA
11.	Development Partners	IDA

Particular Information

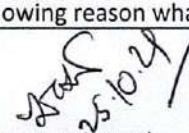
12.	Project/ Programme Code	2230029
13.	Project/ Programme Name	Bangladesh Regional Connectivity Project-1
14.	EOI Closing Date and Time	18/11/2021 up to 04.00 PM

Information for Applicants

15.	Brief Description of the Assignment	The scope of the service provider (SP)/ consulting firm of this assignment is 06 (six) fold: A: Group formation and Identification of Piloting Activities; B: Development and designing of training curricula/module; C: Implementation of Training; D: Adoption of new technology; E: Linkages among the public-private Traders; F: Assistance for matching grant support.
16.	Experience, Resource & Delivery Capacity Required	The interested consulting/training management firm should provide evidence of the following in their applications: i. The Consulting firm shall have the legal capacity to enter into the contract with minimum (ten) years of general experience in successfully providing consulting services out of which at least 03 (three) years of experience in training management for public sector (experience certificate/ contract document needs to be submitted as evidence of experience); ii. The firm should have experience in working with development projects funded by any development partner; iii. Experience in providing activities for business development support/group formation and mobilization/market development for entrepreneurs (male and female) will be added advantage; iv. The required average annual turnover of the consulting firm shall be at least of the amount of Tk. 100 (one hundred) lakhs Agro-Processing & Tk. 60 (sixty) lakhs Cut Flower for the last three years; v. A capacity statement on available training infrastructure facilities, IT equipment, logistics

(Signature)

		<p>support, transport and office space;</p> <p>vi. Undertaking that the firm has not been blacklisted or debarred by any Government Organization or by IDA;</p> <p>vii. Familiarity of World Bank's OP/BPs, and preferably the new Environmental and Social Framework (ESF), including SEA/SH or similar standards of another development partner;</p> <p>viii. 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; Staff should ideally have knowledge of gender issues and SEA/SH risks; and staff, especially core team should include adequate number of female members</p> <ul style="list-style-type: none"> • Required Documents: The firm/company must submit the following documents: <ul style="list-style-type: none"> a) Company Registration, Update Income Tax and VAT Registration Certificate; b) Audited Financial statement (last 03 Years); c) Company Registration Brochure; <p>ix. Evidence of work related experience shall be attached with EOI.</p>
17.	Other Details	<p>Expected duration of contract is Agro-processing Sector 15 months & Cut Flower Sector 10 months. The expected date of commencement is January 2022. The consulting firm shall submit 2 (two) copies of Expression of Interest (EOI) (One original and one copy) in sealed envelope; clearly marked "EOI for 01. Designing and Implementation of Piloting Programme for Development of business Capacity of Women Entrepreneurs on Agro-processing Sector; 02. Designing and Implementation of Piloting Programme for Development of business Capacity of Women Entrepreneurs on Cut Flower Sector" to the Project Director (Joint Secretary), Bangladesh Regional Connectivity Project-1, Level-12 (West side), Probashi Kollayn Bhaban, 71-72 Old Elephant Road, Eskaton Garden, Dhaka-1000 on or before 18/11/2021 up to 04.00 pm. 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/.</p>
18.	Association with foreign firms	N/A
Procuring Entity Details		
19.	Name of the Official Inviting EOI	Md. Mijanur Rahman
20.	Designation of the Official Inviting EOI	Project Director (Joint Secretary)
21.	Address of the Official Inviting EOI	Bangladesh Regional Connectivity Project-1, Level-12 (West side), Probashi Kollayn Bhaban, 71-72 Old Elephant Road, Eskaton Garden, Dhaka-1000
22.	Contact Details of the Official Inviting EOI	Tel. No.: +02-55138022; e-mail: pdbrcp1moc@gmail.com
23.	The Procuring Entity reserves the right to accept or reject any/ all EOI's without showing reason whatsoever.	


(Md. Mijanur Rahman)
 Project Director (Joint Secretary)
 Bangladesh Regional Connectivity Project-1,

Distribution (Not according to seniority):

1. Director General, WTO Cell, Ministry of Commerce, Bangladesh Secretariat, Dhaka-1000 (For kind information).
2. Director General, CPTU, IME Division, Ministry of Planning, Sher-e-Banglanagar, Dhaka-1207 (for posting in the website).
3. Assistant Programmer (ICT Cell), Ministry of Commerce (for posting in the website).
4. Data Management Consultant, Bangladesh Regional Connectivity Project-1 (for posting in the website).
5. Notice Board.

**Terms of Reference (ToR) for selection of Firms/Institutions
for
“Designing and Implementing of Piloting Programme for Development of business
Capacity of Women Entrepreneurs on Agro processing sector”**

Bangladesh Regional Connectivity Project-1 (BRCP-1), MOC

1. Background and Project Descriptions:

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 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 Facilitation Committee (NTFC) 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 a part of the IDA Credit for procuring consulting services to design and implement **“Piloting Programme for Development of business Capacity of Women Entrepreneurs on Agro processing sector”** towards developing/incubating selected Women Entrepreneurs/Traders/other relevant stakeholders as full-fledged entrepreneurs in the Agro processing sub-sector for promoting business in the domestic and international export markets.



2. Sector Background:

Under the Component A, there is a provision for capacity building and introduction of new technologies in the Agro processing sub-sector. In the Agro-processing sub-sector, a total of 1125 Women Entrepreneurs/Traders were trained in training program by a consultancy firm. Potential entrepreneurs from the 1125 women/men who were trained of mentioned sub-sector to be selected for piloting activities. Through these piloting activities, detailed specialized/hands-on training, capacity building for businesses development by utilization of Business Incubation Process and Matching Grant Support will be provided to the potential women entrepreneurs to aid with business promotion in the Agro processing sub-sector with a view to expand export in this sector.

3. Objective of Consulting Service:

The objectives of this assignment are to:

- identify customized Piloting Activities;
- develop training curricula and implement specialized training on technical know-how and business development by utilization of Business Incubation Process;
- assist business development with matching grant support (if required) for involving trained women traders more in the domestic and international export markets for the Agro processing sector and towards developing them as full-fledged entrepreneur.

4. Scope of Services:

The scope of the service provider (SP)/ consulting firm of this assignment is 06 (six) fold:

Component A: Group formation and Identification of Piloting Activities:

- i. Product wise formation of Self-help group (SHG) of the interested Potential women Traders/Entrepreneurs.
- ii. General criteria of potential entrepreneurs/members of SHG, objectives of SHG formation and formation of SHG in Annexure-1)
- iii. Preparation of a common template of By-law for SHG.
- iv. Providing technical assistance at business starting of SHG.
- v. Sub-sector wise identification of customized Piloting Activities and location wise selection of SHG/ interested potential women entrepreneurs/traders/other relevant stakeholders.
- vi. Needs assessment survey of beneficiaries has to be conducted to identify major training needs, safety needs, preparation of training curricula, and drafting participants' list.

The consultancy firm already recruited by BRCP-1 completed training program on Agro-processing sub-sector and submitted their final training report. Final training report includes recommendation of location and group wise customized piloting activities. In this stage, the firm will have to be fine-tuned and verified these customized Piloting Activities.

Component B: Development and designing of training curricula/module

- a) Development of curriculum/module for 05 (five) days specialized/hands-on training and
- b) Development of curriculum/module for 03 (three) days Training in the Business Incubation Process.
- c) The curriculum/module for specialized/hands-on training will be prepared on the basis of findings/recommendations of final report of training implementing firms
- d) The curriculum/module will be finalized through need assessment survey of beneficiaries, expert opinion and validation workshop.

The possible training topics for specialized/hands-on training and demonstrating quality production and introducing new technologies in Agro processing sub-sector may be but not limited to following topics:

- Good Agricultural Practice (GAP);
- Good Management Practice (GMP);
- Post-harvest Management including Good handling practice (GHP);
- Cold chain management;
- Value addition/Value chain development;
- Processing;
- Food handling, safety and hygiene;
- Sorting & packing technologies;
- Challenges women face in the production/postharvest/trade process and how to overcome it;
- Question and answer session for any concern's the women have that has not been addressed and
- Other related issues.

The possible training topics for training in the Business Incubation Process may be but not limited to following topics:

- Trade license from the competent authority;
- Registrar of Joint Stock Companies and Firms (RJSC);
- Business plan development including marketing;
- Accounts management using apps;
- Preparing bankable project for loan/credit;
- Product wise SPS and TBT issues;
- Customs;
- Import Registration Certificate (IRC);
- Export Registration Certificate (ERC);
- Agricultural Marketing license (if needed);
- Cost benefit analysis;
- Country specific product and market diversification;
- Major challenges of women participation in trade and how to overcome the challenges;



- Rules and regulations for market access in the domestic and export- International Trade Centre (ITC) market analysis tool may be used for facilitating access to markets;
 - Entrepreneurial skills development;
 - Marketing and Advertising;
 - Brand Building/Creation;
 - Input supply and access to forward market;
 - Exporting process (air, road, sea), forms, understanding payment systems, incentives, parties involved. A hand manual/guide/flowchart for the future trades;
 - Local certification;
 - International standards and certification;
 - Potential online platforms to find national and international customers (Market);
 - Business Communication;
 - Standard Contract forms (purchase orders, invoice, etc.)
 - Question and answer session for any concern's the women have that has not been addressed.
- e) The training sessions should be 25% theoretical and 75% practical/learning by doing. Necessary arrangements to be ensured for practical/learning by doing sessions.
- f) For quality training and ensuring gender equality, in the training programs there should be adequate number of trainers of which at least 50% trainers would be female (in case of unavailability of qualified female trainers number may be readjusted after consultation and approval from the project authority). The trainers would have acceptable educational background in the respective discipline and 01-week ToT would be conducted for them before the training.
- g) All trainers and trainees will sign and follow a standardized Code of Conduct to mitigate Sexual Exploitation and Abuse, and Sexual Harassment (SEA/SH) risks.
- h) Product wise selection of participants/preparation of trainees list will be developed. The trainees list will be prepared considering the following issues:
- The Women Entrepreneurs/Traders who have received 5 days long training in Agro processing sub-sector by BRCP-1 and have been recommended as potential by the training implementing consulting firm in the final report;
 - The male beneficiaries who have received 5 days long training in Agro processing sub-sector by BRCP-1 and have been recommended as potential by the training implementing consulting firm;
 - The total trainees will be (approximately 600 persons) about 25% men and 75% women.
 - The number of batches may be around 40 (Each batch containing about 15 participants).

- i) Training of Trainers need to be conducted by the service provider and 02 (two) batch piloting on the curriculum/module developed needs to be implemented prior to implementation of the training program.

Component C: Implementation of Training

- a) To ensure quality training and effective interaction with the Master Trainers, two batches of trainings need to be implemented simultaneously at the same venue where a total of about 30 trainees may participate.
- b) In covid-19 situation, health and safety measures (masks, social distancing, monitoring temperature, hand-washing station, availability of sanitizers) should be maintained properly.
- c) Development of a training schedule and metrics to measure progress.
- d) Develop a mechanism to receive trainees' feedback and complaints anonymously.
- e) Develop an independent monitoring and evaluation mechanism for training.
- f) Training should be conducted following Non-Formal Education (NFE) approaches and Adult Learning Principles.
- g) Technical backstopping to be provided in each batch by the expert members of the team rotationally.
- h) Depending on the availability, at least 20% expert guest trainers from the Govt./non-govt. agencies would be invited for related session conduction.
- i) After successful completion of the training, the participants will receive a certificate signed by the competent authority.
- j) After trainings, four refresher workshops are to be arranged for participants to address any questions that might arise during utilization knowledge in their work.
- k) **Code of Conduct in training implementation:**
- There will be zero tolerance policy for harassment, including sexual harassment and sexual exploitation and abuse of participants. All trainers and trainees will sign and follow a standardized Code of Conduct to mitigate SEA/SH risks.
 - There will be no discrimination among trainees;
 - Any discussion and/or engagement of personal life of trainees are strictly prohibited and utmost professionalism needs to be practiced at all level.
- l) **Training venue:**
- The training should be conducted in the Government Institutions/ Women Chamber of Commerce/ other related stakeholders/ Private Organization's Training venue. Proximity and access to horticulture centers/ nurseries/ Agro processing industries market/ places need to be ensured by the SP;
 - In a suitable venue, after completion of 05 (five) days specialized/hands-on training in the same venue the subjects of 03 (three) days Business Incubation process may be conducted i.e. a total 08 (eight) days training for the same participants;
 - Considering the Covid-19 situation, adequate health and safety measures will be taken including limited number of trainees per batch in the venue, wearing a mask, taking temperature of everyone entering the venue, providing a hand-washing station, availability of sanitizers and separate toilets for men and women;



- Refreshments/Lunch will be provided for the trainees with 1 hour breaks each day;
- Separate room for childcare will be provided, with female supervisors for the children of the trainees;
- The SP will also ensure that trainees are informed of and abide by a safety Code of Conduct regarding SEA/SH and Covid-19.

Component D: Adoption of new technology

To develop a core team for the processing and by product preparation (Mango, Jack Fruit, Pineapple and Potato) in the Agro processing sector- a team (six most-deserving potential women entrepreneurs of Agro processing sector, two Agro processing Experts, one member from MOC and 01 member from BRCP-1, MOC having total 10 members) will take 10 days advanced training and practical visit to a country where Agro processing sector has been well developed. The core team members, after gathering knowledge and experience from abroad, will facilitate/disseminate their knowledge in the hands-on training program for development of processing and by product preparation in the Agro processing sector. The Service Provider (SP) will arrange and bear all the costs of this training [including Air fare, transport: to/from Airport/training venue/industry visit, accommodation in minimum 3-star hotel, training venue/processing center and resource person honorarium, per diem allowances for trainees (minimum US \$ 60), welfare guide, visit to areas of education and cultural interest and others].

To ensure, the team members after abroad training will facilitate/disseminate their knowledge in the hands-on training program, undertaken in a non-judicial stamps of Tk.300/= may be taken before going to abroad training.

Component E: Linkages among the public-private Traders:

Making linkage of the Women Entrepreneurs/Traders with processors/ large public or reputed private companies/BAPA/FBCCI/ Bangladesh Women chamber of commerce / and other Agro processing relevant stakeholders.

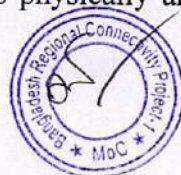
Some key activities that the service provider needs to perform under this component are:

- To provide **Group Mentorship** support by creating opportunities to seek assistance from industry players (both backward and forward market players and stakeholders)- at least 03 for each group (may be more than one (01) groups together but total person not more than 30);
- To organize periodic **Dialogue/workshop/seminar** with industry players/leaders from Agro processing sub-sector and other relevant stakeholders related to domestic and international trade - at least 01 for each group (may be more than one (01) groups together but total person not more than 30);
- To organize **Visits** to processors/ large/medium public or reputed private companies/ Exporters business center/processing center/factory- at least 03 for each group (may be more than one (01) groups together but total person not more than 30);

Component F: Assistance for matching grant support:

The service provider (SP) will assist BRCP-1 for matching grant support.

- i. Matching Grant Support will be provided to potential 40 entities (may be but flexible depending on the field demand may be changed);
- ii. The SP will develop initial guidelines and procedures (the methodology practiced by AIF-3 program, NATP-Phase 2 project of DAE funded by IDA and GOB may be followed) including sub-project proposals in a prescribed format for matching grant support and finalize after consultation with the project authority;
- iii. Matching grant support would be awarded to qualified SGH/Women Entrepreneurs/ Traders taking training from BRCP-1/ agro-processing related business organization after submitting sub-project proposals;
- iv. Matching grant support would be maximum ceiling BDT 10.00 lakh and maximum 50% of the sub-project cost and rest 50% cost will be borne by them mentioned in F(iii);
- v. The SP will properly inform matching grant support program and assist them for sub-project preparation and submission. The funding windows should be fully associated with business promotion/export;
- vi. Matching grant support would be awarded on the basis of merit of the proposals through competitive process by the local and central committees;
- vii. The SP will assist to constitute a local committee headed by the local UNO with other members from DAE, DAM, Department of Women affairs, Women chamber and concerned UP chairman/ward commissioner/ward member (maximum 5-7 members).
- viii. The SP also organize local committee meeting with the consent of UNO and assist for meeting minutes preparation and also bear the associated cost;
- ix. The local committee will make recommendations after verifying the documents and evaluating the capability of the SHG or Potential Women Entrepreneurs trained in BRCP-1/ agro-processing related business association;
- x. The SP will collect and send the evaluation and recommendations of local committee to the project office with the necessary documents;
- xi. There will be a central committee headed by one Director from WTO Cell, MOC with other members from DAE, DAM, Department of Women affairs, Department of ICT, Bangladesh Women Chamber of Commerce & Industry and Project Manager, BRCP-1/MOC as member secretary; the central committee will make final recommendation to the Project Director with an evaluation report;
- xii. On behalf of Project Director (PD), Monitoring and Supervising Officer and project personnel will visit the qualified sub-projects physically and will submit a verification report to PD;



- xiii. After proper verification of the submitted documents, qualified sub-projects will be approved and matching grant support within the budget will be allocated by the Project Director through bank;
- xiv. To ensure quality outcome in all and every stages of matching grant support, regular monitoring will be done by the SP as well as by the project. The SP will develop monitoring and reporting mechanisms and finalize after consultation with the project authority.

Implementation of the Piloting Activities is likely to require cross support from different government and non-government agencies and the SP will play a role for coordination. The SP may seek assistance (whatever and whenever necessary) from different public and private sectors like Department of Agriculture Extension (DAE), Department of Agricultural Marketing (DAM), Bangladesh Agricultural Research Institute (BARI), Department of ICT, Hortex Foundation, Department of Women Affairs (DWA), Bangladesh Standards and Testing Institution (BSTI), Export Promotion Bureau (EPB), Bangladesh Agro-Processors Association (BAPA), Women Chamber of Commerce & Industry, Traders and others. The BRCP-1/MOC will provide support for making communication in this context. (The scope of assistance by different relevant stakeholders shortly describe in Annexure-2).

5. Areas of piloting activities:

- a) Rangpur - Potato based products;
- b) Rajshahi, Chapai Nowabgonj and Bandarban: Mango and Tomato based products;
- c) Bogura: Spices based products;
- d) Mushroom: Area will be selected after getting information from secondary source and survey [preference will be given for CHT region (Bandarban, Chattogram) as mushroom is part of daily diet of the ethnic minority inhabitants];
- e) Bandarban, Chattogram, Norsingdhi and Bogura: Banana based products;
- f) Gazipur: Jackfruit based products;
- g) Chattogram, Bandarban, Tangail and Sylhet: Pine apple-based products;
- h) Sylhet and Tangail: Lemon (Zara lemon/Seedless lemon);
- i) Norsingdhi, Sylhet and other vegetables growing areas- Drying of selected vegetables, and
- j) Others (if needed) will be included after getting feedback from the training implementing firm; consulting with the stakeholders through written proposal, online meeting, by e-mail and workshop; depending on the availability of agricultural products and scope of domestic and export marketing.

To run the business round the year and for proper utilization of machineries, seasonal commodity might be considered primarily. However, mix/combined commodities whenever suitable might also be taken into consideration by the Entrepreneurs/Traders themselves.

6. Addressing Sexual Exploitation and Abuse (SEA), Sexual Harassment (SH) and Gender Based Violence (GBV):

- Because there would be 75% women and 25% male entrepreneurs in the mentioned activities, Sexual Exploitation and Abuse (SEA), Sexual Harassment (SH) and Gender Based Violence (GBV) would be carefully addressed and all trainers and trainees will sign a Code of Conduct to mitigate any SEA/SH/GBV risks to implement Piloting Activities.
- SEA/SH/GBV risks that women entrepreneurs face when running their businesses will also be covered during the trainings and methods of mitigating such risks will also be addressed
- Detailed SEA/HA/GBV guidelines is available in Annexure-3 and Code of Conduct is available in the Annexure-4

7. Period of assignment and Implementation of the Programs:

January 2022 - March 2023 (15 months from signing the contract)

8. Final Deliverables:

The deliverables are the following:

Deliverables	Indicative Timeline
Component A:	
Inception report (The inception report of the consulting firm should include a section on the potential challenges that women face in their households, communities, markets, etc. and potential strategies to address these)	Within week- 02
Report on Self-help group (SHG) formation by the interested Potential Women Traders/Entrepreneurs	Within week- 04
Preparation of Bye-law for SHG	Within week-04
Report on product wise identification of customized Piloting Activities and location wise selection of SHG/Potential Women Entrepreneurs/Traders trained in BRCP-1/ agro-processing related business association	Within week- 06
Training Needs Assessment of beneficiaries	Within Week 11
Finalization of training participants' list	Within Week 11
Workshop on reports	Within week- 11
Component B:	
Training toolkit Training materials for Specialized/ hands-on training and Capacity building in the Business Incubation Process: <ul style="list-style-type: none"> Product wise Training implementation manual covering the various aspects identified in component Workshop on training modules (product wise separate modules) and implementation plan 	Within week-14
Component C:	



Training implementation: Specialized/ hands-on training and Capacity building in the Business Incubation process	Within Week: 15-42
Training implementation progress reports	Every month
Post training refresher workshop: 04 nos.	Within week: 20-42
Post training final report—summarizing the next actions for each participant, participants' feedback	Within week: 44
Component D:	
Advanced training and practical visit of core team to abroad for Adoption of new technologies	Within week-14
Component E:	
Report on Group Mentorship/ periodic Dialogue/workshop/seminar with industry players/leaders/ Visits to processors/ large/medium public or reputed private companies/ Exporters business center/processing center/factory	Within week: 44
Component F:	
Preparation of initial guidelines and procedures for matching grant support	Within week-30
Development of monitoring and reporting mechanisms	Within week-32
Assistance to preparation of Matching Grant Project Proposals	Within week-40
Collection and submission of the recommendations of local committee to the project office with the necessary documents	Within week-44
Monitoring SHG and Matching grant support implementation:	Within week-64
Submission of monthly monitoring report	
Submission of final monitoring and evaluation report (evaluation report to be done from development partner review perspective)	Within week-64

9. 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 Agro processing 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 with Taka 1500/- 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 4000/- to Taka 5000/- respectively. These break ups have to be considered along with other issues during the preparation of training budget by the training institutions/firms. The firm (consultant) needs to submit component wise budget (remuneration and reimbursable).

10. Consulting Firms qualification and experiences:

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

- i. The Consulting firm shall have the legal capacity to enter into the contract with minimum (ten) years of general experience in successfully providing consulting services out of which at least 03 (three) years of experience in training management for public sector (experience certificate/ contract document needs to be submitted as evidence of experience);
- ii. The firm should have experience in working with development projects funded by any development partner;
- iii. Experience in providing activities for business development support/group formation and mobilization/market development for entrepreneurs (male and female) will be added advantage;
- iv. The required average annual turnover of the consulting firm shall be at least of the amount of Tk. 100 (one hundred) lakhs for the last three years;
- v. A capacity statement on available training infrastructure facilities, IT equipment, logistics support, transport and office space;
- vi. Undertaking that the firm has not been blacklisted or debarred by any Government Organization or by IDA;
- vii. Familiarity of World Bank's Environmental and Social safeguards, including SEA/SH or similar standards of another development partner preferred
- viii. 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;
- ix. Required Documents: The firm/company must submit the following documents:
 - a) Company Registration, Update Income Tax and VAT Registration Certificate;
 - b) Audited Financial statement (last 03 Years);
 - c) Company Registration Brochure.

11. 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-sectors 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 Experience and	Responsibility
Team Leader (1)	08	<p>At least a Master's level degree in any discipline.</p> <p>At least 15 years of general experience and minimum 10 years of experience in leading teams to deliver multipurpose outputs like trainings, group mobilization, public & private linkage and so on.</p> <p>Experience in designing and delivering training on Agro processing related issues will be an added advantage.</p>	<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. The principal responsibilities of the Team Leader will be required to 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; and ensure the safety of all trainers and trainees.</p>
Training Expert (1)	08	<p>At least a Master's degree in any discipline. Minimum 10 years of experience in designing and delivering trainings in various sectors.</p> <p>Should have experience in design and delivery of technical, business skills, and soft skills trainings, group mobilization.</p>	<p>Development of training curriculum (including implementation manual) covering at least technical, business and soft skills. Development of matching grant support distribution policies and procedures.</p> <p>Operationalizing the trainings developed including but not limited to:</p>

		<p>Experience in trade/ Agro processing/ sector is an added advantage.</p> <p>Experience in designing training following Non-Formal Education (NFE) approaches and Adult Learning Principles is necessary.</p> <p>Experience in designing and delivering training for women will be an added advantage.</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>
Trade and Business Promotion Expert (1)	04	<p>At least a master's degree in Agriculture/ Economics, MBA or trade related areas. Minimum 10 years of general experience and 5 years of experience in Trade promotion, business development/SME management or related sectors with expertise in the international, regional or local market.</p> <p>Experience in export and import process/ SPS and TBT issues/ export related certification issues will be an added advantage.</p>	<p>Refinement of training needs of Trade Facilitation sector (with a special focus on women) across all stages of the value chain;</p> <p>Assessment should cover technical, business and soft skills training needs; Support Lead Training Expert with the development of training modules and their delivery and also assist for Linkages among the public-private Traders & distribution of matching grant support.</p>
Agro processing Specialist (1)	08	<p>At least a master's degree in Agriculture or relevant field. Minimum 10 years general experience and 7 years of experience in conducting research and study/ designing and delivering training on Agro processing sector.</p>	<p>Share sectorial expertise in identifying the training needs and gap, fine-tuning the training curriculum and module. Assist in selecting the potential SHG/ women entrepreneurs. Assess technical preparedness of potential grantees. Support Lead Training Expert on pertinent issues. Agro processing Specialist will provide technical assistance to review the Matching Grant Support sub-project proposals prepared by potential women entrepreneurs.</p>



Gender Expert (1)	03	Post-graduate degree in any discipline. 5+ years of experience in women entrepreneurship development training.	Sectorial expertise in identifying the training needs and gap, fine-tuning the training curriculum and module. Assist in selecting the potential SHG/ women entrepreneurs. Ensure addressing Sexual Exploitation and Abuse (SEA), Sexual Harassment (SH) and Gender Based Violence (GBV).
Project Coordinator (1)	15	At least a master's degree in Agriculture/ Economics, Business Administration or relevant field. Minimum 5 years of experience in coordinating and managing public sector project. Experience in managing field level implementation of projects will be an added advantage. Experience in managing training projects will also be an added advantage.	Work closely with the Key experts and BRCP-1 project office in ensuring timely implementation of each of the components and delivery of the deliverables. Project coordinator will provide necessary support in managing the SHGs and facilitating the local committee.
Field Level Master Trainers (minimum 04)	28	At least a master's degree in Agriculture, Economics, MBA or relevant field. Five (05) 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 Master Trainers will conduct the trainings in the field. They will maintain regular communication and coordination with other key experts and BRCP-1 project office. At least 50% of the field level master trainers must be female.

The SP will appoint adequate number of Monitoring and Business Assistance Officer, Field Supervisors and other non-key support staff may be added as deemed necessary by the consulting firm.

12. Selection Method:

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 Guidelines") available in the website: <http://documents1.worldbank.org/curated/en/615761468322433244/pdf/578440PUB0REPL0nglish0Final0Jan2011.pdf> and PPA 2006 and PPR 2008.

13. Payment Schedule

Activities	% of Payment
Component A:	
Acceptance of Inception report	20 % of Component A
<ul style="list-style-type: none"> Acceptance of Report on Self-help group (SHG) formation by the interested Potential Women Traders/Entrepreneurs; Acceptance of Bye-law for SHG; Acceptance of Report on product wise identification of customized Piloting Activities and location wise selection of SHG/Potential Women Entrepreneurs/Traders/other relevant stakeholders. 	20 % of Component A
Acceptance of draft Report on Training Needs Assessment of beneficiaries	30 % of Component A
Finalization of reports including validation workshop	30 % of Component A
Component B:	
Acceptance of Draft Training Module	50 % of Component B
Acceptance of Final Training Module	50 % of Component B
Component C:	
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 C @ 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;	Progressive and proportional payment (100 % of Component C)
Component D:	
Acceptance of proper documents (Tour program, Air ticket, Hotel booking etc.)	40% of Component D
Acceptance of final report	60% of Component D
Component E:	
Acceptance of Report on Group Mentorship/ periodic Dialogue/workshop/seminar with industry players/leaders/ Visits to processors/ large/medium public or reputed private companies/ Exporters business center/processing center/factory	100 % of Component E
Component F:	
Preparation of initial guidelines and procedures for matching grant support and Finalization with a Workshop/meeting	10 % of Component F
Progressive payment on basis on acceptance of the successful project proposals	Progressive and proportional payment (60 % of Component F)
Monthly monitoring report and final monitoring and evaluation report	Progressive and proportional payment (30 % of Component F)



14. 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 final training report on Agro processing sector under BRCP-1;
- 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.

FINAL



General criteria of potential entrepreneurs/members of SHG:

- i. The Women Entrepreneurs/Traders who received 5 days long training in Agro processing sub-sector by BRCP-1;
- ii. The Women Entrepreneurs/Traders who have been recommended as potential by the training implementing consulting firm in the final report;
- iii. The male beneficiaries who have received 5 days long training in Agro processing sub-sector by BRCP-1 and have been recommended as potential by the training implementing consulting firm in the final report;
- iv. The women entrepreneurs/traders for piloting activities will be selected on the basis of raw materials availability and marketing potentials in both domestic and export markets.

Special criteria of SHG members:

- i. The entrepreneurs/traders who have minimum capital to run a business and are engaged/ willing to continue same type of products/category of businesses;
- ii. The interested Potential Entrepreneurs/Traders of same/nearest locality;
- iii. The beneficiaries will be about 25% men and 75% women. The male beneficiaries who are encouraging and supporting of women beneficiaries will be selected for the piloting activities.

Objectives of SHG formation:

The main objectives of SHG formation:

- i. The entrepreneurs/traders who have minimum capital to run a business, if they are united it would be easier for them to become successful entrepreneurs;
- ii. They will be able to overcome the hurdles when they are united rather than being alone;
- iii. The members of SHG will be able to promote and continue trade safely and more secure.

Formation of SHG:

- i. The members of a SHG will not be fixed (may vary from 02 to 20 or more/less depending on the locality/category of business/ interested potential women entrepreneurs/traders, effort to be taken among the members 75% female and 25% male);
- ii. By-law should be constituted for proper operation of SHG and a managing committee should be formed accordingly;
- iii. The structure of managing committee of SHG may be: 01 President, 01 Member Secretary, 01 Treasurer and some Members; other members of SHG will be general members. In case of 03 members or less group: 01 President, 01 Member Secretary and Member Secretary will also act as Treasurer;
- iv. There should be one bank account and all transactions will be done by the joint signature of Treasurer and Member Secretary/President of the committee;
- v. Monthly meeting of managing committee should be held, general meeting may be held every 03 months and all the statements of accounts should be submitted in the general meeting;
- vi. SHGs may take initiative to register themselves by competent authority for their sustainability.

(For SHG formation and operation, the methodology practiced by NATP-Phase 2 project of DAE funded by IDA and GOB may be followed).



The scope of assistance from different relevant stakeholders to implement Piloting Activities:

- a) DAE (Field Service Wing), DAM and local Women chamber/ other trader associations will assist to select women traders for group formation or selection of Potential Women Traders/Entrepreneurs with the final approval from the BRCP-1;

DAE (Field Service Wing), DAM and local administration will assist in organizing training on piloting activities;

DAE (Plant Quarantine Wing) will be helpful by providing one stop service for Phyto-sanitary Measures {SPS and plant quarantine issues including issuance of photo-sanitary certificate (PC)} for exporting fruits, vegetables and agro-processed products;

- b) BARI will assist by providing best practices of agro-processing technologies and key experts to act as resource persons in training events;
- c) Department of ICT will assist by providing technologies in ICT sector and appropriate trainer will provide during training;
- d) Department of Women Affairs (DWA) will assist in potential women entrepreneurs selection and matching grant support and monitoring the business of women entrepreneurs;
- e) EPB will assist the Women Traders/Entrepreneurs through providing resource persons for international market access in the training events;
- f) Hortex Foundation may support for transportation and assist in exporting fruits, vegetables and Agro-processed products;
- g) BSTI will help and provide certificates on agro-processed products for domestics and international markets;
- h) BAPA will assist for processing and business promotion in the domestics and international markets;
- i) Women Chamber of Commerce & Industry and other trader associations will provide support services for businesses promotion.

Addressing Sexual Exploitation and Abuse (SEA), Sexual Harassment (SH) and Gender Based Violence (GBV):

In the Piloting Activities there would be 75% women and 25% male entrepreneurs. So, to implement Piloting Activities, Sexual Exploitation and Abuse (SEA), Sexual Harassment (SH) and Gender Based Violence (GBV) would be identified and mitigated by the Service provider (SP) to ensure community health and safety of the women entrepreneurs.

- In this case the SP will be aware of SEA/SH/GBV and code of conduct and may follow the World Bank guide line.
- Addressing gender-based violence (GBV), Sexual Exploitation and Abuse (SEA), and Sexual Harassment (SH) in the development work is a priority for the World Bank.
- The Bank continues to take concerted measures to strengthen its approach to management and prevention of SEA-SH risks.
- The World Bank observed that, Gender-based Violence (GBV) is an urgent global issue that affects 1 in 3 women in their lifetime.
- GBV devastates the life and well-being of its survivors and imposes high social and economic costs that undermine development and exacerbate poverty.
- The Bank is committed to fight gender-based violence in all its forms and has zero tolerance for its occurrence in Bank-financed projects.

To address SEA/SH/GBV there should be a Monitoring and Reporting mechanism by the SP and the project authority also monitor the issue. M&E plays a key role in assessing the effectiveness of prevention and mitigation measures. As part of the M&E process, indicators need to be identified by the SP for inclusion in the implementation mechanism. During implementation of activities there should have a Code of Conduct (CoC).

Examples:

- Informal warning;
- Formal warning;
- Assault;
- Deduction of honorarium;
- Suspension from the training/programme for a period;
- Exclusion from the training/programme; and/or,
- Referral to the police or other proper authorities.



Sample Code of Conduct covering the GBV/SEA/SHA related risks

Introduction

The company is committed to ensuring a work environment which minimizes any negative impacts on the trainees, trainers, project staff and community. The company also strongly commits to creating and maintaining an environment in which Sexual Exploitation and Abuse (SEA) and Sexual Harassment (SH) have no place, and where they will not be tolerated by any employee, sub-contractor, supplier, associate, or representative of the company. The purpose of this *Code of Conduct* is to:

1. Create a common understanding of what constitutes Sexual exploitation and abuse, and sexual harassment
2. Create a shared commitment to standard behaviors and guidelines for company employees to prevent, report, and respond to SEA and SH, and
3. Create understanding that breach of this code of conduct will result in disciplinary action.

Definitions

Sexual Exploitation and Abuse (SEA)¹

Is defined as any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another².

Sexual Abuse: “The actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.”

Sexual Harassment:³

Unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of sexual nature.

Sexual Harassment versus SEA⁴

SEA occurs against a beneficiary or member of the community. Sexual harassment occurs between personnel/staff of an organization or company and involves any unwelcome sexual advance or unwanted verbal or physical conduct of a sexual nature. The distinction between the two is

¹ As defined in the UN Secretary's bulletin – Special Measures for protection from sexual exploitation and abuse October, 9, 2003 ST/SGB/2003/13

² In the context of World Bank Financed operations exploitation occurs when access to, or benefit from a World Bank Financed good or service is used to extract sexual gain.

³ Inter-Agency Standing Committee *Protection against Sexual Exploitation and Abuse (PSEA): Inter-agency cooperation in community based complaint mechanism. Global standard Operating Procedures.* May 2016

⁴ Ibid

important so that agency policies and staff trainings can include specific instruction on the procedures to report each.

Consent is the choice behind a person's voluntary decision to do something. Consent for any sexual activity must be freely given, ok to withdraw, made with as much knowledge as possible, and specific to the situation. If agreement is obtained using threats, lies, coercion, or exploitation of power imbalance, it is not consent. **Under this Code of Conduct⁵ consent cannot be given by anyone under the age of 18, regardless of the age of majority or age of consent locally. Mistaken belief regarding the age of the child is not a defense.**

There is no consent when agreement is obtained through:

- the use of threats, force or other forms of coercion, abduction, fraud, manipulation, deception, or misrepresentation
- the use of a threat to withhold a benefit to which the person is already entitled, or
- a promise is made to the person to provide a benefit.

While all forms of violence against a community resident or a co-worker are forbidden, this code of conduct is particularly concerned with the prevention and reporting of sexual exploitation and abuse (SEA) and sexual harassment which constitute gross misconduct, are grounds for termination or other consequences related to employment and employment status:

(1) **Examples of sexual exploitation and abuse** include, but are not limited to:

- A project staff tells women trainees or women in the community that he can get them jobs related to the work site (cooking and cleaning) in exchange for sex.
- A project staff gets drunk after being paid and rapes a trainee or local woman.
- A project staff denies passage of a woman through the site that he is working on unless she performs a sexual favor.
- A staff begins a friendship with a 17-year-old girl who walks to and from the site on the road where project related work is taking place. He gives her rides to the site. He tells her that he loves her. They have sex.

(2) **Examples of sexual harassment in a professional context** include, but are not limited to:

- Male staff comment on female staffs' appearances (both positive and negative) and sexual desirability.
- When a female staff member or trainee complains about comments male staff or trainees are making about her appearance, they say she is "asking for it" because of how she dresses.

⁵In accordance with the United Nations Convention on the Rights of the Child.



- A male manager touches a female staff members' buttocks when he passes her at work.
- A male staff/trainer casually touches a female staff or trainee in inappropriate places (e.g. grazing the buttocks or breast)
- A male staff member tells a female staff member he will get her a raise if she sends him nude photographs of herself.

Individual signed commitment:

I, _____, acknowledge that sexual exploitation and abuse (SEA) and sexual harassment, are prohibited. As an (*employee/contractor/trainer/trainee*) of (*contracted agency / sub-contracted agency/project/sub-project*) in (*country*), I acknowledge that SEA and SH activities on the project site, the project site surroundings, or the surrounding community constitute a violation of this *Code of Conduct*. I understand SEA and SH activities are grounds for sanctions, penalties or potential termination of employment/traineeship. Prosecution of those who commit SEA and SH may be pursued if appropriate.

I agree that while working on the project I will:

- Treat all persons, including children (persons under the age of 18), with respect regardless of sex, race, color, language, religion, political or other opinion, national, ethnic or social origin, gender identity, sexual orientation, property, disability, birth or other status.
- Commit to creating an environment which prevents SEA and SH and promotes this code of conduct. In particular, I will seek to support the systems which maintain this environment.
- **Not** participate in SEA and SH as defined by this *Code of Conduct* and as defined under (*country*) law (*and other local law, where applicable*).
- **Not** use language or behavior towards women, children or men that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate.
- **Not** participate in sexual contact or activity with anyone below the age of 18. Mistaken belief regarding the age of a child is not a defense. Consent from the child is also not a defense. I will not participate in actions intended to build a relationship with a minor that will lead to sexual activity.
- **Not** solicit/engage in sexual favors in exchange for anything as described above.
- Unless there is the full consent by all parties involved, recognizing that a child is unable to give consent and a child is anyone under the age of 18, I will not have sexual interactions with members of the surrounding communities. This includes relationships involving the withholding or promise of actual provision of benefit (monetary or non-monetary) to community members in exchange for sex—such sexual activity is considered “non-consensual” under this Code.



I commit to:

Adhere to the provisions of this code of conduct both on and off the project site.

Attend and actively partake in training courses related to preventing SEA and SH as requested by my employer.

If I am aware of or suspect SEA and SH, at the project site or surrounding community, I understand that I am encouraged to report it to the Grievance Reporting Mechanism (GRM) or to my manager. The safety, consent, and consequences for the person who has suffered the abuse will be part of my consideration when reporting. I understand that I will be expected to maintain confidentiality on any matters related to the incident to protect the privacy and security of all those involved.

Sanctions: I understand that if I breach this Individual Code of Conduct, my employer will take disciplinary action which could include:

- Informal warning or formal warning
- Additional training.
- Loss of salary.
- Suspension of employment (with or without payment of salary)
- Termination of employment/traineeship
- Report to the police or other authorities as warranted.

I understand that it is my responsibility to adhere to this code of conduct. That I will avoid actions or behaviors that could be construed as SEA and SH. Any such actions will be a breach this Individual Code of Conduct. I acknowledge that I have read the Individual Code of Conduct, do agree to comply with the standards contained in this document, and understand my roles and responsibilities to prevent and potentially report SEA and SHA issues. I understand that any action inconsistent with this Individual Code of Conduct or failure to act mandated by this Individual Code of Conduct may result in disciplinary action and may affect my ongoing employment.

Signature: _____

Printed Name: _____

Title: _____

Date: _____

25.10.21
Md. Mijanur Rahman
Project Director (Joint Secretary)
Bangladesh Regional Connectivity Project-I
Ministry of Commerce

**Terms of Reference (ToR) for selection of Firms/Institutions
for
“Designing and Implementing of Piloting Programme for Development of business
Capacity of Women Entrepreneurs on Cut flower sector”**

Bangladesh Regional Connectivity Project-1 (BRCP-1), MOC

1. Background and Project Descriptions:

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 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 Facilitation Committee (NTFC) 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 a part of the IDA Credit for procuring consulting services to design and implement **“Piloting Programme for Development of business Capacity of Women Entrepreneurs on Cut flower sector”** towards developing/incubating selected Women Entrepreneurs/Traders/other relevant stakeholders as full-fledged entrepreneurs in the cut flower sub-sector for promoting business in the domestic and international export markets.



2. Sector Background:

Under the Component A, there is a provision for capacity building and introduction of new technologies in the cut flower sub-sector. In the cut flower sub-sector, a total of 1000 Women Entrepreneurs/Traders were trained in a training program by a consultancy firm. Potential entrepreneurs from the 1000 women/men who were trained of mentioned sub-sector to be selected for piloting activities. Through these piloting activities, detailed specialized/hands-on training, capacity building for businesses development by utilization of Business Incubation Process and Matching Grant Support will be provided to the potential women entrepreneurs to aid with business promotion in the cut flower sub-sector with the aim to expand export in this sector.

3. Objective of Consulting Service:

The objectives of this assignment are to:

- identify customized Piloting Activities;
- develop training curricula and implement specialized training on technical know-how and business development by utilization of Business Incubation Process;
- assist business development with matching grant support (if required) for involving trained women traders more in the domestic and international export markets for the cut-flower sector and towards developing them as full-fledged entrepreneur.

4. Scope of Services:

The scope of the service provider (SP)/ consulting firm of this assignment is 06 (six) fold:

Component A: Group formation and Identification of Piloting Activities:

- (i) Product wise formation of Self-help group (SHG) of the interested Potential women Traders/Entrepreneurs. (General criteria of potential entrepreneurs/members of SHG, objectives of SHG formation and formation of SHG in Annexure-1)
- (ii) Preparation of a common template of By-law for SHG.
- (iii) Providing technical assistance at business starting of SHG.
- (iv) Sub-sector wise identification of customized Piloting Activities and location wise selection of SHG/ interested potential women entrepreneurs/traders/other relevant stakeholders.
- (v) Needs assessment survey of beneficiaries has to be conducted to identify major training needs, safety needs, prepare training curricula, and draft participants' list.

The consultancy firm already recruited by BRCP-1 completed training program on Cut flower sub-sector and submitted their final training report. Final training report includes recommendation of location and group wise customized piloting activities. In this stage, the firm will have to be fine-tuned and verified these customized Piloting Activities.



Component B: Development and designing of training curricula/module

- (a) Development of curriculum/module for 05 (five) days specialized/hands-on training and
- (b) Development of curriculum/module for 03 (three) days Training in the Business Incubation Process.
- (c) The curriculum/module for specialized/hands-on training will be prepared on the basis of findings/recommendations of final report of training implementing firms
- (d) The curriculum/module will be finalized through need assessment survey of beneficiaries, expert opinion and validation workshop.

The possible training topics for specialized/hands-on training and demonstrating quality production and introducing new technologies in cut flower sub-sector may be but not limited to following topics:

- Good Agricultural Practice (GAP);
- Good Management Practice (GMP);
- Post-harvest Management including Good handling practice (GHP);
- Cold chain management;
- Value addition/Value chain development;
- Processing;
- Sorting & packing technologies;
- Challenges women face in the production/postharvest/trade process and how to overcome it;
- Question and answer session for any concern's the women have that has not been addressed and
- Other related issues.

The possible training topics for training in the Business Incubation Process may be but not limited to following topics:

- Trade license from the competent authority;
- Registrar of Joint Stock Companies and Firms (RJSC);
- Business plan development including marketing;
- Accounts management using apps;
- Preparing bankable project for loan/credit;
- Technical assistance for quality assurance of value-added products;
- Product wise SPS and TBT issues;
- Customs;
- Import Registration Certificate (IRC);



- Export Registration Certificate (ERC);
- Agricultural Marketing license (if needed);
- Cost benefit analysis;
- Country specific product and market diversification;
- Major challenges of women participation in trade and how to overcome the challenges;
- Rules and regulations for market access in the domestic and export- International Trade Centre (ITC) market analysis tool may be used for facilitating access to markets;
- Entrepreneurial skills development;
- Marketing and Advertising;
- Input supply and access to forward market;
- Exporting process (air, road, sea), forms, understanding payment systems, incentives, parties involved. A hand manual/guide/flowchart for the future trades;
- Local certification;
- International standards and certification;
- Potential online platforms to find national and international customers (Market);
- Business Communication;
- Standard Contract forms (purchase orders, invoice, etc.)
- Question and answer session for any concern's the women have that has not been addressed.

(e) The training sessions should be 25% theoretical and 75% practical/learning by doing. Necessary arrangements to be ensured for practical/learning by doing sessions.

(f) For quality training and ensuring gender equality in the training programs there should be adequate number of trainers of which at least 50% trainers would be female (in case of unavailability of qualified female trainers number may be readjusted after consultation and approval from the project authority). The trainers would have acceptable educational background in the respective discipline and 01-week ToT would be conducted for them before the training.

(g) All trainers and trainees will sign and follow a standardized Code of Conduct to mitigate Sexual Exploitation and Abuse, and Sexual Harassment (SEA/SH) risks.

(h) Product wise selection of participants/preparation of trainees list. The trainees list will be prepared considering the following issues:

- The Women Entrepreneurs/Traders who have received 5 days long training in Cut flower sub-sector by BRCP-1 and have been recommended as potential by the training implementing consulting firm in the final report;
- The male beneficiaries who have received 5 days long training in Cut flower sub-sector by BRCP-1 and have been recommended as potential by the training implementing consulting firm;
- The total trainees will be (approximately 300 persons) about 25% men and 75% women.
- The number of batches may be around 20 (Each batch containing about 15 participants).



- (i) Training of Trainers need to be conducted by the service provider and 01 (one) batch piloting on the curriculum/module developed needs to be implemented prior to implementation of the training program.

Component C: Implementation of Training

- (a) To ensure quality training and effective interaction with the Master Trainers, two batches of trainings need to be implemented simultaneously where a total of about 30 trainees may participate.
- (b) In covid-19 situation, health issues should be maintained properly.
- (c) Development of a training schedule and metrics to measure progress.
- (d) Develop a mechanism to receive trainees' feedback and complaints anonymously.
- (e) Develop an independent monitoring and evaluation mechanism for training.
- (f) Training should be conducted following Non-Formal Education (NFE) approaches and Adult Learning Principles.
- (g) Technical backstopping to be provided in each batch by the expert members of the team rotationally.
- (h) Depending on the availability, at least 20% expert guest trainers from the Govt./non-govt. agencies would be invited for related session conduction.
- (i) After successful completion of the training, the participants will receive a certificate signed by the competent authority.
- (j) After trainings, two refresher workshops are to be arranged for participants to address any questions that might arise during utilization knowledge in their work.
- (k) **Code of Conduct in training implementation:**
- There will be zero tolerance policy for harassment, including sexual harassment and sexual exploitation and abuse of participants. All trainers and trainees will sign and follow a standardized Code of Conduct to mitigate SEA/SH risks;
 - There will be no discrimination among trainees;
 - Any discussion and/or engagement of personal life of trainees are strictly prohibited and utmost professionalism needs to be practiced at all level.
- (j) **Training venue:**
- The training should be conducted in the Government Institutions/ Women Chamber of Commerce/ other related stakeholders/ Private Organization's Training venue. Proximity and access to horticulture centers/ nurseries/ cut-flower market places need to be ensured by the SP;
 - In a suitable venue, after completion of 05 (five) days specialized/hands-on training in the same venue the subjects of 03 (three) days Business Incubation process may be conducted i.e. a total 08 (eight) days training for the same participants;
 - Considering the Covid-19 situation, adequate health and safety measures will be taken including limited number of trainees per batch in the venue, wearing a mask, taking temperature of everyone entering the venue, providing a hand-washing station, availability of sanitizers and separate toilets for men and women;



- Refreshments/Lunch will be provided for the trainees with 1 hour breaks each day;
- Separate room for childcare will be provided, with female supervisors for the children of the trainees;
- The SP will also ensure that trainees are informed of and abide by a safety Code of Conduct regarding SEA/SH and Covid-19.

Component D: Adoption of new technology

To develop a core team for the processing and by product preparation in the cut flower sector- a team (six most-deserving potential women entrepreneurs of cut flower sector, two cut flower Experts, one member from MOC and one member from BRCP-1, MOC having total 10 members) will take 10 days advanced training and practical visit to neighboring country where cut flower sector has been well developed. The core team members, after gathering knowledge and experience from neighboring country, will facilitate/disseminate their knowledge in the hands-on training program for development of processing and by product preparation in the Cut flower sector. The SP will arrange and bear all the costs of this training [including Air fare, transport: to/from Airport/training venue/industry visit, accommodation in minimum 3-star hotel, training venue/processing center and resource person honorarium, per diem allowances for trainees (minimum US \$ 50), welfare guide, visit to areas of education and cultural interest and others].

To ensure, the team members after abroad training will facilitate/disseminate their knowledge in the hands-on training program, undertaken in a non-judicial stamps of Tk.300/= to be taken before going to abroad training.

Component E: Linkages among the public-private Traders:

Making linkage of the Women Entrepreneurs/Traders with processors/ large public or reputed private companies/Cut Flower Growers and Exporters Association/Bangladesh Flower Society/FBCCI/ Bangladesh Women chamber of commerce / and other relevant stakeholders.

The key activity that the service provider needs to perform under this component:

To organize visits to promising flower enterprise/Exporters business center/processing center/factory- at least 01 for each group (may be 02 groups together).

Component F: Assistance for matching grant support:

The service provider (SP) will assist BRCP-1 for matching grant support.

- i. Matching Grant Support will be provided to potential 20 entities (may be but flexible depending on the field demand may be changed);
- ii. The SP will develop initial guidelines and procedures (the methodology practiced by AIF-3 program, NATP-Phase 2 project of DAE funded by IDA and GOB may be followed) including sub-project proposals in a prescribed format for matching grant support and finalize after consultation with the project authority.



- iii. Matching grant support would be awarded to qualified SGH/Women Entrepreneurs/ Traders taking training from BRCP-1/ cut-flower related business organization, after submitting sub-project proposals;
- iv. Matching grant support would be maximum ceiling BDT 10.00 lakh and maximum 50% of the sub-project cost and rest 50% cost will be borne by them mentioned in F(iii);
- v. The SP will properly inform matching grant support program and assist them for sub-project preparation and submission. The funding windows should be fully associated with business promotion/export;
- vi. Matching grant support would be awarded on the basis of merit of the proposals through competitive process by the local and central committees;
- vii. The SP will assist to constitute a local committee headed by the local UNO with other members from DAE, DAM, Department of Women affairs, Women chamber and concerned UP chairman/ward commissioner/ward member (maximum 5-7 members).
- viii. The SP also organize local committee meeting with the consent of UNO and assist for meeting minutes preparation and also bear the associated cost;
- ix. The local committee will make recommendations after verifying the documents and evaluating the capability of the SHG or Potential Women Entrepreneurs trained in BRCP-1/ cut-flower related business association;
- x. The SP will collect and send the evaluation and recommendations of local committee to the project office with the necessary documents;
- xi. There will be a central committee headed by one Director from WTO Cell, MOC with other members from DAE, DAM, Department of Women affairs, Department of ICT, Bangladesh Women Chamber of Commerce & Industry and Project Manager, BRCP-1/MOC as member secretary; the central committee will make final recommendation to the Project Director with an evaluation report;
- xii. On behalf of Project Director (PD), Monitoring and Supervising Officer and project personnel will visit the qualified sub-projects physically and will submit a verification report to PD;
- xiii. After proper verification of the submitted documents, qualified sub-projects will be approved and matching grant support within the budget will be allocated by the Project Director through bank;
- xiv. To ensure quality outcome in all and every stages of matching grant support, regular monitoring will be done by the SP as well as by the project. The SP will develop monitoring and reporting mechanisms and finalize after consultation with the project authority.

Implementation of the Piloting Activities is likely to require cross support from different government and non-government agencies and the SP will play a role for coordination. The SP may seek assistance (whatever and whenever necessary) from different public and private sectors like Department of Agriculture Extension (DAE), Department of Agricultural Marketing (DAM),



Bangladesh Agricultural Research Institute (BARI), Department of ICT, Hortex Foundation, Department of Women Affairs (DWA), Bangladesh Standards and Testing Institution (BSTI), Export Promotion Bureau (EPB), Bangladesh Agro-Processors Association (BAPA), Women Chamber of Commerce & Industry, Traders and others. The BRCP-1/MOC will provide support for making communication in this context. (The scope of assistance by different relevant stakeholders shortly describe in Annexure-2).

5. Areas of piloting activities:

- a) Jashore: Marigold, Gerbera, Gladiolus, Tuberose and Rose;
- b) Jhenaidah: Marigold, Gladiolus;
- c) Chuadanga: Chrysanthemum (Chandra Mallika), Marigold and Tuberose;
- d) Natore: Cut Beli, Gladiolus;
- e) Dhaka (Savar): Rose;
- f) High value and Commercial flower production (Lilium and others) and post-harvest management may also be taken into consideration for piloting activities; and
- g) Quality propagating materials production, value addition, drying of various flowers, decoration pieces (wall met), oil extraction, processed products like tea, cosmetic, poultry products etc.;
- h) Others (if needed) will be included after getting feedback from the training implementing firm; consulting with the stakeholders through written proposal, online meeting, by e-mail and workshop; depending on the availability of agricultural products and scope of domestic and export marketing.

To run the business round the year and for proper utilization of machineries, seasonal commodity might be considered primarily. However, mix/combined commodities whenever suitable might also be taken into consideration by the Entrepreneurs/Traders themselves.

6. Addressing Sexual Exploitation and Abuse (SEA), and Sexual Harassment (SH):

- a) Because there would be 75% women and 25% male entrepreneurs in the mentioned activities, Sexual Exploitation and Abuse (SEA), Sexual Harassment (SH) would be carefully addressed and all trainers and trainees will sign a Code of Conduct to mitigate any SEA/SH risks to implement Piloting Activities.
- b) SEA/SH risks that women entrepreneurs face when running their businesses will also be covered during the trainings and methods of mitigating such risks will also be addressed
- c) Detailed SEA/SH guidelines is available in Annexure-3 and Code of Conduct is available in the Annexure-4

7. Period of assignment and Implementation of the Programs:

January 2022 - November 2023 (10 months from signing the contract)



8. Final Deliverables:

The deliverables are the following:

Deliverables	Indicative Timeline
Component A:	
Inception report (The inception report of the consulting firm should include a section on the potential challenges that women face in their households, communities, markets, etc. and potential strategies to address these)	Within week- 02
Report on Self-help group (SHG) formation by the interested Potential Women Traders/Entrepreneurs	Within week- 04
Preparation of Bye-law for SHG	Within week-04
Report on product wise identification of customized Piloting Activities and location wise selection of SHG/Potential Women Entrepreneurs/Traders trained in BRCP-1/ cut-flower related business association	Within week- 06
Training Needs Assessment of beneficiaries	Within Week 10
Finalization of training participants' list	Within Week 10
Workshop on reports	Within week- 10
Component B:	
Training toolkit Training materials for Specialized/ hands-on training and Capacity building in the Business Incubation Process: <ul style="list-style-type: none">• Product wise Training implementation manual covering the various aspects identified in component• Workshop on training modules (product wise separate modules) and implementation plan	Within week-12
Component C:	
Training implementation: Specialized/ hands-on training and Capacity building in the Business Incubation process	Within Week: 13-26
Training implementation progress reports	Every month
Post training refresher workshop: 02 nos.	Within week: 20-26
Post training final report—summarizing the next actions for each participant, participants' feedback	Within week: 24-26
Component D:	
Advanced training and practical visit core team to neighboring country for Adoption of new technologies	Within week-12
Component E:	
Report on Group Mentorship/ Visits to processors/ large/medium public or reputed private companies/ Exporters business center/processing center/factory	Within week: 26
Component F:	
Preparation of initial guidelines and procedures for matching grant support	Within week-20
Development of monitoring and reporting mechanisms	Within week-21
Assistance to preparation of Matching Grant Project Proposals	Within week-28



Collection and submission of the recommendations of local committee to the project office with the necessary documents	Within week-30
Monitoring SHG and Matching grant support implementation: Submission of monthly monitoring report	Within week-44
Submission of final monitoring and evaluation report (evaluation report to be done from development partner review perspective)	Within week-44

9. 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 Cut-flower 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 with Taka 1500/- 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 4000/- to Taka 5000/- respectively. These break ups have to be considered along with other issues during the preparation of training budget by the training institutions/firms. The firm (consultant) needs to submit component wise budget (remuneration and reimbursable).

10. Consulting Firms qualification and experiences:

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

- i. The Consulting firm shall have the legal capacity to enter into the contract with minimum (ten) years of general experience in successfully providing consulting services out of which at least 03 (three) years of experience in training management for public sector (experience certificate/ contract document needs to be submitted as evidence of experience);
- ii. The firm should have experience in working with development projects funded by any development partner;
- iii. Experience in providing activities for business development support/group formation and mobilization/market development for entrepreneurs (male and female) will be added advantage;
- iv. The required average annual turnover of the consulting firm shall be at least of the amount of Tk. 60 (sixty) lakhs for the last three years;
- v. A capacity statement on available training infrastructure facilities, IT equipment, logistics support, transport and office space;
- vi. Undertaking that the firm has not been blacklisted or debarred by any Government Organization or by IDA;
- vii. Familiarity of World Bank's OP/BPs, and preferably the new Environmental and Social Framework (ESF), including SEA/SH or similar standards of another development partner;



- vii. Familiarity of World Bank's OP/BPs, and preferably the new Environmental and Social Framework (ESF), including SEA/SH or similar standards of another development partner;
- viii. 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; Staff should ideally have knowledge of gender issues and SEA/SH risks; and staff, especially core team should include adequate number of female members
- ix. Required Documents: The firm/company must submit the following documents:
 - a) Company Registration, Update Income Tax and VAT Registration Certificate;
 - b) Audited Financial statement (last 03 Years);
 - c) Company Registration Brochure.

11. 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 Cut flower sub-sectors 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)	06	<p>At least a Master's level degree in any discipline.</p> <p>At least 15 years of general experience and minimum 10 years of experience in leading teams to deliver multipurpose outputs like trainings, group mobilization, public & private linkage and so on.</p> <p>Experience in designing and delivering training on Cut-flower related issues will be an added advantage.</p>	<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. The principal responsibilities of the</p>



			Team Leader will be required 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; ensure safety of all trainers and trainees.
Training Expert (1)	05	<p>At least a Master's degree in any discipline. Minimum 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, group mobilization.</p> <p>Experience in trade/Cut-flower/ sector is an added advantage.</p> <p>Experience in designing training following Non-Formal Education (NFE) approaches and Adult Learning Principles is necessary.</p> <p>Experience in designing and delivering training for women will be an added advantage.</p>	<p>Development of training curriculum (including implementation manual) covering at least technical, business and soft skills.</p> <p>Development of matching grant support distribution policies and procedures.</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>
Trade and Business Promotion Expert (1)	03	<p>At least a master's degree in Agriculture/ Economics, MBA or trade related areas. Minimum 10 years of general experience and 5 years of experience in Trade promotion, business development/SME management or related sectors with expertise in</p>	<p>Refinement of training needs of Trade Facilitation sector (with a special focus on women) across all stages of the value chain;</p> <p>Assessment should cover technical, business and soft skills training needs; Support Lead Training Expert with the development of training modules and their delivery and also assist</p>



		the international, regional or local market. Experience in export and import process/ SPS and TBT issues/ export related certification issues will be an added advantage.	for Linkages among the public-private Traders & distribution of matching grant support.
Cut-flower Specialist (1)	06	At least a master's degree in Agriculture or relevant field. Minimum 10 years general experience and 7 years of experience in conducting research and study/ designing and delivering training on Cut-flower sector.	Share sectoral expertise in identifying the training needs and gap, fine-tuning the training curriculum and module. Assist in selecting the potential SHG/ women entrepreneurs. Assess technical preparedness of potential grantees. Support Lead Training Expert on pertinent issues. Cut-flower Specialist will provide technical assistance to review the Matching Grant Support sub-project proposals prepared by potential women entrepreneurs.
Gender Expert (1)	02	Post-graduate degree in any discipline. 5+ years of experience in women entrepreneurship development training.	Sectorial expertise in identifying the training needs and gap, fine-tuning the training curriculum and module. Assist in selecting the potential SHG/ women entrepreneurs. Ensure addressing Sexual Exploitation and Abuse (SEA), Sexual Harassment (SH) and Gender Based Violence (GBV).
Project Coordinator (1)	10	At least a master's degree in Agriculture/ Economics, Business Administration or relevant field. Minimum 5 years of experience in coordinating and managing public sector project. Experience in managing field level implementation of projects will be an added advantage. Experience in managing training projects will also be an added advantage.	Work closely with the Key experts and BRCP-1 project office in ensuring timely implementation of each of the components and delivery of the deliverables. Project coordinator will provide necessary support in managing the SHGs and facilitating the local committee.



Field Level Master Trainers (minimum 04)	20	At least a master's degree in Agriculture, Economics, MBA or relevant field. Five (05) 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 Master Trainers will conduct the trainings in the field. They will maintain regular communication and coordination with other key experts and BRCP-1 project office. At least 50% of the field level master trainers must be female.
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The SP will appoint adequate number of Monitoring and Business Assistance Officer, Field Supervisors and other non-key support staff may be added as deemed necessary by the consulting firm.

12. Selection Method:

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 Guidelines") available in the website: <http://documents1.worldbank.org/curated/en/615761468322433244/pdf/578440PUB0REPL0ngl ish0Final0Jan2011.pdf> and PPA 2006 and PPR 2008.

13. Payment Schedule:

Activities	% of Payment
Component A:	
Acceptance of Inception report	20 % of Component A
<ul style="list-style-type: none"> Acceptance of Report on Self-help group (SHG) formation by the interested Potential Women Traders/Entrepreneurs; Acceptance of By-law for SHG; Acceptance of Report on product wise identification of customized Piloting Activities and location wise selection of SHG/Potential Women Entrepreneurs/Traders/other relevant stakeholders. 	20 % of Component A
Acceptance of draft Report on Training Needs Assessment of beneficiaries	30 % of Component A
Finalization of reports including validation workshop	30 % of Component A
Component B:	
Acceptance of Draft Training Module	50 % of Component B
Acceptance of Final Training Module	50 % of Component B



Component C:	
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.	Progressive and proportional payment (100 % of Component C)
Completion of training course: Payment shall be made proportionately to the lump-sum contract price of component C @ 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;	
Component D:	
Acceptance of proper documents (Tour program, Air ticket, Hotel booking etc.)	40% of Component D
Acceptance of final report	60% of Component D
Component E:	
Acceptance of Report on Group Mentorship/ Visits to processors/ large/medium public or reputed private companies/ Exporters business center/processing center/factory	100 % of Component E
Component F:	
Preparation of initial guidelines and procedures for matching grant support and Finalization with a Workshop/meeting	10 % of Component F
Progressive payment on basis on acceptance of the successful project proposals	Progressive and proportional payment (60 % of Component F)
Monthly monitoring report and final monitoring and evaluation report	Progressive and proportional payment (30 % of Component F)

14. 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 final training report on cut flower sector under BRCP-1;
- 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.



Annexure-1

General criteria of potential entrepreneurs/members of SHG:

- i. The Women Entrepreneurs/Traders who received 5 days long training in Cut flower sub-sector by BRCP-1;
- ii. The Women Entrepreneurs/Traders who have been recommended as potential by the training implementing consulting firm in the final report;
- iii. The male beneficiaries who have received 5 days long training in Cut flower sub-sector by BRCP-1 and have been recommended as potential by the training implementing consulting firm in the final report;
- iv. The women entrepreneurs/traders for piloting activities will be selected on the basis of raw materials availability and marketing potentials in both domestic and export markets.

Special criteria of SHG members:

- i. The entrepreneurs/traders who have minimum capital to run a business and are engaged/willing to continue same type of products/category of businesses;
- ii. The interested Potential Entrepreneurs/Traders of same/nearest locality;
- iii. The beneficiaries will be about 25% men and 75% women. The male beneficiaries who are encouraging and supporting of women beneficiaries will be selected for the piloting activities.

Objectives of SHG formation:

The main objectives of SHG formation:

- i. The entrepreneurs/traders who have minimum capital to run a business, if they are united it would be easier for them to become successful entrepreneurs;
- ii. They will be able to overcome the hurdles when they are united rather than being alone;
- iii. The members of SHG will be able to promote and continue trade safely and more secure.

Formation of SHG:

- i. The members of a SHG will not be fixed (may vary from 02 to 20 or more/less depending on the locality/category of business/ interested potential women entrepreneurs/traders, effort to be taken among the members 75% female and 25% male);
- ii. By-law should be constituted for proper operation of SHG and a managing committee should be formed accordingly;
- iii. The structure of managing committee of SHG may be: 01 President, 01 Member Secretary, 01 Treasurer and some Members; other members of SHG will be general members. In case of 03 members or less group: 01 President, 01 Member Secretary and Member Secretary will also act as Treasurer.
- iv. There should be one bank account and all transactions will be done by the joint signature of Treasurer and Member Secretary/President of the committee;
- v. Monthly meeting of managing committee should be held, general meeting may be held every 03 months and all the statements of accounts should be submitted in the general meeting;
- vi. SHGs may take initiative to register themselves by competent authority for their sustainability.

(For SHG formation and operation, the methodology practiced by NATP-Phase 2 project of DAE funded by IDA and GOB may be followed).



The scope of assistance from different relevant stakeholders to implement Piloting Activities:

- a) DAE (Field Service Wing), DAM and local Women chamber/ other trader associations will assist to select women traders for group formation or selection of Potential Women Traders/Entrepreneurs with the final approval from the BRCP-1;

DAE (Field Service Wing), DAM and local administration will assist in organizing training on piloting activities;

DAE (Plant Quarantine Wing) will be helpful by providing one stop service for Phyto-sanitary Measures {SPS and plant quarantine issues including issuance of photo-sanitary certificate (PC)} for exporting Cut Flower products and cut flowers;

- b) BARI will assist by providing best practices of cut flower technologies and key experts to act as resource persons in training events;
- c) Department of ICT will assist by providing technologies in ICT sector and appropriate trainer will provide during training;
- d) Department of Women Affairs (DWA) will assist in potential women entrepreneurs selection and matching grant support and monitoring the business of women entrepreneurs;
- e) EPB will assist the Women Traders/Entrepreneurs through providing resource persons for international market access in the training events;
- f) Hortex Foundation may support for transportation and assist in exporting cut flowers;
- g) BSTI will help and provide certificates on Cut Flower products for domestics and international markets;
- h) BAPA will assist for processing and business promotion in the domestics and international markets;
- i) Women Chamber of Commerce & Industry and other trader associations will provide support services for businesses promotion.



Addressing Sexual Exploitation and Abuse (SEA), Sexual Harassment (SH) and Gender Based Violence (GBV):

In the Piloting Activities there would be 75% women and 25% male entrepreneurs. So, to implement Piloting Activities, Sexual Exploitation and Abuse (SEA), Sexual Harassment (SH) and Gender Based Violence (GBV) would be identified and mitigated by the Service provider (SP) to ensure community health and safety of the women entrepreneurs.

- In this case the SP will be aware of SEA/SH/GBV and code of conduct and may follow the World Bank guide line.
- Addressing gender-based violence (GBV), Sexual Exploitation and Abuse (SEA), and Sexual Harassment (SH) in the development work is a priority for the World Bank.
- The Bank continues to take concerted measures to strengthen its approach to management and prevention of SEA-SH risks.
- The World Bank observed that, Gender-based Violence (GBV) is an urgent global issue that affects 1 in 3 women in their lifetime.
- GBV devastates the life and well-being of its survivors and imposes high social and economic costs that undermine development and exacerbate poverty.
- The Bank is committed to fight gender-based violence in all its forms and has zero tolerance for its occurrence in Bank-financed projects.

To address SEA/SH/GBV there should be a Monitoring and Reporting mechanism by the SP and the project authority also monitor the issue. M&E plays a key role in assessing the effectiveness of prevention and mitigation measures. As part of the M&E process, indicators need to be identified by the SP for inclusion in the implementation mechanism. During implementation of activities there should have a Code of Conduct (CoC).

Examples:

- Informal warning;
- Formal warning;
- Assault;
- Deduction of honorarium;
- Suspension from the training/programme for a period;
- Exclusion from the training/programme; and/or,
- Referral to the police or other proper authorities.



Sample Code of Conduct covering the GBV/SEA/SHA related risks

Introduction

The company is committed to ensuring a work environment which minimizes any negative impacts on the trainees, trainers, project staff and community. The company also strongly commits to creating and maintaining an environment in which Sexual Exploitation and Abuse (SEA) and Sexual Harassment (SH) have no place, and where they will not be tolerated by any employee, sub-contractor, supplier, associate, or representative of the company. The purpose of this *Code of Conduct* is to:

1. Create a common understanding of what constitutes Sexual exploitation and abuse, and sexual harassment
2. Create a shared commitment to standard behaviors and guidelines for company employees to prevent, report, and respond to SEA and SH, and
3. Create understanding that breach of this code of conduct will result in disciplinary action.

Definitions

Sexual Exploitation and Abuse (SEA)¹

Is defined as any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another².

Sexual Abuse: “The actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.”

Sexual Harassment:³

Unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of sexual nature.

Sexual Harassment versus SEA⁴

SEA occurs against a beneficiary or member of the community. Sexual harassment occurs between personnel/staff of an organization or company and involves any unwelcome sexual advance or unwanted verbal or physical conduct of a sexual nature. The distinction between the

¹ As defined in the UN Secretary's bulletin – Special Measures for protection from sexual exploitation and abuse October, 9, 2003 ST/SGB/2003/13

² In the context of World Bank Financed operations exploitation occurs when access to, or benefit from a World Bank Financed good or service is used to extract sexual gain.

³ Inter-Agency Standing Committee *Protection against Sexual Exploitation and Abuse (PSEA): Inter-agency cooperation in community based complaint mechanism. Global standard Operating Procedures.* May 2016

⁴ Ibid



two is important so that agency policies and staff trainings can include specific instruction on the procedures to report each.

Consent is the choice behind a person's voluntary decision to do something. Consent for any sexual activity must be freely given, ok to withdraw, made with as much knowledge as possible, and specific to the situation. If agreement is obtained using threats, lies, coercion, or exploitation of power imbalance, it is not consent. **Under this Code of Conduct⁵ consent cannot be given by anyone under the age of 18, regardless of the age of majority or age of consent locally. Mistaken belief regarding the age of the child is not a defense.**

There is no consent when agreement is obtained through:

- the use of threats, force or other forms of coercion, abduction, fraud, manipulation, deception, or misrepresentation
- the use of a threat to withhold a benefit to which the person is already entitled, or
- a promise is made to the person to provide a benefit.

While all forms of violence against a community resident or a co-worker are forbidden, this code of conduct is particularly concerned with the prevention and reporting of sexual exploitation and abuse (SEA) and sexual harassment which constitute gross misconduct, are grounds for termination or other consequences related to employment and employment status:

(1) Examples of sexual exploitation and abuse include, but are not limited to:

- A project staff tells women trainees or women in the community that he can get them jobs related to the work site (cooking and cleaning) in exchange for sex.
- A project staff gets drunk after being paid and rapes a trainee or local woman.
- A project staff denies passage of a woman through the site that he is working on unless she performs a sexual favor.
- A staff begins a friendship with a 17-year-old girl who walks to and from the site on the road where project related work is taking place. He gives her rides to the site. He tells her that he loves her. They have sex.

(2) Examples of sexual harassment in a professional context include, but are not limited to:

- Male staff comment on female staffs' appearances (both positive and negative) and sexual desirability.
- When a female staff member or trainee complains about comments male staff or trainees are making about her appearance, they say she is "asking for it" because of how she dresses.
- A male manager touches a female staff members' buttocks when he passes her at work.

⁵In accordance with the United Nations Convention on the Rights of the Child



- A male staff/trainer casually touches a female staff or trainee in inappropriate places (e.g. grazing the buttocks or breast)
- A male staff member tells a female staff member he will get her a raise if she sends him nude photographs of herself.

Individual signed commitment:

I, _____, acknowledge that sexual exploitation and abuse (SEA) and sexual harassment, are prohibited. As an (*employee/contractor/trainer/trainee*) of (*contracted agency / sub-contracted agency/project/sub-project*) in (*country*), I acknowledge that SEA and SH activities on the project site, the project site surroundings, or the surrounding community constitute a violation of this *Code of Conduct*. I understand SEA and SH activities are grounds for sanctions, penalties or potential termination of employment/traineeship. Prosecution of those who commit SEA and SH may be pursued if appropriate.

I agree that while working on the project I will:

- Treat all persons, including children (persons under the age of 18), with respect regardless of sex, race, color, language, religion, political or other opinion, national, ethnic or social origin, gender identity, sexual orientation, property, disability, birth or other status.
- Commit to creating an environment which prevents SEA and SH and promotes this code of conduct. In particular, I will seek to support the systems which maintain this environment.
- **Not** participate in SEA and SH as defined by this *Code of Conduct* and as defined under (*country*) law (*and other local law, where applicable*).
- **Not** use language or behavior towards women, children or men that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate.
- **Not** participate in sexual contact or activity with anyone below the age of 18. Mistaken belief regarding the age of a child is not a defense. Consent from the child is also not a defense. I will not participate in actions intended to build a relationship with a minor that will lead to sexual activity.
- **Not** solicit/engage in sexual favors in exchange for anything as described above.
- Unless there is the full consent by all parties involved, recognizing that a child is unable to give consent and a child is anyone under the age of 18, I will not have sexual interactions with members of the surrounding communities. This includes relationships involving the withholding or promise of actual provision of benefit (monetary or non-monetary) to community members in exchange for sex—such sexual activity is considered “non-consensual” under this Code.



I commit to:

- Adhere to the provisions of this code of conduct both on and off the project site. Attend and actively partake in training courses related to preventing SEA and SH as requested by my employer.

If I am aware of or suspect SEA and SH, at the project site or surrounding community, I understand that I am encouraged to report it to the Grievance Reporting Mechanism (GRM) or to my manager. The safety, consent, and consequences for the person who has suffered the abuse will be part of my consideration when reporting. I understand that I will be expected to maintain confidentiality on any matters related to the incident to protect the privacy and security of all those involved.

Sanctions: I understand that if I breach this Individual Code of Conduct, my employer will take disciplinary action which could include:

- Informal warning or formal warning
- Additional training.
- Loss of salary.
- Suspension of employment (with or without payment of salary)
- Termination of employment/traineeship
- Report to the police or other authorities as warranted.

I understand that it is my responsibility to adhere to this code of conduct. That I will avoid actions or behaviors that could be construed as SEA and SH. Any such actions will be a breach this Individual Code of Conduct. I acknowledge that I have read the Individual Code of Conduct, do agree to comply with the standards contained in this document, and understand my roles and responsibilities to prevent and potentially report SEA and SHA issues. I understand that any action inconsistent with this Individual Code of Conduct or failure to act mandated by this Individual Code of Conduct may result in disciplinary action and may affect my ongoing employment.

Signature: _____

Printed Name: _____

Title: _____

Date: _____

25.10.24 /
Md. Mijanur Rahman
Project Director (Joint Secretary)
Bangladesh Regional Connecting Project-I
Ministry of Commerce