

গণপ্রজাতন্ত্রী বাংলাদেশ সরকার  
বাণিজ্য মন্ত্রণালয়  
বাংলাদেশ রিজিওনাল কানেক্টিভিটি প্রকল্প-১  
প্রকল্প পরিচালকের কার্যালয়  
লেভেল-১২ (পশ্চিম পার্শ্ব) প্রবাসী কল্যাণ ভবন  
৭১-৭২, ইন্সটান গার্ডেন, ঢাকা-১০০০।

স্মারক নং-২৬.০০.০০০০.০৬৬.০৭.০৪৫.২৪-৪১৫

তারিখঃ ১০-০৯-২০২৪

বিষয়ঃ আগ্রহ ব্যক্তকরণের অনুরোধ সম্বলিত বিজ্ঞপ্তি প্রকাশ।

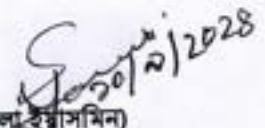
প্রাপক

- ১। ম্যানেজার (বিজ্ঞাপন), দৈনিক সমকাল, টাইমস মিডিয়া ভবন (৫ম তলা), ৩৮৭ তেজগাঁও শিল্প এলাকা, ঢাকা-১২০৮।
- ২। ম্যানেজার (বিজ্ঞাপন), দি বিজনেস স্ট্যান্ডার্ড, মেইন বিল্ডিং ৪/এ, ইন্সটান গার্ডেন, ঢাকা।

উপর্যুক্ত বিষয়ে বাণিজ্য মন্ত্রণালয়ধীন “বাংলাদেশ রিজিওনাল কানেক্টিভিটি প্রকল্প-১” এর আওতায় বর্ণিত ০২ (দুই) টি সেবা গ্রহণের জন্য i) Skill and Capacity development of women entrepreneurs engaged in the production of diversified jute products, handicrafts and agro processing including trade related regulatory issues; ii) Design and Implement Refresher Training for Women Traders of Agro-processing and Cut flower sectors এর জন্য Consulting Firm নিয়োগের নিমিত্তে আগ্রহব্যক্তকরণের অনুরোধ সম্বলিত বিজ্ঞপ্তি আপনার বহল প্রচারিত পত্রিকার ভিতরের পাতায় সাদা কালো সর্বোচ্চ স্ট্যান্ডার্ড সাইজে আগামী ১২/০৯/২০২৪ তারিখের পূর্বে প্রকাশ করার জন্য আপনাকে অনুরোধ করা হলো।

- ২। বিজ্ঞাপন প্রকাশের তারিখে আপনার সংবাদপত্রের একাধিক সংস্করণ প্রকাশিত হলে উক্ত সংস্করণের প্রতিটি কপিতে বিজ্ঞাপনটি প্রচারের নিশ্চিত ব্যবস্থা গ্রহণ করতে হবে।
- ৩। বিজ্ঞাপনটি প্রকাশের দিনই দুই কপি পত্রিকা নিয়ন্ত্রককারীর দপ্তরে প্রেরণ করতে হবে।
- ৪। বিজ্ঞপ্তি প্রকাশের ০৭ (সাত) দিনের মধ্যে প্রকাশিত বিজ্ঞপ্তির ০২ কপি পত্রিকাসহ বিল দাখিল করার জন্য অনুরোধ করা হলো।

সংযুক্তিঃ ০২ (দুই) পাতা।

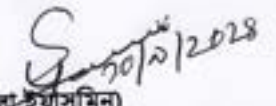
  
(শায়লা হোসেন)  
প্রকল্প পরিচালক (যুগ্মসচিব)  
বাংলাদেশ রিজিওনাল কানেক্টিভিটি প্রকল্প-১  
বাণিজ্য মন্ত্রণালয়  
ফোন: ৫৫১৩৮০২২

স্মারক নং-২৬.০০.০০০০.০৬৬.০৭.০৪৫.২৪-৪১৫

তারিখঃ ১০-০৯-২০২৪

অনুলিপি সদয় অবগতি ও পরবর্তী ব্যবস্থা গ্রহণের জন্য:

১. প্রধান নির্বাহী কর্মকর্তা, বাংলাদেশ পাবলিক প্রকিউরমেন্ট অথরিটি (বিপিপিএ), আইএমইডি বিভাগ, পরিকল্পনা মন্ত্রণালয়, শের-ই-বাংলা নগর, ঢাকা-১০০০ (ওয়েবসাইটে প্রকাশের অনুরোধসহ)।
৩. সচিবের একান্ত সচিব বাণিজ্য মন্ত্রণালয়, বাংলাদেশ সচিবালয়, ঢাকা-১০০০।
৪. সহকারী প্রোগ্রামার, আইসিটি শাখা, বাণিজ্য মন্ত্রণালয়, বাংলাদেশ সচিবালয়, ঢাকা-১০০০ (ওয়েবসাইটে প্রকাশের অনুরোধসহ)।
৫. ডাটা ম্যানেজমেন্ট কনসালটেন্ট, বিআরসিপি-১, বাণিজ্য মন্ত্রণালয়, ঢাকা-১০০০ (ওয়েবসাইটে প্রকাশের অনুরোধসহ)।
৬. অফিস কপি।

  
(শায়লা হোসেন)  
প্রকল্প পরিচালক (যুগ্মসচিব)

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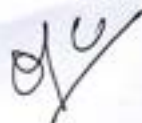
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**Government of the People's Republic of Bangladesh**  
**Ministry of Commerce**  
**Bangladesh Regional Connectivity Project-1**  
**Office of the Project Director**  
**Level-12 (West side), Probashi Kollayan Bhaban,**  
**Eskaton Garden, Dhaka-1000**

Memo No: 26.00.0000.066.07.045.24- 416

Date: September 10, 2024

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

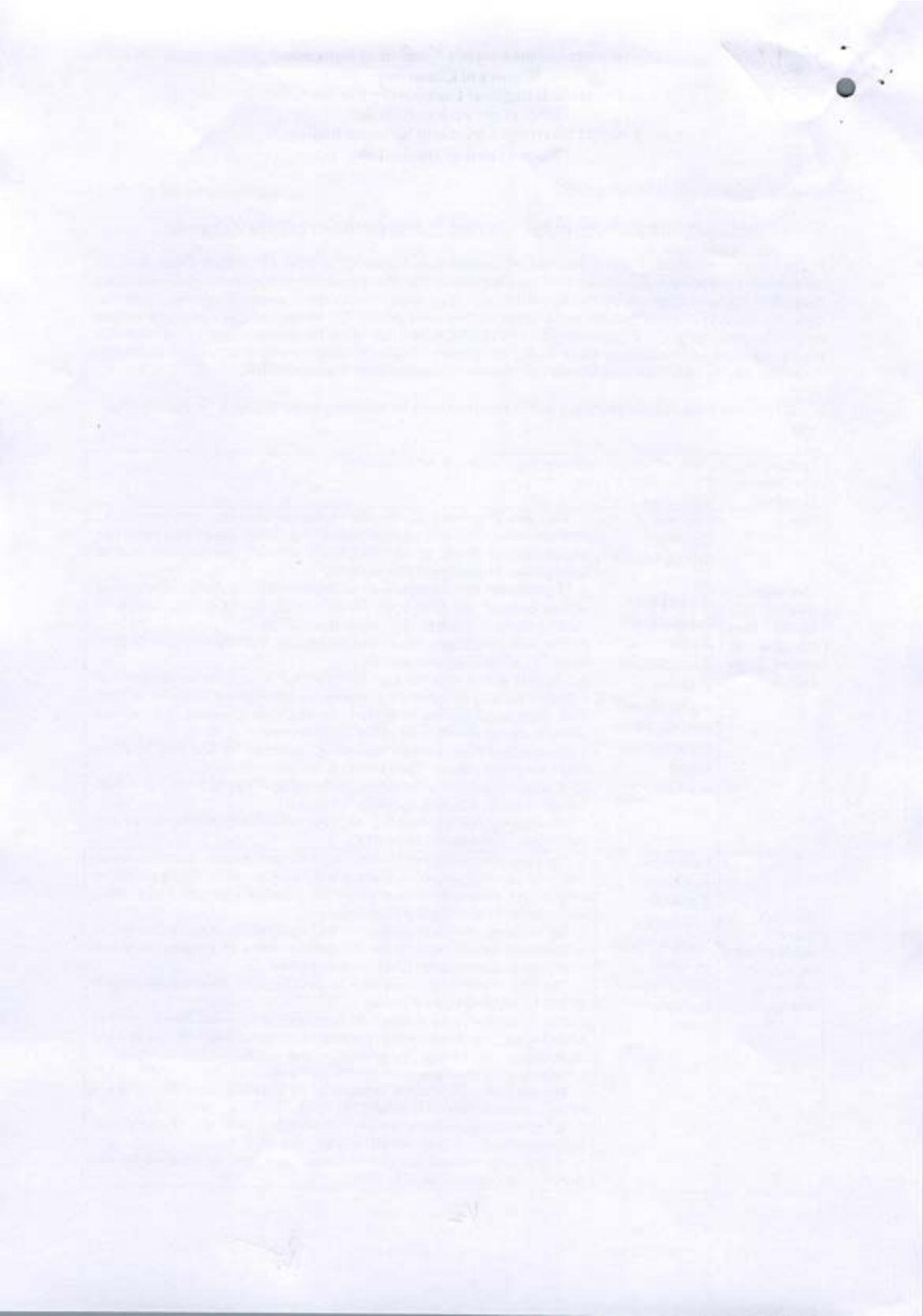
1. The Government of the People's Republic of Bangladesh has received an SDR 150 million Credit from the International Development Association (IDA) – a member of the World Bank Group for financing the cost of the Bangladesh Regional Connectivity Project 1(BRCP-1), being jointly implemented by the Bangladesh Land Port Authority, National Board of Revenue and Ministry of Commerce (MoC). The Ministry of Commerce as a separate technical assistance project is implementing the 2<sup>nd</sup> Part 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.

2. The Procuring Entity intends to apply a part of the IDA Credit for procuring consulting firms for the following 2 services:

Package no. and Duration of contract	Name of Service	Required qualifications and experiences
SD-42  Maximum Twelve (12) months from the date of signing of contract	Skill and Capacity development of women entrepreneurs engaged in the production of diversified jute products, handicrafts and agro processing including trade related regulatory issues.	<ol style="list-style-type: none"> <li>1. The Consulting firm shall have the legal capacity to enter into the contract with minimum 08 (Eight) years of general experience in providing consulting services out of which at least 03 (three) years of experience in training management for public and private sector,</li> <li>2. The minimum specific experience as lead consultant in providing training of at least cumulatively 1000 (One Thousand) numbers of trainees completed training course over last 05 (five) years is required,</li> <li>3. The firm should have experience in working with development projects funded by any development partner,</li> <li>4. The firm should have successfully completed at least one service contract related to capacity development (Training need assessment/designing training module/organize training program) in any sector and/or for women entrepreneurship development in last 05(five) years,</li> <li>5. The required average annual turnover of the consulting firm shall be at least of the amount of Taka 01 (One) Crore for the last three years,</li> <li>6. A capacity on available training infrastructure facilities, IT equipment, logistics support, transport and office space, and</li> <li>7. Undertaking that the firm has not been blacklisted or debarred by any Government Organization or by IDA.</li> </ol>
SD-44  Maximum Six (6) months from the date of signing of contract	Design and Implement Refresher Training for Women Traders of Agro-processing and Cut flower sectors	<ol style="list-style-type: none"> <li>1. The Consulting firm shall have the legal capacity to enter into the contract with minimum 07 (Seven) years of general experience in providing consulting services out of which at least 03 (three) years of experience in training management for public and private sector,</li> <li>2. The minimum specific experience as lead consultant in providing training of at least cumulatively 800 (Eight Hundred) numbers of trainees completed training course over last 05 (five) years is required,</li> <li>3. The firm should have experience in working with development projects funded by any development partner,</li> <li>4. The firm should have successfully completed at least one service contract related to capacity development (Training need assessment/designing training module/organize training program) in any sector and/or for women entrepreneurship development in last 05(five) years,</li> <li>5. The required average annual turnover of the consulting firm shall be at least of the amount of Taka 80 (Eighty) Lakh for the last three years,</li> <li>6. A capacity on available training infrastructure facilities, IT equipment, logistics support, transport and office space, and</li> <li>7. Undertaking that the firm has not been blacklisted or debarred by any Government Organization or by IDA.</li> </ol>

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3. The Scope of Services of the consulting firms for 2 separate packages are as follows:

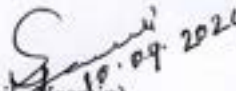
SD-42	The objectives of this assignment are to develop a training curriculum and implement training on technical know-how to enhance women's role in the trade facilitation, regulatory regime, procedural aspects and its export. The scope of this work is three-fold: (1) Refinement of training needs primarily identified by the project (2) Develop and design a training program or curriculum, including a robust monitoring and evaluation framework to assess progress or outcome and (3) Implementation of the training curriculum.
SD-44	The objectives of this assignment are to develop a training curriculum and implement refresher training on agro/cut flower processing in order to enhance involvement of women entrepreneurs in the business under the mentioned sub-sectors. (1) Refinement of training needs primarily identified by the project (2) Develop and design a training program or curriculum, including a robust monitoring and evaluation framework to assess progress or outcome and (3) Delivery of the training curriculum.

4. The interested consulting firm must submit the following documents with its Expression of Interest for both the packages:

- Company Registration/Updated Trade License valid up to June 30, 2025,
- TIN Certificate & Update Income Tax Clearance Certificate/ Evidence,
- VAT Registration Certificate,
- Bank Solvency Certificate,
- Audited Accounts for last 03 Years, and
- All supporting documents to prove that they have Required qualifications and experiences.

5. The Project Implementation Unit of BRCP-1, MoC on behalf of the Ministry of Commerce invites eligible consulting firm to indicate their interest in providing the services. Interested consulting firms must provide information indicating that they are qualified to perform the services. Details of the qualification requirements and responsibilities are available in the Terms of Reference (TOR) which is available in the office of the undersigned and also at [www.mincom.gov.bd](http://www.mincom.gov.bd) and <http://brcp-1.gov.bd/>. The attention of interested Consulting firms is drawn to paragraphs 3.14 to 3.18 of The World Bank 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 Consulting firm will be selected in accordance with the Quality and Cost Based Selection (QCBS) method set out in the Procurement Regulations. Further information can be obtained at the address given below during office hours between 09:00 a.m. to 5:00 p.m. Expressions of Interest (EOI) must be delivered in written form - 2 (two) hard copies of which one original & one copy and one soft copy for each package in sealed envelope to the address given below in person or by surface mail by 2:00 p.m. on October 06, 2024. Separate envelope shall be used for two separate packages.

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

  
(Shaila Yasmin)  
Project Director (Additional Charge)  
Bangladesh Regional Connectivity Project-1 [Part-2]  
and Joint Secretary (Planning), Ministry of Commerce  
Phone: +8802- 55138022  
E-mail: [pdbrcp1moc@gmail.com](mailto:pdbrcp1moc@gmail.com)





**Terms of Reference (ToR) of Package no- BRCP-1/MOC/SD-42**

**For**

**Firms/Institutions for Skill and Capacity development of women entrepreneurs engaged in the production of diversified jute products, handicrafts and agro processing including trade related regulatory issues.**

**1. Introduction**

The Government of the People's Republic of Bangladesh has received an SDR 150 million Credit from the International Development Association (IDA) a member of the World Bank Group – for financing the cost of the Bangladesh Regional Connectivity Project 1(BRCP-1), being jointly implemented by the Bangladesh Land Port Authority (BLPA), National Board of Revenue (NBR) and Ministry of Commerce. The Ministry of Commerce as a separate technical assistance project is implementing the Part-02 of this umbrella project. The overall objective of this technical assistance project is to strengthen trade related institutional capacity in order to ensure active and sustainable cooperation among trade related stakeholders and economic empowerment of women traders.

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

- **Component A:** Develop (pilot) programs to support female traders and entrepreneurs. This component will pilot activities to help address barriers to women becoming more integrated into regional and global supply chains and trading opportunities.
- **Component B:** Support for the National Trade Facilitation Committee. The inter-ministerial National Trade Facilitation Committee (NTFC) has been set up to coordinate all trade and transport-related policies and activities in Bangladesh, and will also serve as the Advisory Committee for the Project.
- **Component C:** Improvement of Bangladesh Trade Portal and to set up a National Enquiry Point for Trade. The Bangladesh Trade Portal (BTP) was launched in March 2016. This component will support further up-gradation of the BTP to expand its functionality to include information of relevance for potential Bangladesh exporters and to ensure that content is kept up to date. This component will also set up the National Enquiry Point for Trade, which will help Bangladesh to meet a key requirement of WTO Trade Facilitation Agreement.

This technical assistance project intends to apply a part of the IDA Credit for procuring consulting/training management services to **Skill and Capacity development of women entrepreneurs engaged in the production of diversified jute products, handicrafts and agro processing including trade related regulatory issues (Package no- BRCP-1/MOC/SD-42).**

**2. Background:**

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

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

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

### **3. Sectorial Overview**

Bangladesh has a rich jute heritage and is one of the largest producers of jute in the world. Historically known for jute sacks and bags, the country is now diversifying its jute products to include items like jute carpets, rugs, clothing, and environmentally friendly packaging materials. Women entrepreneurs in Bangladesh have a unique opportunity to capitalize on the eco-friendly nature of jute and the increasing global demand for sustainable products. By enhancing their skills in design, production, and marketing, women entrepreneurs can create high-quality diversified jute products that appeal to both local and international markets.

The handicraft sector in Bangladesh showcases the country's rich cultural heritage and artisanal skills. From intricate pottery and ceramics to vibrant textiles and traditional jewelry, Bangladeshi handicrafts are valued for their authenticity and craftsmanship. Women entrepreneurs play a significant role in preserving and promoting these traditional crafts while adding a contemporary touch to attract a broader customer base. By investing in capacity development and skill training, women entrepreneurs can elevate the quality and design of Bangladeshi handicrafts, positioning them as premium products in the global market.

In Bangladesh, Argo-processing presents a promising opportunity for women entrepreneurs to add value to agricultural produce and create a range of processed goods such as jams, pickles, sauces, and dried fruits. With a strong agricultural base, Bangladesh has access to diverse raw materials that can be transformed into high-quality, export-worthy products. To succeed in agro-processing, women entrepreneurs need to enhance their skills in food processing, packaging, and quality control. Additionally, understanding trade-related regulatory issues is crucial to ensure compliance with international standards and gain access to global markets for Bangladeshi agro-processed products.





Overall, Bangladesh offers a conducive environment for women entrepreneurs engaged in diversified jute products, handicrafts, and Argo-processing. By focusing on skill and capacity development, addressing trade-related regulatory issues, and showcasing the unique cultural heritage of Bangladesh, women entrepreneurs can contribute significantly to the growth and sustainability of these sectors while empowering themselves economically. For letting women entrepreneurs gain knowledge on the all the require standard and documentation to trade their products under above mentioned sectors, MoC has initiated the skill and capacity development program on trade related regulatory issues for women entrepreneurs engaged in the sectors of diversified jute products production, handicrafts and Argo processing.

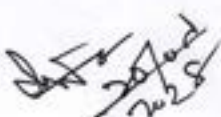
#### **4. Women entrepreneurs in trade facilitation and exports**

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


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

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

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



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

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

- a) Increasing and supporting financial access through continued financial literacy and business education for women entrepreneurs;
- b) Capacity development for MFIs and rural banks, particularly in the area of gender-sensitive financial inclusion;
- c) Facilitating women friendly infrastructure at the borders and customs posts and facilitating women exporter's participation in Special Economic Zones;
- d) Facilitating networking and access to information by women producers and traders and linkages with larger private sector firms responsible for marketing and exports;
- e) Strengthening of associations to promote women's involvement; facilitating selected sectoral associations to promote women producers and exporters in their sector and strengthening of the capacity of women chambers of commerce and associations of women entrepreneurs;
- f) Capacity development of women through skills building; providing information on government procedures; mentoring and handholding and nurturing young (start-up) firms (business incubation) including regulatory regime.

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

## **6. Objective of Consulting Service/ Scope of Services**

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

The scope of this work is three-fold:

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





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

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

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

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

- a. The areas for training for the women traders would include but not limited to following areas:
- 1 Business Plan, Procedure and Development and Government regulation for starting up a firms/business;
  - 2 Key features of Export Policy of Bangladesh and Challenges of export diversification and expansion;
  - 3 Import Policy Order of Bangladesh (IRC & ERC Procedure) and Procedure for Trade Licensee, VAT, TAX, TIN Certificate etc.;
  - 4 Government facilities for Business startup and Access to Finance and Digital Payment Method;
  - 5 All the import, export and domestic market related standard or required documentation for the mentioned sectors.
  - 6 Laboratory Testing and its facilities;
  - 7 Value chain development;
  - 8 New technology introduction (E-commerce and application of IT)
  - 9 Product specific improvements in sanitary and phyto-sanitary/TBT standards (Export and import point of view) including HACCP, BSTI, Quality and Food safety, Plant Quarantine and related government regulations;
  - 10 Carrying out practical field studies in identification of standards or regulations in the country that are impeding trade on the potential exportable identified items;
  - 11 Entrepreneurship development;
  - 12 Improvements in the transportation, packing and storage facilities;
  - 13 Marketing of products in export markets including market access information;
  - 14 Networking, marketing, bargaining and negotiations;
  - 15 Export Promotion, market analysis, procedures and networking;
  - 16 Guidelines for Foreign Exchange Transaction and Bangladesh bank facilities for Women Entrepreneurs and
  - 17 Trade related other issues.

The abovementioned areas of training have been identified from a World Bank study titled 'Diagnosis & Scoping Study on Increased Integration for Bangladeshi Women in Regional Trade. This study has





an elaborate discussion about the current context about trade facilitation and capacity gaps of women traders in Bangladesh. The training firm/institution to be engaged by the project will review the above mentioned areas and will revise the training focus, if needed. The firm will then finally prepare the areas of training under this activity. The specific tasks in this component will include but not limited to following items:

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

### **Component 2: Development/designing of training curriculum**

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

- Development of various training modules (with implementation manuals) relating to technical skills, business skills, soft skills, Bank Loan proposal for Trade capital and practical orientation of technologies. These modules should also bring to the participants international and local examples/lessons.
- Identification and sign up for women and men to be trained (approximately 1050 persons). In-person verification of the potential trainees has to be conducted by the consulting firm. The authentication of the identified beneficiaries will be ensured by the firm. The PIU will do necessary verification, as deemed required. The participant list will be finalized after the approval from the PIU.
- Identification of trainers and training locations and times those are convenient for women.
- Development of a training schedule and metrics to measure progress.
- Develop a mechanism to receive trainee's feedback and complaints anonymously.
- Develop an independent monitoring and evaluation mechanism for training;
- Pilot of training (at least two batches) and adjustments to the curriculum before full scale training.

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

### **Component 3: Implementation of training**

The implementation of training will start after pilot training and adjustment in training module based on observations received during piloting. The delivery of the trainings will follow the following key principles:

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





3. Trainings should bring to the discussion as much as possible women leaders for the students to interact with and learn.
4. Trainings should conclude by receiving formal feedback from participants.
5. After the training, the trainers should work with each participant to identify five customized actions that they would like to grow their involvement in the agro-processing sector.
6. After the training, a survey will need to be conducted to assess other needs of participants including, but not limited to, logistics/transportation, infrastructure needs (like cold storage), marketing support, financing, additional trainings, and so on.
7. After trainings, a refresher workshop for participants will need to be organized to address any questions that might arise during implementation of the training in real life.

**Code of Conduct in training implementation:**

- i. There will be zero tolerance policy for harassment of participants;
- ii. There will be no discrimination among trainees;
- iii. The training should be conducted without any relevance to personal life of trainees.

Note: Consulting firm will provide a detail code of conduct for the training program.

**7. Methodology**

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

- Document review/desk research (e.g. recent studies and projects for example, any project going on by Govt. agency in building capacity of entrepreneurs in mentioned sectors in Bangladesh)
- Field work and Analysis
  - Quantitative Analysis
    - Review of secondary data on production and export from EPB and BBS;
    - Field Survey of different value chain actors (considering minimum statistically acceptable sampling size with justification; software, steps for data entry, cleaning and analysis, quality assurance etc.)
  - Qualitative Analysis – will include interviews and consultations with representatives of the full spectrum of value chain actors.
    - Focus Group Discussions (FGDs): with women and men traders and entrepreneurs in identified geographical clusters (at least 6 FGDs. Each FGD should include at least 10-15 persons);
    - Key Informant Interviews (KIIs) (at least 15 women entrepreneurs/ exporters).
  - Consultations
    - National level consultation with government, think tanks, donors, NGOs, private sector, women's chambers and associations etc. (at least 25 persons)
    - Local level consultations that would include community focus group discussions (FDGs) and key informant interviews with agricultural extension and marketing officials, women, local producers and traders, business and trade bodies and local government authorities (at least three consultations at three (03) different places and sectors).

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

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

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

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

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

Name of the training (non-residential)	:	Skill Development Training for Trade Facilitation, Regulatory Regime and Procedural Aspects of Trade in Diversified Jute Product, Handcrafts and Agro-Processing Sector.
Duration	:	05 (Five) Days [Excluding weekly and Government holidays/ as per approval from the PIU]
Number of Batch	:	42 numbers (Including 02 batches of Pilot Training) (Depends on the availability of the potential participants in 03 sectors)
No. of participants	:	Each batch containing about 25 participants.  Note: Above number is indicative, may need adjustment as per need of the project. (BRCP-1 will solicit nomination from relevant bodies)
Target participants	:	Women Representative of relevant bodies and or /Women Entrepreneurs who are directly involved in various stages of production of diversified jute products, handicrafts and agro processing.
Responsibilities for the Training Provider	:	The firm will provide resource persons, curricula and training modules of the Skill Development Training for Women Entrepreneurs Trade Facilitation. Venue and Training cost for participants (Quality training materials for participants, lunch, refreshments and other miscellaneous expenses) will be borne by Firm.





Engagement of external resource persons	At least 25% of the training sessions must be conducted by external/guest speakers or trainers from credible organizations such as NBR, BSTI, and other relevant organizations. The final list of external speakers/trainers must be approved by the PIU prior to engagement. Necessary honorarium and supports must be provided to the external speakers/trainers by the consulting firms.
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**8. 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 Diversified Jute Product, Handicraft & Agro-processing sector. The budget should include but not limited to venue rent, logistical arrangements, participants' conveyance, trainers' remuneration, food, snacks and other overheads. The participants will be provided Taka 1200/- (Twelve Hundred) each per day as conveyance and training allowance. The expenditure for refreshment and lunch will be Taka 150 (One hundred and fifty taka only) and 500 (Five hundred taka only) respectively in each of training days (food items would be approved by PIU). 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 be limited between Taka 9000/- (Nine thousand taka only). Adequate and justified re-imbursable allocations for field level team mobilization (e.g. Perdiem, Travel Expense, Communication Cost etc.), These break ups have to be considered along with other issues during the preparation of training budget by the training institutions/firms. The firm will provide budget for BDS book sector wise, Sample VAT & Tax Challan, Sample Trade Mark Certificate, Cash Book and ledger Book, Voucher, Register Book, Sample IRC and ERC certificate, all regulatory related application copies etc. for hands on training. Front loading will not be appreciated.

**9. Performance Monitoring:** The representatives of the Employer and the training provider will monitor the training programs regularly. During the monitoring the consulting firm will be responsible to provide all the necessary document and information to proper implementation of the project. They will also meet at the management level at least once every three months or as often as necessary to review the performance of the services provided with a view to ensuring quality standard in the services. The two parties shall have shared responsibilities in optimizing the resources and facilities that will be deployed for the service.

**10. Target area, group and population size of the study**

The proposed assignment is mainly for women entrepreneurs and or representative of relevant bodies who are directly involved in various stages of the Diversified Jute Product, Handicraft & Agro-processing sector value chain in Bangladesh. The training institution/firm will prepare a concrete proposal about the selection criteria and potential target group. This selection criteria and potential target group will be finalized by the training institution/firm in agreement with the project authority.

**11. Period of Services:**

Twelve (12) months from signing the contract.

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## 12. Final Deliverables

The deliverables are the following:

Deliverables	Indicative Timeline
Inception report	Within week 02
Meeting on Inception report	Within week 03-04
Report on refinement of training needs assessment including workshop & presentation	Within week 06
Training toolkit Training materials <ul style="list-style-type: none"><li>o Training implementation manual covering the various aspects identified in component</li><li>o Workshop on training modules and implementation plan</li><li>o Training of Trainers</li><li>o Piloting training 01 Batch</li></ul>	Within week 08
Training implementation	Within Week 09-40
Training implementation progress reports	Every month
Final training implementation report	Within week 40-44
Post training report—summarizing the next actions for each participant, participants' feedback, and logistics and transport needs	Within week 44-48
Post training refresher workshop and report: 04 (four) Nos, including 01 (one) national refresher workshop in Dhaka.	Within week 24-44
National Workshop after completion of the training	Within week 44-48

## 13. 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 Diversified Jute Product, Handicraft & Agro-processing sub-sector and trade facilitation. The firm should propose the structure and composition of its team members. It should list the main disciplines of the assignment, the key experts, technical and support staff.

An indicative team structure may be as follows:

Position	Duration (man months/days)	Qualification and Experience	Responsibility
Team Leader	120 Person days	At least a Master's level degree in any discipline. At least 10 years of experience in leading teams to deliver multipurpose outputs like trainings, position	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





Position	Duration (man months/days)	Qualification and Experience	Responsibility
		papers, industry reviews and so on.	<p>that the contract is implemented in accordance with the World Bank guidelines. The Team Leader will act as the Consultant's authorized representative for both the design and implementation supervision phase and make decisions on all matters pertaining to the consulting services.</p> <p>The principal responsibilities of the Team Leader will be included but not limited to:            Coordinate the Consultant team and assure that the project objectives are met; Participate and advise in meetings of stakeholders; Provide instruction, and guidance; Provide quality assurance for all outputs before they are delivered.</p>
Lead Training Expert	200 Person days	<p>At least a Master's degree in any discipline. At least 08 years of experience in designing and delivering trainings in various sectors. Should have experience in design and delivery of technical, business skills, and soft skills trainings. Experience in trade and development sector is an added advantage.</p>	<p>Development of training curriculum (including implementation manual) covering at least technical, business and soft skills.</p> <p>Operationalizing the trainings developed including but not limited to:            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. <b>The expert needs to take session/s in each batch.</b> Prepare periodic training reports and other final reports to be submitted to the PIU.</p>
Trade and Entrepreneurship development Expert	100 Person days	<p>At least a master's degree in Economics, MBA or relevant field. At least 5 years of</p>	<p>Refinement of training needs of Trade &amp; Entrepreneurship Development sector (with a special focus on women) across all stages of the value chain; Assessment should cover technical, business and soft</p>

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Position	Duration (man months/days)	Qualification and Experience	Responsibility
		experience in trade and export and marketing or related sectors with expertise in the international, regional and local market.	skills training needs; Support Lead Training Expert with the development of training modules and their delivery. <b>The expert needs to take session/s in each batch.</b> Assist Lead Training expert for periodic training reports and other final reports to be submitted to the PIU.
Agro-processing Expert	30 Person days	At least a master's degree in Agriculture or relevant field. Minimum 05 years general experience and 03 years of experience in conducting research and study/ designing and delivering training on agro processing sector. Experience in import and export related standard and documentation will be an advantage.	Share sectoral expertise in identifying the training needs and gap, fine-tuning the training curriculum and module. Review in selecting the potential women entrepreneurs. <b>Support Lead Training Expert on pertinent issues and impart sessions.</b> The Expert will provide all relevant assistance as per the instruction of Team Leader.
Diversified Jute Product Expert	30 Person days	At least a master's degree in Textile areas or relevant field. Minimum 05 years general experience and 03 years of experience in conducting research and study/ designing and delivering training on jute sector. Experience in import and export related standard and documentation will be an advantage.	Share sectoral expertise in identifying the training needs and gap, fine-tuning the training curriculum and module. Review in selecting the potential women entrepreneurs. Support Lead Training Expert on pertinent issues and impart sessions. The Expert will provide all relevant assistance as per the instruction of Team Leader.
Handicraft Expert	30 Person days	At least a master's degree in Textile areas or relevant field. Minimum 05 years	Share sectoral expertise in identifying the training needs and gap, fine-tuning the training curriculum and module. Review in selecting the potential women entrepreneurs. Support Lead Training



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Position	Duration (man months/days)	Qualification and Experience	Responsibility
		general experience and 03 years of experience in conducting research and study/ designing and delivering training on handicraft sector. Experience in import and export related standard and documentation will be an advantage.	Expert on pertinent issues and impart sessions. The Expert will provide all relevant assistance as per the instruction of Team Leader.
Project Coordinator (1)	12 Person-months (Full-time)	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 and also coordinate the training implementation. Also, ensure effective monitoring and evaluation of each training programs and update PIU on key indices. Project coordinator will work closely with the project manager to ensure the training quality and proper implementation of the project.
Field Level Master Trainers (minimum 04)	24 Person-months	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 on quality production, processing and 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.

- The Consulting firm will propose communication officer who will contract the beneficiaries for validation (Firm will be fully liable for the authenticity of the beneficiaries) and also propose program support staffs on office and training venue such as Office Assistant (Minimum SSC) as per their work plan

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**Payment Options:****Component-1:**

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

- Inception Report: Twenty (20%) per cent of Component-1, shall be paid upon submission of the Inception Report for training need assessment duly accepted by the Client.
- Draft Final Report: Forty (40%) per cent lump-sum of contract price shall be paid after submission the draft report for training need assessment duly accepted by the Client and
- Final Report: Forty (40%) per cent lump-sum of contract price shall be paid after submission the final report for training need assessment duly accepted by the Client.

**Component 2:**

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

**Component 3:**

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

- Completion of training course: Payment shall be made proportionately to the lump-sum contract price of component 03 @ number of training program completed for each batch substantiated by training completion reports or after the Post approval of training refresher workshop report by the employer;

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

**Miscellaneous**

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

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

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

**Consulting Firms qualifications and experiences:**

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

- The Consulting firm shall have the legal capacity to enter into the contract with minimum 08 (Eight) years of general experience in providing consulting services out of which at least 03 (three) years of experience in training management for public and private sector;





- The minimum specific experience as lead consultant in providing training of at least cumulatively 1000 (One Thousand) numbers of trainees completed training course over last 05 (five) years shall be required.
  - The firm should have experience in working with development projects funded by any development partner;
  - The firm should have successfully completed at least one service contract related to capacity development (Training need assessment/designing training module/organize training program) in any sector and/or for women entrepreneurship development in last 05(five) years;
  - The required average annual turnover of the consulting firm shall be at least of the amount of Tk. 01 (One) Crore for the last three years;
  - A capacity statement on available training infrastructure facilities, IT equipment, logistics support, transport and office space;
  - Undertaking that the firm has not been blacklisted or debarred by any Government Organization or by IDA;
  - List of key professional staff including proposed core team for the assignment, showing qualification and experience including the projects/assignment on which they have worked, their role in the assignment/project and duration of their engagement with the assignment/project;
- i. Required Documents: The firm/company must submit the following documents:
- a. Company Registration/Updated Trade License valid up to June 30, 2024
  - b. TIN Certificate and Update Income Tax Clearance Certificate/ Evidence
  - c. VAT Registration Certificate;
  - d. Bank Solvency Certificate and
  - e. Audited financial statements for last 03 Years.

**Criteria for evaluation:** The Consulting firm will be evaluated in accordance with the procedures set out in the THE WORLD BANK Procurement Regulations for IPF Borrowers, July 2016 (Updated on 2020) and PPR 2008. The selection method will be "Quality and Cost Based Selection (QCBS)" as per World Bank Regulations for the appointment of the consultant.

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**Terms of Reference (ToR) of BRCP/MoC/SD-44**  
**for**  
**Firms/Institutions for Design and Implement Refresher Training for Women Traders**  
**of Agro-processing and Cut flower sectors**

**1. Introduction**

The Government of the People's Republic of Bangladesh has received an SDR 150 million Credit from the International Development Association (IDA)– a member of the World Bank Group – for financing the cost of the Bangladesh Regional Connectivity Project 1(BRCP-1), being jointly implemented by the Bangladesh Land Port Authority (BLPA), National Board of Revenue (NBR) and Ministry of Commerce. The Ministry of Commerce as a separate technical assistance project is implementing the Part-02 of this umbrella project. The overall objective of this technical assistance project is to strengthen trade related institutional capacity in order to ensure active and sustainable cooperation among trade related stakeholders and economic empowerment of women traders.

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

- Component A: Develop (pilot) programs to support female traders and entrepreneurs. This component will pilot activities to help address barriers to women becoming more integrated into regional and global supply chains and trading opportunities.
- Component B: Support for the National Trade Facilitation Committee.
- Component C: Improvement of Bangladesh Trade Portal and to set up a National Enquiry Point for Trade. The Bangladesh Trade Portal (BTP) was launched in March 2016. This component will support further up-gradation of the BTP to expand its functionality to include information of relevance for potential Bangladesh exporters and to ensure that content is kept up to date. This component will also set up the National Enquiry Point for Trade, which will help Bangladesh to meet a key requirement of WTO Trade Facilitation Agreement.

This technical assistance project intends to apply a part of the IDA Credit for procuring consulting/training management services to **Design and Implement Refresher Training for Women Traders of Agro-processing and Cut flowers (BRCP/MoC/SD-44)**.

**2. Background:**

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

Under the BRCP-1, sectorial training has been provided to women entrepreneurs for 3 sub-sectors – Agro-processing, Cut Flowers and ICT. As of August 2024, 1125, 1000 and 1000

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women entrepreneurs have taken a 5-daylong sectorial training on Quality Production, Processing, Packaging and Business Development in the Agro-processing, Cut Flower and ICT sub-sector respectively. From these trained women entrepreneurs' 1000 potential individuals were provided with a 6-daylong training on Trade Regulation issues. Accordingly, 600 women entrepreneurs having received sectorial training on Agro-processing and Trade Regulation issues were engaged in the training batches on hands-on Agro-Processing, Packaging and Business Development under the Piloting Activities. Similarly, 270 women entrepreneurs having received sectorial training on Cut Flower and Trade Regulation issues were engaged in the training batches on hands-on Cut Flower Processing, Packaging and Business Development under the Piloting Activities. A total of 870 women entrepreneurs received training under the piloting activities.

During the training under the piloting activities, initially around 120 and 40 Self Help Groups (SHGs) were formed in the Agro-Processing and Cut Flower sub-sector respectively. From these initially formed SHGs, about 50 and 20 SHGs shall receive Matching Grant Support (MGS) in order to implement proposed sub-project business proposals.

Potential women entrepreneurs who were unable to receive Matching Grant Supports the rts under the piloting activities and had also received prior trainings shall be enrolled for a 04 days-long refresher training on Agro-processing and Cut Flower sub-sectors. Potential women entrepreneurs from previously formed SHGs who need renewed training may also be considered. In total, training will be offered in 20 batches, with 25 women entrepreneurs in each batch, such that in total 500 women entrepreneurs shall receive training.

### **3. Objective of Consulting Service/ Scope of Services**

The objectives of this assignment are to develop a training curriculum and implement refresher training on agro/cut flower processing in order to enhance involvement of women entrepreneurs in the business under the mentioned sub-sectors.

The scope of this work is two-fold:

- Develop and design a training program or curriculum, including a robust monitoring and evaluation framework to assess progress or outcome;
- Delivery of the training curriculum.

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

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

#### **Component-1: Development and designing of training curricula/module**

(a) Development of curriculum/module for 04(Four) days training in mechanized processing, business and regulatory issues.

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(b) The firm will be responsible for developing updated curriculum, modules and manuals based on the existing references/publications (to be identified by the client) and validate the same through workshops individually by sectors (Cut Flower/Agro-Processing) in presence of relevant stakeholders.

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

(d) The trainers would have acceptable educational background in the respective discipline and 04 days ToT would be conducted for them before the training.

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

- The Women/Male Entrepreneurs/Traders who have received matching grant support, 05 days long training/ 06 days training of Regulatory Regime issues and 08 days piloting training program by BRCP-1 in Agro processing/ Cut flower sub-sector.
- The total trainees will be (approximately  $25 \times 20 = 500$  persons) about 25% men and 75% women.
- The number of batches may be 20 (Each batch containing about 25 participants).

(f) Training of Trainers needs 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.

The institution/firm will include among others the following agendas in training modules.

- Identification of trainers' qualifications, scope of training.
- Develop training schedule and metrics to measure progress.
- Develop pre-training and post-training trainee knowledge assessment toolkit
- Develop a mechanism to receive trainee's feedback and complaints anonymously.
- Develop an independent monitoring and evaluation mechanism for training.

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

### **Component-2 : Implementation of training**

The implementation of training will start after pilot training and adjustment in training module based on observations received during piloting. The delivery of the trainings will follow the following key principles:

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

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3. Trainings should bring to the discussion as much as possible women leaders for the students to interact with and learn.
4. Trainings should conclude by receiving formal feedback from participants.
5. After the training, the trainers should work with each participant to identify few customized actions that they would like to grow their involvement in the agro-processing/ cut-flower sector.
6. After the training, an assessment report on further needs of participants including, but not limited to, logistics, infrastructure needs (like cold storage), marketing support, financing, additional trainings, and so on needs to be submitted by the consulting firm. The report should be based on the feedback/suggestions of the trainees
7. After trainings, two refresher workshops for participants will need to be organized to address any questions that might arise during implementation of the training in real life.

**Code of Conduct in training implementation:**

- i. There will be zero tolerance policy for harassment of participants;
- ii. There will be no discrimination among trainees;
- iii. The training should be conducted without any relevance to personal life of trainees.

Note: Consulting firm will provide a detail code of conduct for the training program.

4. **Approach:** The training firm/institution should state its understanding of the assignment in relevance to the scope of work. It should propose design of the workshop for training module development, training tool kits, training implementation plan and quality control plans that would be representative of the project activities.
5. **Work Plan:** The work plan should propose the main activities of the assignment, its content and duration, phasing and interrelations, milestones and delivery dates among the component of the assignment. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the ToR.
6. **Organization and Staffing:** The firm should propose the structure and composition of its team members and other administrative and technical support staffs. It should list the key experts showing main disciplines for the assignment and their responsibilities for each component of the assignment.

**7. Implementation of the training program:** Indicative particulars of the proposed training program are as follows:

Name of the training (non-residential)	: Skill Development Refresher Training for Women Traders of Agro-processing and Cut flowers.
Duration	: 04 (Four) Days [Excluding weekly and Government holidays/ as per approval from the PIU]
Number of Batch	: 21 numbers. (Including 01 batches of Pilot Training) (Depends on the availability of the potential participants)

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No. of participants	:	Each batch containing about 25 participants. Note: Above number is indicative, may need adjustment as per need of the project. (BRCP-1 will solicit nomination from relevant bodies)
Target participants	:	The Women/Male Entrepreneurs/Traders who have received 05 days long training/06 days training of Regulatory Regime issues and 08 days piloting training program by BRCP-1 in Agro processing/ Cut flower sub-sector.
Responsibilities for the Training Provide	:	The firm will provide resource persons, curricula and training modules of the Skill Development Refresher Training for Women Traders of Agro-processing and Cut flowers. Venue and Training cost for participants (training materials for participants, lunch, refreshments and other miscellaneous expenses) will be borne by Firm.
Engagement of external resource persons	:	At least 25% of the training sessions must be conducted by external/guest speakers or trainers from credible organizations or individual related to processing, mechanization, business development and other relevant organizations. The final list of external speakers/trainers must be approved by the PIU prior to engagement. Necessary honorarium and supports must be provided to the external speakers/trainers by the consulting firms.

**8. 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 & Agro-processing sector. The budget should include but not limited to venue rent, logistical arrangements, participants' conveyance, trainers' remuneration, food, snacks and other overheads. The participants will be provided Taka 1200/- (Twelve Hundred) each per day as conveyance and training allowance. The expenditure for refreshment and lunch will be Taka 150 (one hundred and fifty taka only) and 500 (five hundred taka only) respectively in each of training days (food items would be approved by PIU). 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 be limited between Taka 9000 (Nine thousand takas only). The budget for opening and closing session together will be limited between Taka 9000 (Nine thousand taka only). Adequate and justified re-imbursable allocations for field level team mobilization (e.g. Perdiem, Travel Expense, Communication Cost etc.), These break ups have to be considered along with other issues during the preparation of training budget by the training institutions/firms. Materials budget for the hands on training will be propose by the firm. Front loading will not be appreciated.

**9. Performance Monitoring:** The representatives of the Employer and the training provider will monitor the training programs regularly. During the monitoring the consulting firm will be responsible to provide all the necessary document and information to proper implementation of the project. They will also meet at the management level at least once every three months or as often as necessary to review the performance of the

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services provided with a view to ensuring quality standard in the services. The two parties shall have shared responsibilities in optimizing the resources and facilities that will be deployed for the service.

#### 10. Target area, group and population size of the study

The proposed assignment is mainly for women entrepreneurs and or representative of relevant bodies who are directly involved in various stages of the Cut flower & Agro-processing sector value chain in Bangladesh who have implemented the sub project proposal through matching grant support, received 05 days long training/06 days training of Regulatory Regime issues and 08 days piloting training program by BRCP-1 in Agro processing/ Cut flower sub-sector. The training institution/firm will prepare a concrete proposal about the selection criteria and potential target group. This selection criteria and potential target group will be finalized by the training institution/firm in agreement with the project authority.

#### 11. Period of Services:

Six (06) months from signing the contract.

#### 12. Final Deliverables

The deliverables are the following:

Deliverables	Indicative Timeline
Inception report	Within week 02
Inception report Meeting	Within week 03-04
Training toolkit Training materials <ul style="list-style-type: none"> <li>○ 02 Workshops for curriculum and module development for two sectors.</li> <li>○ Training implementation manual covering the various aspects identified in component</li> <li>○ Workshop on training manual and implementation plan</li> <li>○ Training of Trainers</li> <li>○ Piloting training 01 Batch</li> </ul>	Within week 04-08
Training implementation	Within Week 08-20
Training implementation progress reports	Every month
Final training implementation report	Within week 22-24
Post training report—summarizing the next actions for each participant, participants' feedback, and logistics and transport needs	Within week 20-22
Post training refresher workshop and report: 02 (Two) workshops	Within week 08-20

#### 13. 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 & Agro-processing sub-sector and trade facilitation. The firm should propose the structure and composition of its team members. It should list the main disciplines of the assignment, the key experts, technical and support staff.

An indicative team structure may be as follows:

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Position	Duration (Person days/ months)	Qualification and Experience	Responsibility
Team Leader	60 Person- days	At least a Master's level degree in any discipline. 10+ years of experience in leading teams to deliver multipurpose outputs like trainings, position papers, industry reviews and so on.	<p>The Team Leader will take the overall responsibility for the execution of the assignment in accordance with the TOR and also for the coordination of all professional inputs. She/he will be responsible to the Employer and maintain close contact with Project Director (Employer's representative) to ensure that the contract is implemented in accordance with the World Bank guidelines. The Team Leader will act as the Consultant's authorized representative for both the design and implementation supervision phase and make decisions on all matters pertaining to the consulting services.</p> <p>The principal responsibilities of the Team Leader will be included but not limited to:            Coordinate the Consultant team and assure that the project objectives are met;            Participate and advise in meetings of stakeholders; Provide instruction, and guidance; Provide quality assurance for all outputs before they are delivered.</p>
Lead Training Expert	160 Person days	At least a Master's degree in any discipline. 08+ years of experience in designing and delivering trainings in various sectors. Should have experience in design and delivery of technical, business skills, and soft skills trainings. Experience in trade and development sector is an added advantage.	<p>Development of training curriculum (including implementation manual) covering at least technical, business and soft skills.</p> <p>Operationalizing the trainings developed including but not limited to:</p> <p>Identification and recruitment of suitable candidates (women and men) for trainings in consultation with the Project, and suitable mediums, locations, and times for delivery of training; Piloting of training and making suitable adjustments; Development and deployment of a robust monitoring mechanism to measure the success of the training; Post training interviews, feedback, refresher workshop, and so on.</p>

  
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Position	Duration (Person days/ months)	Qualification and Experience	Responsibility
Trade and Entrepreneurship development Expert	40 Person days	At least a master's degree in Economics, MBA or relevant field. 5+ years of experience in trade and export and marketing or related sectors with expertise in the international, regional and local market.	Input of Trade & Entrepreneurship Development sector (with a special focus on women) across all stages of the value chain; Assessment should cover technical, business and soft skills Support Lead Training Expert with the development of training modules and their delivery. The expert needs to take session/s in each batch. Assist Lead Training expert for periodic training reports and other final reports to be submitted to the PIU.
Agro processing Specialist (1)	30 Person days	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. Experience in mechanized agro-processing. Experience in Hands-on training on agro-processing will be an advantage.	Share sectoral expertise in fine-tuning the training curriculum and module, Responsible for Curriculum development on mechanized agro processing. Technical Support during training implementation, Support Lead Training Expert on pertinent issues.
Cut Flower Specialist (1)	30 Person days	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. Experience in mechanized cut flower processing. Experience in Hands-on training on cut flower processing will be an advantage.	Share sectoral expertise in fine-tuning the training curriculum and module, Responsible for Curriculum development on quality cut flower production and processing. Technical Support during training implementation, Support Lead Training Expert on pertinent issues.
Project Coordinator (1)	06 Person months (Full Time)	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	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 and also coordinate the training implementation. Also, ensure effective monitoring and evaluation of each training programs and update PIU on key indices. Project coordinator will work closely with the project manager to

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Position	Duration (Person days/ months)	Qualification and Experience	Responsibility
		managing training projects will also be an added advantage.	ensure the training quality and proper implementation of the project.
Field Level Master Trainers (minimum 04)	12 Person months	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 on quality production, processing and 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.

- The Consulting firm will propose communication officer who will contract the beneficiaries for validation (Firm will be fully liable for the authenticity of the beneficiaries) and also propose program support staffs on office and training venue such as Office Assistant (Minimum SSC) as per their work plan.

#### 14. Payment Options:

##### Component-1:

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

- Inception Report: Twenty (20%) per cent of Component-1, shall be paid upon submission of the Inception Report for curriculum development duly accepted by the Client.
- 40% lump-sum of contract price for component 1 will be paid to the firm (consultant) once the draft training materials is submitted and duly accepted by the employer.
- Rest 40% lump-sum of of the contract price for component 1 will be paid after the approval of the training materials and pilot training duly accepted by the employer;

##### Component-2:

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 02 @ number of training program completed for each batch substantiated by training completion reports or after the Post approval of training refresher workshop report by the employer;

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

#### Miscellaneous

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

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

#### **Consulting Firms qualifications and experiences:**

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

- The Consulting firm shall have the legal capacity to enter into the contract with minimum 07 (Seven) years of general experience in providing consulting services out of which at least 03 (three) years of experience in training management for public and private sector;
  - The minimum specific experience as lead consultant in providing training of at least cumulatively 800 (Eight Hundred) numbers of trainees completed training course over last 05 (five) years shall be required.
  - The firm should have experience in working with development projects funded by any development partner;
  - should have successfully completed at least one service contract related to capacity development (designing training module/organize training program) in any sector and/or for women entrepreneurship development in last 05(five) years;
  - The required average annual turnover of the consulting firm shall be at least of the amount of Tk. 80 (Eighty) Lacs for the last three years;
  - A capacity statement on available training infrastructure facilities, IT equipment, logistics support, transport and office space;
  - Undertaking that the firm has not been blacklisted or debarred by any Government Organization or by IDA;
  - List of key professional staff including proposed core team for the assignment, showing qualification and experience including the projects/assignment on which they have worked, their role in the assignment/project and duration of their engagement with the assignment/project;
- i. Required Documents: The firm/company must submit the following documents:
- a. Company Registration/Updated Trade License valid up to June 30, 2024
  - b. TIN Certificate and Update Income Tax Clearance Certificate/ Evidence
  - c. VAT Registration Certificate;
  - d. Bank Solvency Certificate and
  - e. Audited financial statements for last 03 Years.

**Criteria for evaluation:** The Consulting firm will be evaluated in accordance with the procedures set out in the THE WORLD BANK Procurement Regulations for IPF Borrowers, July 2016. The selection method will be "Quality and Cost Based Selection (QCBS)" as per World Bank Regulations for the appointment of the consultant.

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