

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: 26.00.0000.066.07.067.26 - 81

Date: June 10, 2026

REQUEST FOR EXPRESSION OF INTEREST (EOI) 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 2nd 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 (two) services:

Package no. and Duration of contract	Name of Package	Required qualifications and experiences
SD-58 From the date of signing of contract to November 30, 2026	Relevant trade related studies and policy studies (03 studies): Study 1: Assessment of Agri-Trade Logistics for Horticulture and Floriculture Exports (Including Cold Chain, Packaging, Treatment Facilities, and Green Channel Systems) Study 2: Assessment of Trade Logistics, cold chain and Export Readiness for Animal Products (Meat, Dairy, Fish, and Processed Animal Goods) Study 3: Study on the Processing, Market Development and Export Potential of Plant/Vegetable Waste and Fibre-Based By-products in Bangladesh.	<ol style="list-style-type: none"> 1. The consulting firm/institute shall have the legal capacity to enter into the contract and shall have minimum 10 years of general experience in providing consulting services out of which at least 03 years of experiences in conducting business related surveys/sectoral assessment; 2. The firm/institute should have successfully completed at least one service contract similar/related to conducting major sectoral assessment in the last 05 years; 3. Prior experience in conducting assessment of export-oriented industries will be an advantage; 4. The required average annual turnover of the consulting Firm/Institute shall be at least BDT 50 (fifty) lakh in last three years; and 5. Experience(s) in working with development partner's funded projects will be added an advantage.
SD-61 From the date of signing of contract to November 30, 2026	Capacity building of women traders on trade related regulatory regime and E-Commerce solutions and procedures in 08 Divisional HQ including Reform dialogues (Policy Dialogues) to resolve the challenges facing the women traders.	<ol style="list-style-type: none"> 1. The Consulting firm shall have the legal capacity to enter into the contract with minimum 10 (Ten) years of general experience out of which at least 05 (five) years of experience in training management for public and private sector; 2. The minimum specific experience as lead consultant in providing training of at least cumulatively 500 (Five Hundred) numbers of trainees completed training course over last 05 (five) years shall be required. 3. The firm should have experience in working with development projects funded by any development partner; 4. The firm should have successfully completed at least one service contract related to capacity development (designing training module/organize training program) in any sector for women entrepreneurship development in last 05(five) years; 5. 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; and 6. A capacity statement on available training infrastructure facilities, IT equipment, logistics support, transport and office space.

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

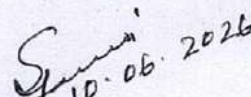
SD-58	Study 1: Policy and Data Foundation; Value Chain, Cold Chain and Packaging; Treatment and Compliance; Trade Logistics and Procedures; Economic Analysis; and Benchmarking and Best Practices. Study 2: Product Scoping; Policy & Institutional Mapping; Cold-Chain & Processing Infrastructure; Compliance, Testing & Certification; Port Handling, Logistics & Green Channel Feasibility; Economic & Competitiveness Analysis for frozen and chilled animal products; Value Chain and Market Assessment; and Benchmarking & Best Practices. Study 3: Fibre Typology and Residue Mapping; Quantification and Distribution; Current Utilisation and Value Chains; Product Segmentation and Processing Technologies; Market Demand and Standards; Techno-Economic Analysis (SME Focus); Policy, Institutional and Investment Recommendations; and Action Plan (2026-2036).
SD-61	Desk review on the previous training manuals and schedule developed by the BRCP-1 and develop a new one and identify potential beneficiaries; Implementation of the training curriculum and Reform dialogues (Policy Dialogues) to resolve the challenges facing by the women traders.

4. The interested consulting firm/all partners of Joint venture firm must submit the following documents with its Expression of Interest for the above mentioned 2 (Two) packages in separate 2 (Two) sealed envelopes:

1. Updated Trade License valid up to June 30, 2026, 2. TIN Certificate & Update Income Tax Clearance Certificate/Evidence, 3. VAT Registration Certificate, 4. Firm Registration certificate, if any, 5. Bank Solvency Certificate, 6. Audited Accounts for last 03 Years, 7. A written undertaking that the Firm/Institute has not been blacklisted or debarred by any Government Organization & IDA, 8. Consulting Firm/Institute's Brochure/Profile bearing organizational structure, and 9. All supporting documents to prove that the Consulting Firm/Institute/ has 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 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 OR Consultant's Qualification-based Selection (CQS) method, as appropriate, 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 4:00 p.m. Expressions of Interest (EOI) must be delivered in written form - 2 (two) hard copies of which one original & one copy for each package in sealed envelope to the address given below in person or through surface mail by 2:00 p.m. on June 28, 2026. Separate sealed envelopes shall be used for the above stated two separate packages.

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


10.06.2026
(Shaila Yasmin)

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

BRCP-1, MoC
Package no. SD-61
Terms of Reference (ToR)

For

Firms/Institutions for Skill and Capacity building of women traders on trade related regulatory regime, E-Commerce solutions and procedures in 08 Divisional HQ including Reform dialogues (Policy Dialogues) to resolve the challenges facing the women traders.

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 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 capacity building of women traders on trade related regulatory regime, E-Commerce solutions and procedures in 08 Divisional HQ including Reform dialogues (Policy Dialogues) to resolve the challenges facing the women traders.

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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.

Existing sex ratio in demographic structure of Bangladesh indicates that women comprise probably more than 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. 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

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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.

4. 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.

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.

The overall environment supports women's growing participation in entrepreneurship and in domestic, regional, and international trade across various sectors, along with opportunities tailored to the unique needs of specific industries. 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

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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.

This training program on trade facilitation for women traders—covering regulatory frameworks, procedural requirements, e-commerce, and regional trade—is expected to support the growth of women-led exports in selected sectors. By strengthening the knowledge and experience of the project implementing agency, relevant government officials, and private sector representatives, the program will create a more enabling and well-coordinated ecosystem. It will also help bridge existing knowledge and experience gaps among women traders, empowering them to engage more effectively in both traditional and digital markets.

5. Objective and Scope of the Consulting Service/ Scope of Services

The objectives of this assignment are to develop a training curriculum and implement training on technical know-how in the trade facilitation, regulatory regime, procedural aspects of export, e-commerce and policy dialogue with a view to equipping women traders with the essential business skills.

The scope of this work is three-fold:

- Desk review on the previous training manuals and schedule developed by the BRCP-1 and develop a new one and identify potential beneficiaries
- Implementation of the training curriculum.
- Reform dialogues (Policy Dialogues) to resolve the challenges facing by the women traders

Training curriculum will be developed for the women traders and will primarily be delivered to them. *A quota of no more than 75% 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: Development/design-of training curriculum

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

- Desk review on the previous training manual and schedule developed by the BRCP-1 and finalized it with the consultation of PIU.

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- Identification and sign up for women and men to be trained (In total 750 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;
- Curriculum development and finalization;
- Curriculum to be printed for the participants

The training should not be limited to only classroom training but also include hands-on 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.
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, 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.
6. 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.
7. Content of training module should be in Bengali as well as English; assessment report of learning outcomes

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.

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

Component 3: Reform dialogues (Policy Dialogues) to resolve the challenges facing the women traders

Under this package, the firm will also organize five National workshops for women entrepreneurs addressing issues related to business formalization (trade license and e-commerce), access to finance, taxation, business model development initiatives for women entrepreneurs etc. by engaging relevant government and private agencies and women traders.

The key recommendations from the Dissemination Seminar/Workshop on Policy Recommendations to Facilitate Cross-Border Trade for Women-Owned Businesses and policy and infrastructural support for trade facilitation will assist to reform the relevant policy regime of the government.

To overcome the structural barriers faced by women entrepreneurs such as limited access to markets, finance, and decision-making platforms reforming local and national-level policy dialogues is a critical intervention.

It is required to:

- o Facilitate direct dialogues between women traders, local licensing and certification authorities, and private sector actors to improve access to domestic, regional and cross-border markets.
- o Engage financial institutions in these dialogues to facilitate access to finance.
- o Allow women traders to participate in feedback loops that influence local trade licensing, customs, and transport policies.
- o Connect women entrepreneurs with government agencies and regional trade platforms for capacity building and networking.
- o Dissemination of Bangladesh Trade portal and Women Entrepreneur's Networking Platform (WENP)

6. **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

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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 and reform dialogues (non-residential)	:	Capacity building of women traders on trade related regulatory regime, E-Commerce solutions and procedures in 08 Divisional HQ including Reform dialogues (Policy Dialogues) to resolve the challenges facing the women traders.
Duration	:	04 (Four) Days [Excluding weekly and Government holidays/ as per approval from the PIU]
Number of Batch	:	30 numbers (Including 02 batches of Pilot Training) (Depends on the availability of the potential participants)
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)
Total reform dialogues	:	05 Numbers
Target participants	:	Women Representative of relevant bodies and or /Women Entrepreneurs who are directly involved in various stages of production, businesses and import/exports
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.

7. 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. The budget should include but not limited to venue rent, logistical arrangements, participants' conveyance, trainers' remuneration, food,

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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 10000/- (Ten thousand taka only). Adequate and justified re-imbursable allocations for field level team mobilization (e.g. Per diem, 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. The firm has to provide budget for reform dialogues. Front loading will not be appreciated.

8. 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.

9. Target area, group and population size of the study

The proposed assignment is mainly for women entrepreneurs (including women with disabilities and with special needs) and or representative of relevant bodies who are directly involved in various stages of the various trade 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.

10. Period of Services:

Six (06) months from signing the contract / completion of the project whichever is earlier

11. Final Deliverables

The deliverables are the following:

Deliverables	Indicative Timeline
Inception report	Within week 01
Meeting on Inception report	Within week 01
Training toolkit Training materials <ul style="list-style-type: none"> ○ Training implementation manual covering the various aspects identified in component ○ Workshop on training modules and implementation plan ○ Training of Trainers 	Within week 04

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Deliverables	Indicative Timeline
○ Piloting training 01 Batch	
Training implementation	Within Week 04-17
05 (Five) Reform dialogues (Policy Dialogues) to resolve the challenges facing the women traders.	Within Week 04-17
Training implementation progress reports	Every month
Final training implementation report	Within week 18
Post training report—summarizing the next actions for each participant, participants' feedback, and logistics and transport needs	Within week 18
Post training refresher workshop and report: 04 (four) Nos	Within week 18-20
National Workshop after completion of the training	Within week 18-20

12. 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 in 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.

Team structure shall be as follows:

Sl. No.	Name of Position	Duration Person day	Qualification and Experience	Responsibility
1	Team Leader	100 Person days	Master's degree in International Trade, Economics, Business Administration, Public Policy, Law, Development Studies, or any other relevant discipline from a recognized university. Minimum 12 years of General experience as team leader and specific 05 years experience in trade policy/regulatory affairs/private sector development/ export promotion, or capacity development programs. Experience in leading teams to deliver	<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:</p>

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Sl. No.	Name of Position	Duration Person day	Qualification and Experience	Responsibility
			<p>multipurpose outputs like trainings, position papers, industry reviews and so on. Proven experience in working with government ministries, development partners, and private sector</p> <p>Experience in policy dialogue facilitation and high-level stakeholder engagement</p> <p>Experience in preparing training modules, manuals, policy briefs, and implementation roadmaps related to regulatory and trade facilitation issues.</p>	<p>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> <p>Design, Organize and facilitate reform dialogues (policy dialogues)</p> <p>Engage government agencies, private sector, and women traders</p> <p>Document key issues and develop actionable policy recommendations</p> <p>Reporting on reform dialogues</p>
2	Lead Training Expert	120 Person days	<p>Master's degree in International Trade, Business Administration, Economics, Law, Public Administration, Development Studies, Education/Training Management, or any other relevant discipline from a recognized university.</p> <p>Minimum 8 years of relevant professional experience in designing and implementing regulatory-related training and capacity development programs.</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:</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. The expert needs to take session/s in each batch. Prepare periodic training reports and other final reports to be submitted to the PIU.</p>

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Sl. No.	Name of Position	Duration Person day	Qualification and Experience	Responsibility
			<p>Sound understanding of trade-related regulations, export-import procedures, standards and compliance requirements, and institutional capacity-building approaches.</p> <p>Proven experience in conducting training, workshops, seminars, and awareness programs on trade regulations, customs procedures, standards and certification, business compliance, or trade facilitation issues.</p> <p>Demonstrated expertise in developing training curricula, manuals, learning materials, presentations, and capacity-building strategies.</p> <p>Experience in training government officials, private sector representatives, SMEs, women entrepreneurs, chambers, and business associations.</p> <p>Strong experience in training evaluation, participant engagement,</p>	

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Sl. No.	Name of Position	Duration Person day	Qualification and Experience	Responsibility
			<p>and learning outcome measurement.</p> <p>Experience in coordinating with government ministries, regulatory agencies, development partners, and donor-funded projects.</p> <p>Excellent facilitation, communication, presentation, and report-writing skills in both Bangla and English.</p> <p>Previous working experience with projects supported by the World Trade Organization, World Bank, Asian Development Bank, or other development partners will be considered an advantage.</p>	
3	Trade and Entrepreneurship development Expert	100 Person days	At least a master's degree in Economics, MBA or relevant field. At least 5 years of experience in trade and export and marketing or related sectors with expertise in the international, regional and local market.	Refinement of training needs of Trade & Entrepreneurship Development sector (with a special focus on women) across all stages of the value chain; Assessment should cover technical, business and soft skills training needs; Support Lead Training Expert with the development of training modules and their delivery. 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.

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Sl. No.	Name of Position	Duration Person day	Qualification and Experience	Responsibility
4	E-Commerce & Digital Business Expert	30 Person days	<p>Bachelor's/Master's degree in ICT, Business Administration, E-Commerce, or related field</p> <p>Minimum 5–8 years of experience in e-commerce, digital platforms, or online business development</p> <p>Hands-on experience with platforms like Facebook Commerce, Shopify, Daraz, etc.</p> <p>Experience in training SMEs or entrepreneurs in digital business tools</p>	<p>Support Lead training expert to develop manual</p> <p>Train women traders on e-commerce platforms, online business setup, digital payments</p> <p>Introduce tools like Facebook commerce, Shopify, Daraz, etc.</p> <p>Develop practical guidelines for digital business operations</p> <p>Support digital transformation of women-led enterprises</p> <p>The expert needs to take session/s in each batch.</p>
5	Financial Literacy & Access to Finance Expert	60 Person days	<p>Master's degree in Finance, Accounting, Economics, or related field</p> <p>Professional certification (CA, ACCA, CFA, CMA) will be an advantage</p> <p>Employment Experience:</p> <p>Minimum 7–10 years of experience in SME finance, banking, or financial inclusion</p> <p>Experience working with banks, MFIs, fintech, or entrepreneurship financing programs</p> <p>Experience in delivering financial literacy training</p>	<p>Support Lead training expert to develop manual</p> <p>Train on financial management, bookkeeping, access to loans, and digital finance</p> <p>Link women traders with banks, MFIs, and fintech solutions</p> <p>Develop tools for improving financial decision-making</p> <p>The expert needs to take session/s in each batch.</p>

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Sl. No.	Name of Position	Duration Person day	Qualification and Experience	Responsibility
6	Project Coordinator (1)	05 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.
7	Field Level Master Trainers [6 nos., each for 3 months]	18 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 (Non key expert) 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.

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 duly accepted by the Client.
- 40 % 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 40% of the contract price for component 1 will be paid after the approval of the training toolkit and pilot training duly accepted by the employer;

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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 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;

Component 3:

- Payment shall be made proportionately to the lump-sum contract price of component 03 @ number of reform dialogue completed substantiated by reform dialogue completion reports and approved by PIU

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 10 (Ten) years of general experience out of which at least 05 (five) 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 500 (Five 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;
- The firm should have successfully completed at least one service contract related to

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capacity development (designing training module/organize training program) in any sector 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;
- 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.

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.

Required documents with its Expression of Interest:

1. Updated Trade License valid up to June 30, 2026,
2. TIN Certificate & Update Income Tax Clearance Certificate/ Evidence,
3. VAT Registration Certificate,
4. Firm Registration certificate, if any,
5. Bank Solvency Certificate,
6. Audited Accounts for last 03 Years,
7. A written undertaking that the Firm/Institute has not been blacklisted or debarred by any Government Organization & IDA,
8. Consulting Firm/Institute’s Brochure/Profile bearing organizational structure, and
9. All supporting documents to prove that the Consulting Firm/Institute has required qualifications and experiences.

Handwritten signature and date: 20/04/24

Handwritten signature and date: 20/4/24

(Shaila Yasmin)
Project Director (Joint Secretary)
(Additional Charge)
Bangladesh Regional Connectivity Project-1
Ministry of Commerce

Handwritten signature and date: 20/04/24