

Terms of Reference (ToR)

Selection of Training Management Firm for Organization of Local Training.

1.0 Background

Bangladesh is one of the youngest countries in the world, with more than half of its population being under the age of 25. The nation is transitioning towards becoming a middle-income country by the year 2021. In order to develop an innovation-centered economy and sustain its remarkable growth, the Government of Bangladesh (GoB) has undertaken a pioneering initiative to create a national entrepreneurship platform and its supporting ecosystem. This effort will enable the nation to innovate faster, create new jobs, develop technical skills and realize the vision of Digital Bangladesh. In support of the above-mentioned objectives, GoB has undertaken the Project. The Project will provide financial support to entrepreneurs in the form of equity, convertible debt and/or grant (the Investment). The Investment will provide the necessary capital to accelerate development and achieve success. The Project is committed to fostering innovation and entrepreneurship through a process that is equitable, transparent and accountable.

1.1 Project Goal/Purpose

- To provide trainings to the startup officials on business analytics, finance, sales strategy, marketing, modern technologies
- To increase productivity and efficiency of the startups
- To support startup development and growth
- To help entrepreneurs grow their business
- To expand the base knowledge of the entrepreneurship ecosystem
- To broaden the perspective of existing players of the startup ecosystem
- To improve necessary knowledge and business skills of the startups to perform their roles effectively
- To ensure that the business of the entrepreneurs is evolving in the right way
- To cultivate growth of the startups/entrepreneurs
- To help entrepreneurs solve their problems commonly associated with running their business
- To give young entrepreneurs exposure to similar/relevant activities in Local countries
- To participate in seminar/workshop/ boot camp in divisional cities of the country

1.2 Expected Impact

Bangladesh is growing rapidly. Technology is the main driving tool for meeting the expected goal. Young entrepreneurs of the country may play the vital role in changing the country's economy. A culture of entrepreneurship and innovation ecosystem can provide its own energy for Bangladesh by affording us opportunities for our young entrepreneurs. Where done correctly, the impact of government intervention in fostering an innovative economy in having successfully created venture capital ecosystems in many countries.

Thousands of jobs will be created directly through the growth of innovative products and even more jobs will be created indirectly as well, as new industries and services are created to cater to these new companies. Through growth in innovation, small companies employing 20 or 30 people can grow to employ over 500. This will indirectly lead to create ten times more jobs throughout the country. There will be hundreds of such companies growing and creating new jobs for the whole country. If we look at the case of India, ICT

contribution to GDP has increased from 1.2% in 1998 to 7.5% in 2012. IT is directly employing 2.3 million people in India and another 8.9 million indirectly. We expect similar trends for us in Bangladesh.

It is expected that there will be major impact on the ICT market. Many companies will experience growth and development through product innovations. Some will grow to be large companies in the local market, but we believe that some companies can grow to become global companies with billion-dollar valuations. Just like Silicon Valley companies who have grown and created their own multibillion-dollar markets, Bangladeshi companies will do so as well.

1.3 Rational for Local programs

- To gather firsthand experience where similar programs/projects are ongoing.
- To establish linkage with similar programs/projects.
- To participate in seminar/workshop/ boot camp in relevant topics
- To give young entrepreneurs exposure to similar/relevant activities.

2.0 Scope of Services

2.1 General:

IDEA envisages the appointment of a Training Management Consulting Firm/Institute who shall act as a Training Service Provider in accordance with the terms and conditions laid down in this Terms of Reference (TOR). The Training Service Provider hereinafter referred to as TSP shall be experienced in providing training services by external or through the use of specialized Training Firm(s) defined bellow. The TSP shall arrange the provision of relevant training (foreign) by suitably qualified and experienced Training firm(s)/Institute(s).

Table1 Local Training Courses

Serial No	Name of the Course
1	Basics of Entrepreneurship, Innovation & Start-up
2	Prototyping/MVP, Start-up Community, Market Analysis
3	Funding & Investment & Pitching Skills, Start-up Methodologies
4	Business Analytics, Business Scalability development, Shares & Market Skills
5	Business Modelling, Sales & Marketing Strategies, Tools & Applications
6	Management Skill development, HR & Finance management, Accounting Management
7	Legal & Policy, IP Patent and Copyright, Global Market, National Issues

2.2 Directives for Proposal by the Consulting Firm:

The Training Service Provider (TSP) shall suggest training institutions, venue, course contents and tentative schedule in its technical proposal. The training institution should have adequate multimedia classrooms, software base laboratories equipped with relevant industry standard software and other necessary facilities for trainees' full and free access as necessary for both classroom and hands-on training. Training service provider (TSP) will competitively propose costs for Training courses fees and relevant fees including management fees for the programs. The proposed method of payment will be lump sum.

2.3 Training Service Provider

The Training Service Provider shall be responsible for the overall management and coordination of the Training, study tours and exposure visits in Local countries. The scope of the services of the TSP shall include but not be limited to the following:

- 1) Detailed profile of training institute including physical facilities, training faculties and resource persons available must be submitted to project for its consideration.
- 2) Prepare the complete training schedule for local training in consultation with IDEA project
- 3) Prepare day-wise detail draft programme (in template including travel time) through the selected location as per guideline of the client.
- 4) Submit the day wise detail programme at least 15 days before the commencement of each programme and get it approved by the client.
- 5) Monitor the whole of the program and submit the required periodical progress reports for the training program.
- 6) The successful TSP shall provide and finalize contract with the project.

2.4 Overall Cost Involvement for the execution of the Training Program:

The Training Service Provider shall prepare total cost involvement in conducting the Local training program considering the following expenditure:

- Tuition Fee (the tuition fees, remuneration of resource personnel/trainers/instructors, other Relevant charges for the training institute, certification to successful trainees, tea & light refreshment for the training days);
- Transportation, such as: arrangement for traveling to and from training / regular classroom venue,
- Charges for course materials (pen; book, writing pads, bag etc.), training aids (access to Computers/ workstation, when necessary in relation to the content of the program), personnel protective measures during field visit, when applicable;
- One set of detailed printed training materials, such as: hand-outs, literature, books etc. in English Language as outlined earlier to each trainees and soft copies of all training materials/presentations in CDs/DVDs to all trainees;
- One set properly bound training materials of each course to be air-mailed on freight pre-paid basis to project for use in its technical library;
- Standard and suitable accommodation during visits to work site(s) and field;
- All sorts of administrative and co-ordination supports for the training programs; and
- Others, if any.

Arrangements and Payments for the Various Aspects of the Training Program:

Requirement	Arranged By	Paid By
Transportations inside Dhaka	Training Service Provider	Training Service Provider
Transportation from Dhaka to Training location (Outside Dhaka)	Training Service Provider	Training Service Provider
Tanning Venue, Instructors Remuneration	Training Service Provider	iDEA
Tuition Fees for the Training Program	Training Service Provider	Training Service Provider
Course Materials (pen; book, writing pads, bag etc.), training aids (access to Computers/ workstation, when necessary in relation to the content of the program)	Training Service Provider	Training Service Provider
Certificate to all successful trainees	Training Service Provider	Training Service Provider
Trainees' Accommodation	Training Service Provider	Training Service Provider
Trainees' Food (Breakfast, Lunch, Dinner during training)	Training Service Provider	Training Service Provider

3.0 Methodology of Training

The TPS shall adopt modern conventional methodologies in order to affect the transfer of knowledge and skills to the participants. Specially, the following training methods shall be utilized as a minimum:

- Classroom lectures, discussions and tutorials
- Practical demonstrations
- Field and site visits and study tours
- Multimedia presentations
- Use of simulators/models
- Case study
- Pre and post evaluation of the trainees

4.0 Qualifications of the Training Service Provider and Firm/ Institute

4.1 Training Service Provider's Qualifications

- a. Minimum 05 (five) years of overall experience in organizing training/study tour/events management or similar activities under different ministries/division/autonomous bodies/ non-govt. organizations.
- b. Client list and Experience certificate (assigned appreciation letter of organization/ institution/ company worked for as claimed in experience).
- c. Evidence of successful implementation of at least 02 (Two) similar type training program worth 1,00,00,000 (One core) taka each for government/non-government organizations within a period of last 3 (three) years. Award, contract agreement and performance/completion certificate should be submitted.
- d. Evidence of permanent office (ownership document/rental deed) in Bangladesh.
- e. Reasonably acceptable organizational profile having adequate permanent manpower and other office equipment and logistic support (Detailed profile of permanent manpower needs to be submitted separately).
- f. Firm must have aggregate turnover of at least BDT 2 (two) crore in the last 03 (three) years.

4.2 Professional staffs of Training Service Provider (TSP)

Professional staffs those who have past record of Fraudulent Practices/criminal record or committed crime that is currently under investigation will not be considered for evaluation.

Position	Qualification and Experience
Overall Program Co-ordinator (Team Leader)	<ul style="list-style-type: none">• Masters Degree in Education/Human Resource Management/Equivalent.• At least 15 years of experience in Local training management.• Proven experience in management of at least 4 large-scale Local training programs (Large scale is defined as 200 or more in a single contract)
Program Manager	<ul style="list-style-type: none">• Masters Degree in Human Resource Management/English/Economics/MBA/Equivalent.• At least 10 years of Local training related experience.• Proven experience in management of at least 4 large-scale Local training programs. (Large scale is defined as 200 or more in a single contract)
Travel and Logistics support employees (2 persons) - National	Masters Degree in any discipline having at least 10 years of experience in Local training logistics management.

5.0 Location of Training

The potential cities for local training are Dhaka, Chattagram, Cox's Bazar, Rajshahi, Bogura, Rangpur, Sylhet, Jashore, Sundarban, Comilla etc. should be arranged through reputed training organizations/universities etc.

6.0 Duration of Contract

The duration of the contract to implement the Local training program will be 12 months from the Effective Date of Contract. Extension of Contract will not be considered except in exceptional circumstances. The Effective Date of Contract shall occur on the date of concurrence of the contract by competent authority. This will be notified to the successful Applicant(s).

7.0 Standards and Quality Assurance

The selected Training Firm/Institute to be engaged foreign training shall comply with the highest standard of performance and quality assurance and professional ethics applicable to this type of assignment.

8.0 IDEA Project's Obligation

The IDEA Project will provide all relevant information, available data and existing documents related to training, as required by the TSP and/or Firm. The Project will render all necessary cooperation as and when required by the TSP/ Firm. In addition, the Project Director, IDEA project will be responsible for the following tasks.

1. To nominate the participants and obtain government clearance for the selected candidates for every course in time.
2. To cooperate with the TSP to assist them with academic documentation/medical certificates, health certificates as required.
3. To cooperate with TSP/TF and provide all relevant information/ training data as required.
4. Review and approve training plan, program, and course modules.
5. Monitor and evaluate the performance of the TSP/TF.
6. To arrange timely payments to the Training Firm/ TSP as per provisions of the contract on the basis of satisfactory performance.
7. Support for obtaining passport for the trainees as required.

9.0 Other Conditions

The following shall be additional conditions applicable to the TSP. The training modules and number of participants may change subject to the future needs of IDEA. The TSP will be advised at least one month in advance of any proposed changes or re-scheduling. In addition, the following shall apply:

1. The TSP shall submit an Inception Report within one month after the signing of the contract. Monthly progress reports and training completion reports are also required.
2. The physical execution of the training shall commence within 30-45 days after signing of the contract.
3. In case of any delays, the training courses shall be adjusted so that the training courses will be completed within the stipulated duration.
4. Establish a team of coordinators with Team Leader and Administrative Officer with an office in Dhaka to liaise between the TSP's office and either client's office as and when required.
5. Depute suitably qualified and experienced local personnel as training course coordinators.
6. Monitor and support the various local and foreign training programs.
7. Out of pocket expenses for trainees shall be as per GoB rules.
8. On successful completion of the courses, the trainees shall be evaluated in a suitable manner (e.g., examination, practical test, presentation).
9. A Certification of Attainment shall be provided to the successful attendees.

10.0 Reporting Requirements

- Inception Report
- Monthly Progress Reports
- Reports on Programs
- Reports on Demand
- Final Report

11.0 Mode of Payments

The mode of payments will be confirmed during negotiation with the successful Applicant(s). All VAT and taxes of the contract price applicable under the Government of Bangladesh rules will be added in the contract and deducted from the invoices of the TSP.

12.0 Confidentiality

All information, files, documents and reports will be treated in strict confidence and become the property of the IDEA project at the completion of the contract.