

# **Social Development Foundation (SDF)**

**Terms and References for Training Providing Organizations for RMG & Leather Products**

**Package No. S 39.0 (RELIP)**

**Providing specialized TVET training on Ready Made Garments (RMG) & Leather Products (Sewing Machine Operation-Garments, Fashion Design, Tailoring and Dress Making, Leather Machine Operation, Sewing Machine Mechanics, Supervision and quality control skills etc.)**

## **1. Introduction to Social Development Foundation (SDF):**

**Social Development Foundation (SDF)**, Financial Institutions Division, Ministry of Finance, 22/22 Khilji Road, Mohammadpur, Dhaka-1207; Email: [info@sdfbd.org](mailto:info@sdfbd.org); website: [www.sdfbd.org](http://www.sdfbd.org) , hereafter referred to as "SDF" which expression shall include its successors, legal representatives, and permitted assignees.

The Social Development Foundation (SDF) was established in 2000 as an autonomous and 'not-for-profit' organization by the Government of Bangladesh, under the Ministry of Finance. It was registered under the Companies Act-1994 on July 28, 2001. The SDF has grown to become one of the most successful organizations of Bangladesh in poverty alleviation and reinforces multi-dimensional programs that impact all aspects of the lives of disadvantaged people, focusing on building sustainable village institutions and the empowerment of women. Since its inception, the SDF has been making every effort in view of need-based approaches and professionalism to expand the capabilities of the extreme poor and poor to enhance their economic ability, to live healthy lives, facilitate them to nurture their talents and interests, and above all to allow them to live in dignity and with self-respect exercising their rights properly in the society.

The basic approaches of SDF strengthen the rural communities by building perpetual community-based institutions, help to raise awareness of the poor, and creating a platform for the disadvantaged to encounter the challenges they face. Its efforts touched the lives of an estimated 6 million people directly and indirectly. It has also made momentous accomplishments in establishing linkages of the poorer section of the society with GO/NGO service providers to leverage their resources, involving the unemployed youths in the development process, and institutionalizing effective learning through a participatory process.

With the cherished goals, SDF has been implementing the Sustainable Coastal and Marine Fisheries Project (SCMFP), and Resilience, Entrepreneurship, and Livelihood Improvement (RELI) Project expanding the scope for the pro-poor for their economic growth through enhancing their income and creating employment opportunities executing Community Driven Development (CDD) approach. It is exploring new ways of delivering critical infrastructure services and social assistance to the rural poor and building their capacity at the village level. The holistic approach adopted by SDF enables the poor, particularly women, to build, secure and use social assets to improve their well-being, reduce

vulnerabilities, take advantage of new opportunities, exercise their rights and play a more active role in society.

SDF is proud to be part of the development initiatives of the Government of Bangladesh and contributed enormously to achieving the Millennium Development Goals (MDGs) particularly in its project areas and now is heading towards attaining the Sustainable Development Goals (SDGs), aimed at an array of issues that include slashing poverty, improve healthy lives and promote wellbeing, bolster education, achieve gender equality, improve nutrition and promote sustainable agriculture and ensure access to water and sanitation.

## **2. Brief about RELI Project:**

### **2.1 Introduction**

The COVID-19 pandemic immediately caused major disruptions to economic activity particularly impacting all section of populations including the poor households and micro and small enterprises. In order to principally address the emergency economic issues of the GoB to fight the COVID-19 crisis and climate-induced events, the Resilience, Entrepreneurship, and Livelihood Improvement (RELI) project adopted to implement focusing on the livelihood of the poor and extreme poor in the recovery and resilience building, employment generation, entrepreneurship development, and post-crisis economic recovery preparation in the intervening areas. The RELI project builds on the successful experience of rural poverty alleviation achieved by its predecessors, SIPP-I, SIPP-II, and NJLIP. RELI's approach for livelihood improvement support to the rural poor and extreme poor is essentially to provide a timely and effective response to the disruptions created by the COVID-19 pandemic, to support post-crisis economic recovery, and to ensure greater resilience of beneficiaries. The Financing Agreement and Project Agreement of the RELI project were signed on June 27, 2021 where the World Bank is providing USD 300 million to the Government of Bangladesh as Credit through the Ministry of Finance to implement the RELI Project with a duration of five years whilst the GoB is providing USD 40 million as operational costs making the total project costs USD 340 million.

The project has four components: **(i) Component A:** Community Institutions and Livelihood Development; **(ii) Component B:** Business Development and Institutional Strengthening; **(iii) Component C:** Project Management, Monitoring and Learning; and **(iv) Component D:** Contingent Emergency Response Component (CERC).

### **2.2 Component Relevant to EOI:**

**Component B: Business Development and Institutional Strengthening-** Under Component B, support to Producer Group (PG) emphasizing market linkages by implementing a productive partnership approach and linking the PGs to prominent e-commerce sites in response to the movement disruptions created by the COVID-19 pandemic. Support to rural entrepreneurs to prepare post-crisis economic recovery and rebuild in a greener, sustainable, and climate-resilient way. Employment generation support to jobless migrant/immigrant returnees residing in villages supported by RELI and the costs of skill development training to be borne by the project to overcome the cash crunch created by the COVID-19 pandemic.

### **Subcomponent B.3 relevant to Skill Development and Employment Generation Support**

Support employment generation through (i) provision of technical support and skill development training for unemployed or under employed youth and jobless migrant or immigrant returnees to acquire marketable skills and access to employment opportunities; and (ii) provision of stipends for deserving students.

#### **2.3 RELI Project Development Objective (PDO):**

The Project Development Objective (PDO) is *'to improve livelihoods of the poor and extreme poor, enhance their resilience and support rural entrepreneurship in project areas.'*

#### **2.4 Objective of Skill Development and Employment Generation Support**

- To improve the technical capacity/skills (through TVET- RMG and Leather products) of the un/under employed youths and coastal fishers to create scope and access into employment generation (mainly wage and self-employments including rural nano/micro entrepreneur development).
- The employment generation will be provided and ensured of sustaining through developing employers linkages, organizing platform and job placement network with formal and semi-formal approach (supporting wage/job directly, create scope for self-employment and micro/small enterprise development, provided employment generation within and outside of the country) for improving their climate resilient, income, lifestyles and livelihoods.

#### **2.5 TPO responsibility:**

Under the administrative supervision by SDF, the Training service provider will perform the following tasks:

- ✓ Participating in the counseling session where the youths will be selected for attending TVET (RMG and Leather product services).
- ✓ Prepare the work place for the unemployed youths who will deploy in RMG and Leather products factories and industries in close collaboration with the employers to make sure the work-place are hazard-free
- ✓ Design and develop an appropriate RMG and Leather products servicing technical module and manual for delivering the practical session and organize RMG supported short & long courses;
- ✓ Provide formal RMG and Leather products tailor-made technical training for targeted un/under employed youths and fishers.
- ✓ Conduct regular assignment and monitor the milestone agreed activities to ensure training compliance actions, quality check and Occupational Health and Safety (OHS)
- ✓ Prepare periodic report capturing the progress of the delivery of the SD activities.
- ✓ Track the factory based employment well as RMG and leather products operated self-employment/ enterprises status of participants for a period of six months after completion of RMG and leather goods training.
- ✓ Promote access of the participants to National certification from BTEB/NSDA through RPL (Skills part) assessment.
- ✓ Promotional campaign for drawing attention of un/underemployed youths to access in RMG and Leather made products sector capacity building and employment generation in collaboration with employer's forum and developing network with the relevant organizations.

## **2.6 RELI Project PDO Level Indicators:**

Key indicators to measure the achievement of the Project Development Objective (PDO) include:

- I. Number of beneficiaries with an income increase of at least 30% from Income Generating Activities and increased employment (of which 90% female);
- II. Share of beneficiaries in RELI villages changing poverty status (of which 90% female);
- III. Share of beneficiaries who are satisfied with project activities;
- IV. Number of producers and rural entrepreneurs with increased income of at least 40% (of which 90% female); and
- V. Share of beneficiaries with improved resilience (of which 90% female).

## **2.7 Output/Deliverable:**

- i. Ensure the detailed SD work plan, training schedule for RMG and Leather products development training
- ii. Report on implementation status including list and materials development for the training conduction, follow up, monitoring reporting, employment report production and certification.

## **3 Scope of Works (Skill Development and Employment Generation Support):**

### **3.1 Rationale**

Bangladesh has undergone an enormous transformation over the past forty years and has long been seen as an example of how aid can support progressive, pro-poor and country driven development. But a major issue has been holding the country back; young people and businesses in Bangladesh are facing a skills crisis. According to the National Skills Development Council (NSDC), each year 2.2 million prospects enter the labor market. Technical Vocational Education and Training Institutions (TVET) in Bangladesh only have the capacity to train up to 1.3 million of them. 79% of Bangladesh's workforce is employed in the informal sector, which is growing at an annual rate of 2.4%, adding 40% of total gross value to the Bangladesh economy. This growth is mostly driven by traditional enterprises. The majority of its labour force is 18-24 years old, an age group which is considered to be the most productive in any economy. Much of this is a result of increasing urbanization which causes many of the new dwellers to engage in informal activities. ([https://www.ilo.org/wcmsp5/groups/public/---asia/---ro-bangkok/---ilo-dhaka/documents/genericdocument/wcms\\_378011.pdf](https://www.ilo.org/wcmsp5/groups/public/---asia/---ro-bangkok/---ilo-dhaka/documents/genericdocument/wcms_378011.pdf))

For Bangladesh to become a middle-income country, employers and workers must work closer with public training intuitions and become more actively involved in skills development. New and upgraded workplace skills are required for enterprises to retain their workers and remain competitive in an increasingly international market place. Higher and new skills also support improved employability for workers, better career pathways and higher income. Key industries are constrained by the lack of skilled workers in Bangladesh and face reduced future growth due to growing skills gaps. New skills demand is also expected to arise from environmental issues and climate change. Public training institutions, even though these are rapidly improving and expanding, simply cannot meet these demands alone. By working closer with industry and enterprise, not only can these demand be met, but the relevancy of course content to enterprise needs can be ensured.

Since 2009 Social Development Foundation has been directly implementing the **Skill Development Program (SDP)** at the rural community for addressing and inclusion of socially excluded extreme poor and poor households unemployed and under employed youths and other members through a participative implementation by adapting CDD approach i.e. participatory identification of target beneficiaries, motivation and mobilization for forming groups and gradually developing village level institutions.

Under the Youth Development Activity process, the Youth Skill Development and Employment Generation Support (SD & EGS) initiatives is one of the Interventions of **B-03 Sub Components** under the **B Component** of Resilience, Entrepreneurship and Livelihood Improvement (**RELI**) Project. The RELI project YEGS program has specifically targeted 20,000 youths and the **SCMF Project Component -3** (Transformation of Alternative Livelihood of the Coastal Fishing Communities) has also targeted 18,000 youths and fishers to develop their Technical and Vocational Education and Training skills during the tenure (July 2021-June 2026) of project implementation. A number of SD packages have been developed for inviting the TPOs for submitting their EOI to deliver the intended services under the individual package offered. The RMG and Leather products is one of the potential packages where the two major sub components items i.e. RMG and Leather products related skill development courses are included for submitting EOI by TPOs.

Under the RMG and Leather Products servicing package, the formal sector of generating wage employment and semi-formal enterprises i.e. Nano and Micro level mini industry based self-employment promotion will be the main platform or working places/sector where the skilled youths could have contributed and utilized their learned knowledge and skill for boosting up local, national economy as well as expedite foreign currency too. This package has greater demands in respect of widen scope for utilization of labor force in the RMG and Leather products support service operated macro industrial parks, factories and commercial business center.

### **3.2 Understanding of TPOs:**

Here it noteworthy that TPOs mean Technical Training Providing Organizations who directly associated with operating TVET skill development assignments, activities related to RMG and Leather goods servicing capacity building of the different stakeholders; specially those are performing BTEB and NSDA endorsed Technical Training Project implementation, certified BTEB and NSDA membership organizations from NGO and Private Sector Institutions/Non Academic Commercial agency/ National Technical Institutions and GoB relevant Departments and Autonomous Organization/Private owned Training Centers are eligible for apply.

The skill development initiatives (RMG and Leather products making technical training) includes the following major criteria and sectors to expedite for accelerating job opportunity, adapting the demand driven job placement as well as developing self-entrepreneurship by applying the obtained technical skills and experiences which offered by TPOs. The TPOs will select and decided the different market driven trades based technical TVET long courses certified by BTEB and NSDA curricula for providing and delivering skill development courses for the nominated trainees (18-35 years old) of the project intervened

working areas (20 districts in 8 divisions) of project five regional areas. The SDF will provide trainees (project beneficiary) to the TPOs and to be ensured their reaching on time in the training center of TPOs where it would be finalized by both parties (SDF and TPOs). The detail training arrangement and training delivery process will be explained and inserted in the contract which would be signed and contracted with the selected contracting partners (TPOs) during signing contract. It is noteworthy to mention here that the selected TPOs will have to perform a contract signing obligation along with detail role responsibilities and other terms and conditions to be executed by TPOs and SDF.

### **3.3 Volume of work:**

#### **Total number of participants (Youth): 800**

Here noted that the number of participants may varies (increase/decrease) subject to available of youths in the working area. Both Male and female youths will be invited to participate in the training.

#### **4.0 Eligibility Criteria required for Selection of Training Provider Organization (TPO) for implementation of Youth Skill Development Technical Training and Employment Initiatives for Youth & Fishers.**

The following eligible criteria/requirements for TPOs:

- i)** The concerned TPOs/institution must have at least five (05) years of practical experience (Certification by registered authority/organization) in providing mentioned skill development training and employment to trainees nominated by SDF.
- ii)** TPOs should have their training centers/venue at least 2 training classrooms and training support facilities and learning environment.
- iii)** TPOs must have adequate accommodation facilities for providing training in a residential and non-residential environments equipped with necessary furniture, training materials including dinning for trainees.
- iv)** Institutions providing specialized technical skill development training services must be certified/recognized by NSDA or BTEB and the relevant authority. Interested institutions are required to submit attested photocopies of their credentials along with an EOI as attachments.
- v)** Adequate institutional capacity and evidence to ensure the employment of at least 85% of the skilled trainees must be attached to the EOI.
- vi)** Furthermore, organizations registered by the Bureau of NGO Affairs/ Directorate of Social Services/ Register of Joint Stock Companies & Firms will be given priority in the initial selection process. In this case, the institutions shall submit the attested copies of the said certificates with EOI.
- vii)** TPOs should be a financial and institutional capacity to organize residential and non-residential training of at least two batches of 50 trainees in one goes for 3 months together.
- viii)** Interested applicants should submit an annual report and an annual audit report (last three years from the current year) and an attested copy of the bank solvency certificate along with EOI.
- ix)** Training institutes should have a skilled and experienced pool of Trainers /Resource persons and their resumes should be attached to the application.

- x) The TPOs should have NSDA/BTEB/BRTA-approved full training curriculum including laboratories with trade-based technical training materials and should have training facilities in a minimum of four technical trades for 4x25=100 trainees.
- xi) To provide employment, TPOs must have a Job Placement Cell (Compulsory) and should submit a CV of at least 02 officers of the Job Cell along with EOI.
- xii) A maximum of 2-3 organizations can submit EOI for a skill development training program singly or jointly, provided that the inter-relationship agreement/document of the two-three organizations and evidence of complementary skills and experience in training should be attached to the EOI.
- xiii) Every training institute has to follow the VAT and Tax policy of the National Board of Revenue (NBR). Training institutions must submit TIN and BIN along with the EOI.

#### **4.1 Working Locations (Regions and Districts):**

The project is being implemented in a total of 3,200 villages under 68 upazilas of 20 districts throughout the country. Out of the 20 districts, 12 districts received prior support from SIPP-II/NJLIP. It's worthy to mention here that the RELI project is being implemented in the intervened 68 upazilas under these mentioned districts

**4.2 RELI project regions:** Barishal, Cumilla, Jeshore, Mymensingh and Rangpur  
**RELI working 20 districts:** Barishal, Perojpur, Patuakhali, Khulna, Magura, Jhenaidah, Mymensingh, Sherpur, Netrokona, Kehoreganj, Rangpur, Kuirgram, nilphamari, Dinajpur, Chapai-Nobabganj, Noagaon, Laxmipur, Chandpur, and Chittagong and **68 upazila**

#### **5.0 Major Roles and Responsibilities to be performed by TPOs:**

- I. Develop BTEB and NSDA endorsed comprehensive TEVT long course Training Module and Manual for submission after short listing;
- II. Contract Agreement signing with SDF for delivering agreed courses according to agreed terms and conditions mentioned in the contract/MoU;
- III. Organize, conduct and completion of each TVET course successfully on time and provide certificates to the skilled participants
- IV. Organize and conduct course Qualifying Assessment (NTVQF level -1) events completely and provide BTEB and NSDA certificate or BRTA issued license to the trained participants.
- V. Ensure to confirming job placement in the reputed factories, industries/production center/ commercial organizations (wage employment 70% and self-employment 30%) to the trained and skilled participants by completion of main courses (60 days after completion).
- VI. Submit training budget and claimed agreed expenditure according to SDF service policy and procurement manual, providing course completion and employment reports.

#### **6.0 Description of the Assignment to be carried out by TPOs:**

##### **6.1 Name of Assignment: Technical Skill Development of RMG and Leather products**

Providing specialized TVET training on Ready Made Garments (RMG) & Leather Products (Sewing Machine Operation-Garments, Fashion Design, Tailoring and Dress Making, Leather Machine Operation, Sewing Machine Mechanics, Supervision and quality control skills etc.)

## **6.2 Targeted Participants/Trainees:**

According to SDF project mandates the intended 18-35 years old unemployed Youths and Fishermen will be the target population of the TPOs for organize, conducting and generating employment for them. SDF will select, nominated and ensure the training participants for the TPOs to deliver training in their Training center.

## **6.3 Training Course Details**

SDF is engaging all skill development partners TPOs to provide RMG and Leather Products making skills development training and subsequent job placement where both parties will collaborate to organize and conduct training courses as per the following terms and conditions:

## **6.4 Total targeted trainees for skill development:**

Under the partnership agreement, around 2,000 un/under employed youths and fishers from plain land & coastal areas will receive trade-based technical and vocational education training by the June 2026.

## **6.5 Trainees segregation:**

Among the total participants, TPOs will provide residential training and non-residential training on agreed trades (RMG and Leathers Products to **batches** (each trade consists of **25-30** participants) on marketable trades at their Training Center, mentioned and agreed regional districts, and in case of non-residential trainings, the training venues and participants will be selected from SDF's RELI (20 districts) project working areas.

## **6.6 Training Courses/ Trades Selection:**

All TPOs will provide training on demand-driven trades but not limited to Sewing Machine Operation (SMO) Leather products making skills, Tailor and dress making, and any other marketable trades. If any new trade emerges and seems feasible in that case such trade may be included.

## **6.7 Trainees' participation:**

It is noted that SDF is responsible to ensure the attendance of all trainees on the day before/first day of training for induction at TPOs training center at mentioned/Training venue. In addition, representative(s) from SDF head office or region/district will participate in the inaugural or closing session.

## **6.8 Safety protocols & Training facilities:**

TPOs will maintain health safety protocols, quality of food, refreshment, and accommodation as mentioned in their submitted proposals to SDF and most importantly shall complete the mentioned vocational training courses.

## **6.9 Course Duration:**

The TPO will have to maintain the duration of residential training with a duration of 2.5 months (75 working day) and non-residential training will be 2.0- 2.5 months (60-75 working day) duration training. Both trainings will have 240- **360** credit hours as per Technical and



Vocational Education and Training (TVET) of BTEB curriculum. The RMG and leather servicing training will be conducted **six days** a week and from 9.00 am to 4.00 pm (7 Hours) daily with one-hour interval.

#### **7.0 Course Certifications:**

##### **7.1 Organizational Certification:**

After successful completion of each course/training (every batch), the participants will be awarded certificates to be jointly issued by SDF and the concerned TPO.

##### **7.2 National Skill Development Authority (NSDA)/Bangladesh Technical Education Board (BTEB) Certification:**

All successful trainees who will complete the training successfully will further require BTEB/NSDA certification up to NTVQF Level-1 and 2 (trade-wise) to be arranged by respective TPO and SDF will provide the actual expenses of this Qualifying Assessment will be included in the agreed budget. This general courses certification process will be arranged within one week after completion of course.

##### **7.3 Organize and Conduction of Participants Counselling:**

The half day counseling orientation will have to facilitate by TPOs trainer in every week interval, the related costs will be borne by SDF as mutually agreed between SDF & concerned TPOs under the budget of the package. At least five (05) basic English communication theory and practical conversation speaking class/sessions to be organized and conducted by TPO for accelerating local and overseas employments.

##### **7.4 Non-residential RMG and Leather goods servicing training venue selection:**

The non-residential RMG and Leather product servicing training venue will be selected by respective TPO in consultation with SDF where it possible to organize. Not compulsory to all TPO to organize non-residential training courses. Detail process will be described in the contract signing deed.

##### **7.5 Training Schedule, Breakdown of Sessions:**

The TPOs will have to conduct residential training **six (6) days** a week i.e. Saturday to Thursday for the said periods of **2.0-2.5 months**. They will spend on an average **20%** time to conduct theoretical session and the remaining **80%** time for conducting **practical sessions**.

##### **7.6 Course fees and other charges:**

TPOs will be paid course fees & other charges based on the market demand as well as consider presently operating SDF training activities by other TPOs in the same project. The training fees will be negotiated and settled with the finally selected TPOs who will be agreed to signing contract with SDF. The training fees and other charges will be fixed for accomplishing residential and non-residential courses. The total budget amount includes specific sub head of expenses of training delivery and also the VAT & Tax, which will be deducted at source by SDF as per Govt. rules. After completion of each phase of training, The TPO needs to submit an invoice to SDF Regional office with necessary documents (such as training schedule, attendance sheet, training report, etc. when & where applicable) and SDF will pay TPOs the amount due as claimed according to agreement as indicated.

### 8.0 Obligation to Employment Generation (Job Placement mandatory assignment):

The employment generation (wage and self) for the 100% trained/skilled youths/fishers have to be provided employment support according to their obtained skills and possessed performance/ability/affordability is an integral commitment and obligation of the project. In this condition, all TPOs will have to ensure job placement of about **85%** of all successful trained youths & fishers and carry out the responsibilities to tracking them after job placement at least 3 months. Every TPO will develop a d-base (an excel sheet) related to job placement of youths and after completion of tenure of contract, they will submit it to SDF. A detailed job placement report and Job Placement Bill will have to submit to SDF by training delivery TPOs after completion of the Job placement of each batch (batch-wise report).

### 9.0 Duration of Agreement One (1) years from the signing contract.

This partnership agreement will be one years effective from October 2024 to September 2025 Either party may cancel this partnership agreement within thirty (30) days' prior notice to the other party. It's deserves mentioning here that the partnership agreement tenure may be extended based on the demand of project on mutual understanding.

### 10.0 Procurement Method:

The Skill Development and Employment Generation Support (SD-TVET- RMG and Leather Products servicing will be hired on the basis of Quality and Cost Based Selection (QCBS) method as set forth in the World Bank Procurement Regulations for IPF Borrowers, dated November 2020 ("Procurement Regulations").

### 10.1 Procure Modalities of SD & EGS Assignment:

Service Procurement from specialized service delivery organization registered by BTEB and NSDA having with signing contract for fixed term duration. RMG and Leather goods servicing Technical training and employment generation support services will be procured based on the quality and cost base assignment performance. Assignment based service procuring like specialized technical training (comprehensive RMG and leather Products servicing package) for generating RMG related widen market driven job placement and also micro and small garment operation trade based business development. The intended long courses/training package will be procured based on the current market price and purchase values, considered other partners and project standard package. The price is negotiable and varies from package to package.

### 10.2 Procedure of Payment

Payment will be made through account payee cheque in installments. SDF will provide 100% of the training fees to TPOs in three installments for each course as per the following breakdown:

Installment	% of total training fees (in BDT)	Payment schedule days and events	Mode of payment
First installment	40%	After 10 days from the date of training started	in favor of respective TPO through account payee cheque
Second	30%	In the mid of course	
Third	30%	After job placement	
Total	100%		

\*\* After 60 days of training completion, if job placement is less than the agreed percentage, then the 3<sup>rd</sup> installment will be paid **on pro rata basis**.

## **11. SDF Roles and Ownership:**

### **11.1 Inputs and Support from SDF:**

SDF will provide project information and relevant documents (Community Operations Manual (COM) and implementation guidelines) as requested by the TPOs. SDF will provide orientation to the TPO training operation team on Community Operations Manual. One team member at the region/district/field team will be designated as contact-on-support person for the TPOs assignment/services.

### **11.2 Ownership:**

This assignment is funded by SDF and therefore shall be the owners of the assignment outputs. The TPOs will have no right of claim to the assignment or its outputs once completed. Any reports/ research reports/ process documents produced as a part of this assignment shall be deemed to be the property of SDF and the TPOs will not have any claims and will not use or reproduce the contents of the above documents without the permission of SDF.

### **11.3 Review Committee to Monitor contracted TPOs' Work:**

The Managing Director of SDF shall be responsible for reviewing and monitoring the work of TPOs training and assignments through his/her nominated officials. He may constitute a review committee to cooperate, communicate and monitor the progress and interact with the TPOs officials. The committee may also seek comments and inputs if necessary on the TPOs work from experts and others as appropriate. Payment to the agency will be made upon submission and acceptance of reports by the SDF and as per conditions laid down in the contract agreement

## **12. Reporting Requirements:**

The agency would be required to conform to the reporting standards, style, format, size and such other specifications as required by the project, and undertake revisions, value addition and such other changes as required by them. The TPOs would be required to do course completion reporting of the training/batch directly to the Managing Director, Director//DGM-YEGS. "It is mandatory that on course/training batches basis detailed district/project wise report shall be prepared including an employment generation report indicating the key performance, learning emerged and actions recommended. The executive summary of the report should include a matrix form to enable better comprehension and improve readability. Prepare regular basis documents on good practices and lesson learned on a regular basis.

## **13. Declaration/Notice of attention:**

- i) The SDF authority may cancel the contract/application entered into with the skill development training institute without assigning any reason.
- ii) All those training institutes which are already conducting training by signing contract with SDF will have to re-apply. Youth Employment Generation Support (YEGS) Cell of SDF can be contacted for detailed information. Phone: 880-2-41022521-24.

## **14. Contact information:**

- i) Apply to Managing Director, Social Development Foundation
- ii) Please provide your EOI hard copy (02 sets) to Head office, SDF in Dhaka,  
To: Managing Director, Social Development Foundation (SDF), 22/22 Khilzi Road,  
Mohammadpur, Dhaka-1207. Phone: 880-2-41022521-4. [www.sdfbd.org](http://www.sdfbd.org).