

Social Development Foundation (SDF)

Terms and References for Hiring firm for conducting Skill Development and Employment Generation Training on ICT & Computer Application for RELI Project of SDF

Package: S-43.0 (RELIP)

1. Social Development Foundation (SDF):

Social Development Foundation (SDF), Financial Institutions Division, Ministry of Finance, 22/22 Khilji Road, Mohammadpur, Dhaka-1207; Phone: +8802-58157625-28, Email: info@sdfbd.org; website: www.sdfbd.org, hereafter referred to as "SDF" which expression shall include its successors, legal representatives, and permitted assignees.

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. SDF has grown to become one of the most successful organizations in 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. 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 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 is currently 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 following Community Driven Development (CDD) approach. 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 sections of the population including poor households and micro and small enterprises. 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 was 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 to livelihood improvement support to the rural poor and extreme poor is essential to provide a timely and effective response to the disruptions created by the COVID-19 pandemic, support post-crisis economic recovery, and 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 including (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 is provided to Producer Groups (PGs) emphasizing on 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 is provided to prepare for post-crisis economic recovery and to rebuild in a greener, sustainable, and climate-resilient way. Employment generation support to jobless migrant/immigrant returnees residing in villages supported by RELI as well and the costs of skill development training to be borne by the project to overcome the cash crunch created by the COVID-19 pandemic.

Sub-component B.3 Relevant to Skill Development and Employment Generation Support

Support is provided for 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 Overall Objective of Skill Development and Employment Generation Support:

- To improve the technical know-how and modern soft skill/capacity (through ICT) of the un/under employed youths and coastal fisher communities to create scope and access into ICT based employment generation (mainly wage and self-employments including rural micro entrepreneur development) for better livelihoods.
- 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 income, lifestyles and livelihoods.

2.5 Specific objectives of TPO Services/Assignment:

- Providing technical training on ICT based Skills Development Training for the targeted un/under-employed youths so that they can compete with other competitors in the job market. As well as they can perform better outputs and outcomes in their working places.
- Design and develop appropriate ICT based Skills Development Training modules and manual for delivering BTEB, and NSDA endorsed and certified long courses (Residential and Non-residential complete packages and short courses where applicable). This specialize learnt knowledge and skill will enhance their confidence to grave relevant employments.
- Providing course completion/accreditation certificate from NSDA and BTEB/ other agencies to create scope for job placement as well as business operation. This formal accreditation allows them to get jobs in reputed organization as well as in overseas too.
- Generating appropriate and decent employment access and scope to the trained and skilled youths/ fishers by TPOs (Job cell efforts) in the prestigious industries/factories/commercial organizations/production centers/ offices. So that they could stay/sustainin jobs for at least 6 months to more long.
- Building cooperation, network and linkages with and among the TPOs and the Employers through Employers' Forum and efforts of individual TPOs' intervention and working relations. So that, the trained and skilled youth employment generation may accelerate as well as more opportunity will be explored and availed.

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).

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

3.1 Rationale: Bangladesh faces difficulties in terms of developing a skilled workforce to meet the demand of developing micro, macro and large-level industries as well as ICT sectoral needs. On the contrary, a large number of the untapped potential workforce at the rural level are underutilized. To develop occupational and marketable skills of the rural poorest, the Social Development Foundation (SDF) has been pursuing **the Skill Development Program (SDP)** at the rural community level by implementing livelihood improvement projects since its inception to develop the employability skills of the unemployed and underemployed youths and other members belong to extreme poor and poor households. The Youth Skill Development and Employment Generation Support initiative is one of the Interventions of **B-03 Sub Components** under the **Component-B** of Resilience, Entrepreneurship and Livelihood Improvement (**RELI**) Project. The RELI project's YEGS program has specifically targeted 20,000 youths to develop their Technical and Vocational Education and Training skills during the tenure (July 2021-June 2026) of project implementation.

With this effort, the project also has provisioned to provide decent employment support (self and wage employment) including developing micro entrepreneurship at the rural areas for those skilled youths and coastal fishers. In the meantime, a good number of un/underemployed youths and fishers have been trained by the Training Providing Organizations (TPOs) and a significant number of the them have already been employed in many reputed organizations, factories and industrial parks. Apart from this, a good number of them have developed micro entrepreneurship with the assistance of this projects. To implement the training and skill development activities successfully, SDF intends to invite proposals from the interested TPOs to participate in the bidding process for carrying out skill development training on ICT Based Skill Development Training. The two major assignments of the partnership are i) Technical and Vocational Education skill development training (TVET); and ii) Decent Employment generation support (providing employment to trained youths and fishers in the respective field/job station

(prestigious industries/ factories/commercial organizations/production centers/ office etc.) considering their level of skill and appropriateness).

3.2 Training Providing Organizations (TPOs):

The TPOs will be directly associated with providing TVET skill development assignments, and activities related to capacity building of different stakeholders, especially those who offer BTEB and NSDA-endorsed Technical Training and are certified by BTEB and NSDA etc. The NGOs, Private Sector Institutions/Non-Academic Commercial agencies/National technical Institutions and GoB departments/Directorates and Autonomous Organizations/Training Centers can submit proposals for the purpose.

The TPOs will select and decide to execute ICT based Skills Development Training courses, the 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's intervened areas (20 districts under 8 divisions) under five regions of project working areas. SDF will ensure attending of trainees (project beneficiaries) to the TPOs and ensure their intake on time in the training centers of TPOs subject to finalization by both parties (SDF and TPOs). The detailed training arrangement and training delivery process will be explained and inserted in the Contract Agreement which would be signed and contracted with the selected contracting partners (TPOs) during the signing Contract Agreement. It is noteworthy to mention here that the selected TPOs will have to sign Contract Agreement along with detailed role responsibilities and other terms and conditions to be executed by TPOs and SDF.

4.0 Volume of Assignment and Duration to contract:

4a. Total number of trainees (unemployed male and female youths)- 800,

Total no. of Batches: (25 Participants each batch)

4b. Total duration of assignment to be completed: 2 years (From July 2024 to June 2026)

4.1 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 the community operations manual. One Team member at the Region/district/field team will be designated as the contact-on-support person for the TPOs assignment/services.

4.2 Ownership:

This assignment is funded by SDF and therefore shall be the owners of the assignment outputs. The TPOs will have no right to claim over the assignments or their 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.

5. Eligibility Criteria required for Selection of Training Providing Organizations (TPOs) for implementation of Youth Skill Development Technical Training and Employment Initiatives for Youth & Fishers.

The following eligible criteria/requirements for TPOs:

- i)** The concerned/EOI submitting organizations/institution must have at least five (05) years of practical experience (Certification by registered authority/organization) in providing skill development training especially on ICT based Skills Development Training and employment to trainees nominated by SDF.
- ii)** TPOs should be their training centers or at least 2 training classrooms and training support environment.
- iii)** There should be adequate accommodation facilities for providing training in a residential and non-residential environments equipped with necessary furniture, training materials for trainees and adequate security arrangements in case of women trainees.
- iv)** The training institution should have necessary entertainment facilities including dining.
- v)** Institutions providing specialized technical skill development training services must be certified/recognized by the National Skill Development Authority (NSDA) or the Bangladesh Technical Board. Interested institutions are required to submit attested photocopies of their credentials along with an Expression of Interest (Eoi) as attachments.
- vi)** Adequate institutional capacity and evidence to ensure the employment of at least 85% of the skilled trainees must be attached to the Eoi.
- vii)** 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 as proof of their institutional capacity along with the application.
- viii)** 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 three months together.
- ix)** Interested applicants should submit an annual audit report (last three years from the current year) and an attested copy of the bank solvency certificate along with EOI.
- x)** Training institutes should have a skilled and experienced pool of trainers/resource persons and their resumes should be attached to the application.
- xi)** The applying skill development institutes should have NSDA/BTEB-approved full training curriculum including laboratories with trade-based technical training materials and should have training facilities in a minimum of four technical trades.
- xii)** It is mandatory to have self-sufficient labs or classrooms for technical trades and facilities where at least 20-25 trainees can practice comfortably to get trained.
- xiii)** Training institutes should have the technical and institutional capacity to provide regular counselling during training to motivate youth to participate in technical training,

including developing moral values and encouraging them to join the workforce after training.

- xiv)** 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.
- xv)** 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 organizations and evidence of complementary skills and experience in training should be attached to the EOI.
- xvi)** 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.

6. Working Locations (Regions and Districts):

The RELI project is being implemented in a total of 3,200 villages under 68 upazilas of 20 districts throughout the country.

6.1) 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 upazilas.**

7. Major Role and Responsibilities of TPOs:

- I. Develop BTEB and NSDA-endorsed comprehensive ICT related long and short training courses Module and Manual for submission after shortlisting;
- II. Contract/Agreement signing with SDF for delivering agreed packages (courses) according to agreed terms and conditions mentioned in the contract;
- III. Organize, conduct and completion of each course successfully and on time and provide certificates to the skilled participants
- IV. Organize and conduct course Qualifying Assessments (NTVQF level -2 and 3) and provide BTEB or NSDA certificates
- V. Ensuring job placement (at least 85%) of the total trained in reputed factories, industries/production centers/ commercial organizations and companies (wage employment 50%and self-employment 50%to the trained and skilled participants after completion of main courses (90 days after completion).
- VI. Submit training budget and agreed with expenditure according to SDF service policy and procurement manual, providing course completion and employment reports.

8. Description of the Assignment to be carried out by TPOs:

8.1 Name of Assignment:

Skill Development Training and Employment Initiatives

8.2 Targeted Participants/Trainees:

18-35 years old Un/under-employed Youth and Fishermen of SDF's projects will be the target population of the TPOs for organizing, conducting and generating employment.

SDF will select, nominate and ensure the training participants for the TPOs to deliver training in their Training centers.

8.3 Training Course Details

SDF will coordinate with all skill development partners i.e. TPOs to provide 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:

8.4) Total targeted trainees for skill development:

Under the contract, around 20,000 un/underemployed youths and fishers from plane land & coastal areas will receive trade-based technical and vocational education training by February 2026.

8.5) Trainees segregation:

Among the total participants, TPOs will provide residential training and non-residential training on agreed trades in **batches** (each trade consists of **25-30** participants) on marketable trades at their Training Centers, mentioned and agreed regions and districts, and in case of non-residential training, the training venues and participants will be selected from SDF's RELI (20 districts).

8.6 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 centers at mentioned/Training venues. In addition, representative(s) from the SDF head office or region/district will participate in the inaugural or closing session.

8.7 Safety protocols & Training facilities:

The selected TPOs will maintain health and 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 on time.

8.8 Course Duration:

The contracted TPO will have to maintain the duration of training for residential and non-residential for 2.5 months (75 working days). Both pieces of training will have **360** credit hours as per the Technical and Vocational Education and Training (TVET) of the BTEB curriculum. The training will be conducted **six days** a week and from 9.00 am to 4.00 pm (7 Hours) daily at 1 Hour Interval. In addition, the other courses duration is following:

9. Course Certifications:

9.1 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.

9.2 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 (Where Applicable) up to NTVQF Level-1 and 2 (trade-wise) to be arranged by respective TPO. SDF will provide the actual expenses of the Qualifying Assessment which will be included in the agreed budget. This general course certification process will be arranged within one week after completion of the course.

9.3 Organize and conduction of Participants Counselling:

The half-day counselling will have to facilitate by TPOs trainers in every week intervals, and the related costs will be borne by SDF as mutually agreed between SDF & concerned TPOs. At least five (05) basic English communication and practical conversation/speaking classes/sessions should be organized and conducted by TPO for accelerating local and overseas employment.

9.4 Non-residential training venue selection:

The non-residential training venue will be selected by the respective TPO in consultation with SDF where it is possible to organize. All TPOs don't need to organize non-residential training courses. Detail process will be described in the contract signing deed.

9.5 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 **2.5 months**. They will spend an average of **20%** time conducting the theoretical session and the remaining **80%** time conducting **practical sessions**.

9.6 Course fees and other charges:

TPOs will be paid course fees & other charges based on the current market. The training fees will be negotiated and settled with the finally selected TPOs who will be agreed to sign contract agreement with SDF. The training fees and other charges will be fixed for accomplishing residential and non-residential courses. The total budget amount includes a 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 TPOs need to submit an invoice to the SDF Regional office with necessary documents (such as training schedule, attendance sheet, training report, etc. when & where

applicable) and SDF will pay the amount claimed according to contract agreement as indicated.

10. Obligation to Employment Generation (Job Placement mandatory assignment):

Job placement support (wage and self) for the 100% trained/skilled youths/fishers have to be provided according to their obtained skills and it is an integral commitment and obligation of the project. Accordingly, all TPOs will have to ensure job placement of about **85%** of all successfully trained youths & fishers and carry out the responsibilities of tracking them after job placement for 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 MoU and will submit it to SDF. A detailed job placement report along with bill will have to be submitted to SDF after the completion of the Job placement of each batch (Batch-wise report).

11. Duration of Agreement

This contract will be for three years effective from July 2024- June 2026. Either party may cancel this partnership agreement within thirty (30) days prior notice to the other party. It's worth mentioning here that the contract agreement tenure may be extended based on the demand of the project on mutual understanding.

12. Procure Modalities of SD & EGS Assignment:

Service Procurement will be performed by a specialized Training Provider Organization registered by BTEB and NSDA through signing Contract for a fixed term duration. Technical training and employment support services will be procured based on Quality Based Selection. Assignment-based service procurement like specialized ICT technical training (comprehensive ICT training package) for generating market-driven job placement and business development will be performed. The training package will be procured based on the current market price and purchase values, considering other partners and the project standard package. The price is negotiable and varies from package to package .

12.1 Procurement Method:

This Package will be hired based on Quality and Cost Based Selection (QCBS) method according to the World Bank Procurement Regulations for IPF Borrowers, dated November 2020 ("Procurement Regulations").

13. 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 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.

14. Procedure of Payment/

Payment will be made through an account payee cheque in installments. SDF will provide 100% of the training fees to TPOs in three instalments 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 90 days of training completion, if job placement is less than the agreed percentage, then the 3rd instalment will be paid **on a pro-rata basis**.

15 Reporting Requirements:

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

16. 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: 880-2-41022521-4.

17. Contact information:

- i) Apply to Managing Director, Social Development Foundation.
- ii) Please provide your EOI hard copy 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.