

Social Development Foundation (SDF)

Terms and References

for Training Providing Organizations (TPOs) for Skill Development and Employment Generation (Factory based Apprenticeship and Nano/Micro Enterprise Development)

Package: S 41.0 (RELIP)

Providing mini/micro level factory/industry based skills development training (Ostard–Sagred approach) to initiate micro enterprise (start up and growing Nano business operation) and or initiating self-employment business through Apprenticeship Model (Ostad -Sagred Model).

1. Introduction to Social Development Foundation (SDF):

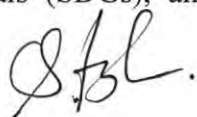
Social Development Foundation (SDF), Financial Institutions Division, Ministry of Finance, 22/22 Khilji Road, Mohammadpur, Dhaka-1207; Phone: +8802-41022521-4, Email: info@sdfbd.org; website: www.sdfbd.org, hereafter referred to as "SDF" which expression shall include its successors, legal representatives, 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-Apprenticeship model-Ostad -Sugred) of the un/under employed youths in main land and coastal communities to create scope and access into employment generation (self and wage employments).
- The employment generation will be provide/ensured through formal and semi-formal apprenticeship approach (Nano and Micro enterprise under mini factory and small industries based skill development and employment generation within and outside) for improving their income, lifestyles and livelihoods.

2.5 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).

2.6 Output/Deliverable:

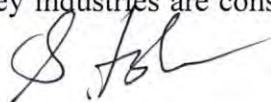
1. Ensure the detailed work plan, program package, training schedule and implementing approach for Factory based Apprenticeship and Nano/Micro Enterprise Development apprenticeship model.
2. Report on implementation progress including list and materials development for the program logbook, Customer Service Log Book, Monitoring report, Employment generation report and certification for the said package.

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/generic_document/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 (YDA) process, the Youth Skill Development (YSD) and Employment Generation Support (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.

Under the Factory based Apprenticeship and Nano/Micro Enterprise Development package, formal enterprise/industry and Micro and Macro enterprise will be the main learning environment where manual skills, work process, procedure as well as behavior pattern and attitudes will be developed under the real work conditions.

3.2 Understanding of TPOs: Here it noteworthy that TPOs mean Technical Training Providing Organizations who directly associated with operating TVET Factory based Apprenticeship and Nano/Micro Enterprise Development skill assignments, activities related to 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/Training Centers.

The skill development initiatives (Factory based Apprenticeship and Nano/Micro Enterprise Development 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 contact. 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.



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 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.

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 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.

4.3 Volume of work:

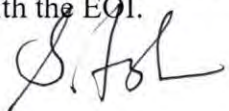
- a) **Total number of participants (Youth): 1000 (one hundred),**
- b) **No. of batches: 40batches (25 participants each batch).**

Here noted that the number of participants may varies (increased/decreased) subject to available of youths in the working area.

5. 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 institution must have at least five (05) years practical experience in providing skill development training and employment to trainees including Factory based Apprenticeship and Nano/Micro Enterprise Development training for the formal and semi-informal sectors.
- ii) Excellent networking ability with relevant stakeholders including government agencies, small and medium enterprises, mini-industries, and commercial industries
- iii) Have previous successful track record of being able to meet deadline and complete training and employment generation assignment within the stipulated time frame and agreed terms and conditions.
- iv) Adequate institutional capacity and relevant evidences to ensure employment of at least 85% of the skilled trainees must be attached to the EOI.
- v) Further, organizations registered by 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 in proof of their institutional capacity along with the application.
- vi) Interested applicants should submit annual audit report (last three years from current year) and attested copies of bank solvency certificates along with EOI.
- vii) Training institutes should have technical and institutional capacity to provide regular counseling during training to motivate youth to participate in technical training, inculcate moral values and encourage them to join the workforce after completion of training.
- viii) In order to provide employment, TPO must have Employment Cell (Compulsory) and should submit CV of at least 02 officers of Job Cell along with EoI.
- ix) A maximum of 2 co-implementing partner organizations can submit EOI as a consortium/joint-venture form for 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 with the EOI.



- x) Every training institute has to follow the VAT and Tax policy of the National Board of Revenue (NBR). Training institution must submit TIN and BIN along with the EOI.

6. 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 upazilas under theses mentioned districts.

- 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 Upazila**

7. Roles and Responsibilities to be performed by TPOs:

7.1 Major Role and Responsibility:

- I. Develop BTEB and NSDA endorsed comprehensive TEVT (Factory based Apprenticeship and Nano/Micro Enterprise Development)/ Nano and micro Entrepreneurship Development-Apprenticeship long course (Classroom and factory base) Training Module and Manual for submission after short listing;
- II. Formal contract signing with SDF for delivering agreed courses according to agreed terms and conditions mentioned in the contract;
- III. Organize, conduct and completion of each course successfully on time and provide certificates to the skilled participants
- IV. Organize and conduct course Qualifying Assessment (NTVQF level -i and ii) events completely and provide BTEB and NSDA certificate.
- 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.

7.2 Specific Roles and Responsibility of TPO:

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

- ✓ Identify and select formal and semi-formal enterprise where the program will be conducted;
- ✓ Prepare the work place for Apprenticeship Model in close collaboration with the small and medium enterprise to make sure the work-place are hazard-free;
- ✓ Design and develop appropriate Factory based Apprenticeship and Nano/Micro Enterprise Development Module and Manual for delivering the session
- ✓ Provide formal and semi-formal Apprenticeship training (Factory based Apprenticeship and Nano/Micro Enterprise Development) for the targeted un/under employed youths
- ✓ Conduct regular monitor the activities to ensure compliance, quality and Occupational Health and Safety (OSH)

- ✓ Prepare periodic report capturing the progress of the delivery of the activities.
- ✓ Track the employment status of participants for a period of six months after completion of apprenticeship and generate employment status report after of training program
- ✓ Promote access of the participants to National certification from BTEB/NSDA/Other relevant authority/institutions for RPL (skills part).
- ✓ Advocate promotion of replication of apprenticeship in collaboration with employer's organizations and relevant actors/agencies.

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

8.1 Name of Assignment:

Providing mini/micro level factory/industry based skills development training (Ostad – Sagred approach) to initiate micro enterprise (start up and growing Nano business operation) and or initiating self-employment business through Apprenticeship Model (Ostad -Sagred Model).

Skill Development Training and Employment Initiatives. This apprenticeship model technical training will jointly be delivered by the Master Crafts Persons (MCP) and Technical Trainers. The both technical and theoretical training and skills will be provided (5 days in a week) to the youths on their classroom and on job places. The apprenticeship training will be conducted in two separate sessions covering with 4 months practical learning sessions (by MCP at enterprise level) and 1-month theory (one whole day session/ week and in total 20 sessions for 5 months' duration) sessions at classroom conducted by Technical Trainers. The above Factory based Apprenticeship and Nano/Micro Enterprise Development approach subsequently brings behavior change among the MCPs through better knowledge of work ethics and importance of providing a conducive environment for learning. The learning process creates a better working condition for the teenager youths who to be deployed for employment generation under those MCPs.

After completion of Ostad and Sagred Apprenticeship training, the skilled youth (male and female) can leave the enterprise where he/she worked and acquired knowledge. S/he will have deserved freedom to choice of his/her job/business. Negotiation between apprentice and MCP, he/she may continue and stay with that enterprise. This decision will depend on the trained youths.

8.2 Targeted Participants/Trainees:

According to SDF project mandates the intended 18-35 years old unemployed youths and fisher youths will be the target population of the TPOs for organizing, conducting and generating employments for them. With the assistance of SDF, TPO will select, nominated and ensure the training participants for the TPOs to deliver training in their catchment project working area (close proximity to their village/union bazar).

8.3. Apprenticeship Course Details

SDF will engage all skill development partners 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 partnership agreement, around 20000 un/under employed youths and fishers from plain land & coastal areas will receive apprenticeship demanded trade-based technical and vocational education training by the March 2026. Here noted that the total number of

trainees/youths may increase or decrease based on the availability in the project working 3200 villages (128 clusters) of 68 upazilla under 20 districts or comprehensive distribution based on field situation.

8.5) Trainees segregation on Theory and Practical training:

Among the total participants, TPOs will organize and provide **classroom theory** and practical training on agreed trades to **batches** (each batch consists of **20-25** participants) on marketable trades available in the local Bazar/Market. In case of conducting **practical training** (on job skill development at the enterprise or industry level), the training venues and participants will be selected from SDF's RELI 20 districts' Gram Somity situated at the village level. Theory class could be organized in the cluster level venue (25-30 village makes a cluster office) where the TPO trainers conduct theory class on different business related issues, trades skill, ethics and BCC on market culture and product promotion, mentoring, monitoring and follow up to the trained youths.

8.6 Training Course/ Trades Selection for Apprenticeship Model:

The selected TPOs will provide training on demand-driven trades available in the local market and bazar but not limited to Computer Operation, Refrigeration & Air-Conditioning (RAC), Electrical, Installation and Maintenance (EIM), Motorcycle Servicing (MCS), Plumbing: Pipefitting and Sanitary Works, Consumer Electronics, Mechanical Fitting, Sewing Machine Operation (SMO)/ Leather goods and many other marketable trades. If any new trade emerges and seems feasible in that case such trade may be included with mutual discussion of both parties.

8.7 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 selected/Training venue. In addition, representative(s) from SDF head office or region/district will participate in the inaugural or closing session. The arrangement of participation of trainees in the theory class sessions and working in factory places (on job apprenticeship periods) will be fully responsible by TPO.

In this regards, TPO will make schedule of theory classes and practical sessions with considering the communication, convenient venue and time.

8.8 Maintaining Safety Protocols & Training Facilities:

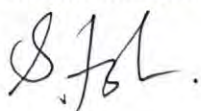
TPOs will maintain health safety protocols, quality of food, refreshment, and accommodation as mentioned in their submitted proposals to SDF and most importantly shall complete the mentioned vocational training courses. During on job apprenticeship, the TPO will take care all safety issues with the support of Master Craft Person (MCP) for making program successful.

8.9 Course Duration and training schedule:

Two types of training sessions will be provided.

- a. Classroom based Theory training (20 day long ethical and soft skill session)
- b. Enterprise/industry based on job practical training (Handholds hardware/gross motor and life skills)

The selected TPO will have to maintain classroom based theory training having with a minimum of 22 separate daylong (9.00am-4.00pm including 30 minutes' lunch break) Sessions (one day/week interval, possibly Saturday) within the 1st month of starting week to the 5th month of closing week (20 working day). In case of enterprise/factory based on job practical training, a 5-month duration of MCP supported apprentice handholds skill sessions



to be held at the working place which will be organized by TPO. The factory/enterprise based apprenticeship training will have to conduct five days (Sunday-Thursday) a week and from 9.00 am to 5.00 pm (8 Hours) daily with 1-hour interval. Both trainings will have to contain 360 credit hours as per Technical and Vocational Education and Training (TVET) of BTEB and NSDA curriculum.

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 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 where it is applicable. This general courses certification process will be arranged within one week after completion of course.

9.3 Organize and conduction of Participants Counselling:

The two-hour counseling orientation will have to facilitate by TPOs trainers in every week interval, the related costs will be borne by SDF as mutually agreed between SDF & concerned TPOs. At least five (05) basic English communication theory and practical conversation speaking class/sessions to be organized and conducted by TPO (if possible where applicable) for accelerating local and overseas employments.

9.4 Apprenticeship Training Schedule, Breakdown of Sessions:

The TPOs will have to conduct a **daylong theory class** (soft skill) in once a week for making apprenticeship knowledge and guidance. On the other hand, the TPO will have to arrange practical **training on five (5) days** a week i.e. Sunday to Thursday through on job enterprise/factory based (hand holding skills) training for the said periods of **5 months**. They will spend on an average 15-20% time to conduct theoretical class session and the remaining **80-85%** time for conducting **practical sessions** at the working place. In total the apprentice course duration is 5 months.

9.5 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 formal contract with SDF. The training fees and other charges will be fixed for accomplishing classroom based theory session and factory based practical sessions in the 5 months long course. The TPO will have to clearly defined total budget amount includes specific sub head of expenses of training delivery and also the VAT & Tax in their submitting EOI. SDF will deduct 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.



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

The employment generation (wage and self) for the 85% 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 6 months. Every TPO will develop a d-base (dev.an excel sheet) related to job placement of youths and after completion of tenure of signing 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).

11. **Duration of Agreement**

duration from January 2025 to June 2026

This contract agreement will be effective from **January 2025 to June 2026** 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.

12. **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. Technical training and employment support services will be procured based on the quality and cost base assignment performance. Assignment based service procuring like specialized technical training (Comprehensive Apprentice Model (AM): Factory based Apprenticeship and Nano/Micro Enterprise Development training package) for generating market driven job placement at the enterprise/factory inside and business development (micro entrepreneurs ship). The AM 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.

12.1 **Procurement Method:**

The Skill Development and Employment Generation Support (SD-TVET/Business Development & EGS) services 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").

12.2 **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 3rd installment will be paid **on pro rata basis**.

13. Review Committee to Monitor contracted TPOs' Work:

The Managing Director of SDF shall be responsible for reviewing and monitoring the work of TPOs theory and practical training and assignments through his 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.

14. 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.

15. 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.

16. Contract 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.

