

**Social Development Foundation (SDF)**  
**Terms and References for Hiring Training Providing Organizations (TPOs)**  
**for Skill Development and Employment Generation (Micro Entrepreneurship Development)**

**Package S-35.0 (RELIP)**

Providing Skills Development training on Micro Entrepreneurship Development (MED) (Business Management and Operation skills/ Start and Improve Your Business (SIYB)-ILO Model/MSMEF Model and Other relevant startups and Rural based Micro Enterprise Development (RED) etc.

**1. Social Development Foundation (SDF):**

Social Development Foundation (SDF), Financial Institutions Division, Ministry of Finance, 22/22 Khilji Road, Mohammadpur, Dhaka-1207; Phone: +880-2-41022521-4, 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.

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 capacity/skills (through TVET) of the un/under employed youths and coastal fisher communities to create scope and access into employment generation (mainly wage and self-employments including **Rural 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 Specific Objectives of TPO Services/Assignment:**

- Providing Micro Entrepreneurs 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 in their working places and business centers.
- Design and develop appropriate modules and manual on Micro Entrepreneurs Development (MED) and Rural Enterprise Development (RED) for delivering the specialize training. This specialize learnt knowledge and skill will enhance their confidence to grave relevant employments.
- Providing course completion/certification to create scope for job placement as well as micro and small business operation. This formal accreditation allows them to get jobs in reputed organizations as well as build them as an entrepreneurs and owners of the rural enterprises.
- Building successful rural micro entrepreneur so that they could change their income and able to employ some youths as staff in their businesses. Create scopes for employment generation.
- Help to create network and linkages with and among like-minded business venture so that the trained and skilled youth entrepreneur 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 (Entrepreneurship Development and Employment Generation Support):**

### **3.1 Rationale:**

Bangladesh is one of the youngest countries in the world, with more than half of its population being under the age of 25. The nation is transitioning towards becoming a middle-income country by the year 2030. In order to develop an innovation-centered economy and sustain its remarkable growth, the Government of Bangladesh (GoB) has undertaken a pioneering initiative to create a national entrepreneurship platform and its supporting ecosystem. This effort will enable the nation to innovate faster, create new jobs, develop business technical skills and realize the vision of digital Bangladesh.

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 (YEGS) 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 these projects. To implement the training and skill development activities successfully especially MED and RED, SDF intends to invite proposals from the interested TPOs to participate in the bidding process for carrying out rural micro entrepreneurship training courses. The two major assignments of the partnership are i) Micro Entrepreneurship Development Training (Business development specialized training); and ii) Decent Employments generation support (Creating scope and access to jobs for other unemployed youths by developing rural based enterprises and trades center to trained youths and fishers in the respective field/job station (Mini and micro industries and production center, RMG factories linked enterprise etc.) considering their level of skill and appropriateness for generating income).

### **3.2 Training Providing Organizations (TPOs):**

Entrepreneurship development program aim to enhance the capacity and willingness of business people to develop, organize, and manage their business ventures. The development of entrepreneurial skills and knowledge through structured training and institution-building program is the ultimate goal of rural micro entrepreneurship development trainings.

SDF is seeking TPOs to conduct a training on Nano/Micro Entrepreneurship and rural enterprises development to strengthen their capacity to become the entrepreneur and be able to start their own business. The Training Service Provider shall be responsible for the overall management, facilitation, coordination of the said type of training.

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.

### **3.3 Objective of Entrepreneurship Development training:**

The aim of this MSE development training is to enhance knowledge, skills and attitude to become successful rural level micro entrepreneur. Specifically,

- To increase economic opportunities/livelihoods diversification options for marginalized, poor and fishing dependent communities;
- On completion of the program, all participants will be able to identify and develop different business ideas, conduct assessment and select a feasible business idea, develop a bankable business plan, receive grant to start and improve the business and address the most urgent need for business management;
- To expand the base knowledge of the entrepreneurship ecosystem,

- To improve necessary knowledge and business skills of the startups to perform their roles effectively
- To cultivate growth of the start-ups and nascent entrepreneurs and enterprises,
- To help nano /micro entrepreneurs solve their problems commonly associated with running their business

#### **4.0 Volume of Entrepreneurs /Enterprises development Assignment and Duration:**

- 4a. Number of trainees (male and female youths) for Micro Entrepreneurs development-2000, Total no. of Batches: 80 batches (25/batch)
- 4b. Total duration of assignment to be completed: 3 years (from 1 July 2023 to 30 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 Model (Entrepreneurs/Enterprises development) of the above documents without the permission of SDF. After finalization of the model, this product to be treated as “**SDF Entrepreneurs Development Model**”

### **5. Eligibility Criteria required for Selection of Training Providing Organizations (TPOs) for implementation of Youth Entrepreneurs/Enterprise Development Training and Employment Initiatives for Youths.**

The following eligible criteria/requirements for TPOs:

- 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.
- TPOs should have their training centers/venue at least 2 training classrooms and training support facilities and learning environment.
- 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.
- 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.
- Adequate institutional capacity and evidence to ensure the employment of at least 85% of the skilled trainees must be attached to the EOI.



- 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.
- 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.
- 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.
- Training institutes should have a skilled and experienced pool of Trainers /Resource persons and their resumes should be attached to the application.
- 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.
- 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.
- 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.
- 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 upazila**

## **7. Major Role and Responsibilities of TPOs to be performed:**

- I. Detailed profile of training institute including physical facilities, training faculties and resource persons available must be submitted to EOI for its consideration.
- II. Develop Micro Entrepreneurship Development/Rural Enterprise Development Module and Manual for submission after shortlisting.
- III. Deliver the MED training and report on its progress regularly and to provide certificates to the skilled participants.
- IV. Support the training participants to identify and develop **potential business ideas** through learning and individual or group (based on similar business ideas) coaching/mentoring activities.
- V. Making sure that the business ideas developed by the participants are feasible and easy to implement by rural targeted youths.

- VI. Support the said training participants to start the business through individual or group (based on similar business ideas) coaching/mentoring activities including develop network.
- VII. Assess and select potential business plan proposal from participants that will be financed by the grant SDF and other financial institutions.
- VIII. Contract/Agreement signing with SDF for delivering agreed packages (courses) according to agreed terms and conditions mentioned in the contract.
- IX. Monitor progress and performance of the businesses established by the participants followed up for a period of six months.
- X. Ensuring Micro Entrepreneurship Development (at least 85%) of the total participants after completion of main courses.
- XI. Submit MED and RED 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 on**

Micro Entrepreneurship Development and Rural based Micro Enterprises Development Specialized training.

### **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 MSME development training courses as per the following terms and conditions:

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

Under the partnership agreement, around 2000 un/underemployed youths and fishers from plain land & coastal areas will be provided trade-based MED and RED training completed by June 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) project working areas.

### **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/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 Training /Course Approach and Duration:

The contracted TPO will have to maintain the duration of training for residential and non-residential for a period of **20 days** in to three phases  $\{(10+5)+3+2\}$  The training will be conducted **six days in a week** and from 9.00 am to 5.00 pm (7 Hours) daily at one hour interval.

**a) First Phase one:** Among the days, the first phase contains into two steps, **First step** is 10 days' **Business management theory class** on subject matter specialized business knowledge and relevant essential issues will be conducted as residential course in the training center.

The **step two** is **Practical knowledge gathering sessions:** A 05-day exclusive field visit event will be conducted/organized for field visits (market survey, business idea selection and understanding, product marketing, production scope and production costing, customer care, customer satisfaction/demand and practical knowledge sharing from the Successful and Failure entrepreneurs). After completion of the first phase theory training (two-week basic theory and model training) then,

**b) Second phase,** three more days' advance training for maintaining the refresher course where the feedback and lesson learnt, challenges, constraints, skills and practice based handholding training will have to organize by TPOs for startup or beginning of entrepreneurs and enterprises. This second phase training will organize after two months of first phase of basic training completion. In the session one objective will be application submitting based on **business plan** by trained youths who will at least receive a capital/loan from any financing agency. In this session the TPO, with assistance of SDF to introduce the trained youth for getting loan process.

**c) Third phase,** Entrepreneurs/Enterprise development training comprise of a two-day business center based **marketing campaign and product promotion** non-residential session. In this business center based session, the participants will meet in a central place of cluster or bazar, they will expose their products and demonstrate the product by flash card, banner in panna flex sheet or poster. Create awareness among the local consumers and distant buyers for developing market network and business identity.

## 9.Course Certifications:

### 9.1 Organizational Certification:

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

### 9.2 Non-residential training venue selection:

The non-residential training venue will be selected by the respective TPO in consultation with SDF where it is feasible to organize. All TPOs need to organize phase three (2 day) non-residential training courses. Detail process will be described in the contract signing deed.



### **9.3 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 17 (12 +5) days. They will spend an average of 70% time conducting the theoretical session in class room based and the remaining 30% time conducting practical sessions in field visit (center based survey and sharing).

### **9.4 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/deed with SDF. The training fees and other charges will be fixed for accomplishing residential and non-residential courses as mentioned above. 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.

### **9.5 Obligation to develop Entrepreneurs:**

Entrepreneurship development support 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 developing entrepreneurs of about **85%** of all successfully trained youths & fishers and carry out the responsibilities of tracking them after start-ups for at least 3 months. Every TPO will develop an entrepreneur “d-base” (an excel sheet) related to entrepreneurship/enterprises and after completion of tenure of contract agreement and will submit it to SDF. A detailed Micro Entrepreneurship development report will have to submit to SDF after the completion of the start-ups of each batch (Batch-wise report).

### **9.6 Duration of Agreement**

This partnership agreement will be for three years effective from July 2023- March 2026. Either party may cancel this contractual 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.

## **10. Procure Modalities of SD & EGS Assignment:**

Service Procurement will be performed by a specialized service delivery 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 and cost. Assignment-based service procurement like specialized technical training (comprehensive 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 and

### **11.1 Procurement Method:**

The Micro Entrepreneurship Development and Rural Enterprises Development (Business Development & Employment generation at the rural enterprises level) will be hired based on Quality Based Selection (QBS) method according to the World Bank Procurement Regulations for IPF Borrowers, dated November 2020 (“Procurement Regulations”).

## 12. 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.

## 13. Procedure of Payment

Payment will be made through an account payee cheque in instalments. 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 Installment	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**.

## 14. 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 be required to report directly to the Managing Director, and Director/DGM-YEGS after completion of training. "It is mandatory to submit course/bath 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.

## 15. Declaration/Notice of attention:

- The SDF authority may cancel the contract/application entered into with the skill development training institute without assigning any reason.
- All those training institutes which are already conducting training by signing contract agreement 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.
- Interested training institutes should reach the following address by **12/07/2023**. EOI of organizations providing incomplete or wrong information will be treated as invalid.

## 16. Contract information:

- Apply to Managing Director, Social Development Foundation.
- Please provide your EOI hard copy (2 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).