

Social Development Foundation (SDF)
Terms and References for Hiring Training Providing Organizations (TPOs)
for Healthcare Promotion

Package No.: S 36.0 (RELIP)

Providing specialized Non-Technical Training on (Health Care and Management support specifically Basic Health and Mental Caregiving/Healthcare Assistant ship, Old aged Care giving, Eye Care Technician, Child Care Giving, Parental Care, LMAF, Nursing attendant for Aide to nurse/relevant courses, Beauty care, Hair Transplant skills etc. short and long courses)

1. About 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.

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.

Subcomponent 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 Objective of Health care support Skill Development and Employment Generation

- To improve the technical competency/skills (through TVET on health care support) of the un/under-employed youths and fishers in plain land and coastal area communities to enhance their employability skills and access to employment generation (self and wage employments).

- The principal aim of the Health care support assignment is to provide/ensure employment support to the trained youths in the Healthcare supported organizations/hospitals/NGOs and private sector medical and pharmaceutical Industries/factories.

2.5 Key Objectives of the Health Care Support Training/Assignment:

- Providing semi technical Health care supported training, TVET for the targeted un/under-employed youths by selected TPO;
- Design and develop appropriate Health care supported TVET modules and manual for relevant departments (DoH/BTEB/NSDA and other organizational standard/endorsed and certified short and long training courses (Residential and Non-residential packages)
- Design and deliver different Healthcare supported entrepreneurship/enterprise/ business development training (Micro and start-up model), health care business model/innovative new Health care model and other model practiced by NGOs and private organizations for individual and group earnings etc.
- Generating appropriate and decent employment access to the trained and skilled youths by Health care promotion servicing TPOs (Job cell efforts) and also create scope and opportunity for growing enterprises in the different health care supported industries/ factories/commercial organizations/production centers/ offices and Agro-based farms so that they could stay their jobs for at least 6 months
- Building cooperation, network and linkages with and among the Health care service offering TPOs and the health care based Employers' organizations through Employers' Forum and linked efforts of individual TPOs' intervention and working relations.

2.6 RELI project PDO Level Indicators:

- Key indicators to measure the achievement of the Project Development Objective (PDO) include:
 - a. Number of beneficiaries with an income increase of at least 30% from Income Generating Activities and increased employment (of which 90% female);
 - b. Share of beneficiaries in RELI villages changing poverty status (of which 90% female);
 - c. Share of beneficiaries who are satisfied with project activities;
 - d. Number of producers and rural entrepreneurs with increased income of at least 40% (of which 90% female); and
 - e. 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/recruiting micro, macro and large-level industries as well as Health care support sectoral needs. On the contrary, a large number of the untapped potential workforce at the rural level are underutilized. To develop occupational and marketable Health care promotional and other multi sectoral 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 un/under employed youths to develop their Technical and Vocational Education and Training skills during the tenure (July'23- June'26) of project implementation.

With this effort, the project also has provisioned to provide decent employment support (self and wage employment) including developing **health care supported entrepreneurship** (micro and small enterprises) for those skilled youths in plain and coastal area. 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 skilled youths have already been employed in many reputed organizations, factories and industrial parks. Apart from this, a good number of them have developed Micro and Small enterprises with the assistance of the RELI project.

To implement the healthcare supported training and skill development activities successfully, SDF intends to invite proposals from the interested TPOs to participate in the bidding process for carrying out Health care supported skill development training and entrepreneurship development related activities in the classroom and fields. The two major assignments of the partnership are i) Technical and Vocational Education skill development training (TVET for health care promotion); and ii) Decent Employment generation support (providing employment and development of Health care supported enterprises for the trained youths in the respective field/job station considering their level of skill and appropriateness).

3.2 Training Providing Organizations (TPOs): The TPOs will be directly associated with providing TVET skill development on Health care training and short courses related to Health care supported capacity building and efficiency of different targeted female and male unemployed youths, especially those who offer DoHS 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 relevant departments/Directorates and Autonomous Organizations/Training Centers can submit proposals for the purpose.

The TPOs will select and decide the different market-driven trade-based technical, TVET long courses certified by ITHN/National Nutrition Services /Health Education/Diploma in medical faculty/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 in 8 divisions) under five regions. The SDF will provide 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 agreement which would be signed and contracted with the selected contracting partners (TPOs) during the signing contract. It is noteworthy to mention here that the selected TPOs will have to sign contract along with detailed role responsibilities and other terms and conditions to be executed by TPOs and SDF.

4.0 Work quantity /volume

Total Trainees: 1500 participants

The number of training participants may vary (increased or Decrease) subject to the availability of targeted youths in the RELI Project working area.

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:

- 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 (5): Barishal, Cumilla, Jeshore, Mymensingh and Rangpur

6.2 RELI working districts (20): 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:

- Develop BTEB and NSDA-endorsed comprehensive TEVT- Health care supported technical training and Micro/small Entrepreneurs development related long technical training course Module and Manual for submission after shortlisting;
- Contract signing with SDF for delivering agreed Health care promotion related accredited courses according to agreed terms and conditions mentioned in the ToR;
- Organize, conduct and completion of each customized course successfully and on time and provide certificates to the skilled participants
- Organize and conduct course Qualifying Assessments (NTVQF level -1 and 2) and provide BTEB and NSDA certificates or DoHS-issued licenses where applicable to the trained participants.
- Ensuring job placement in reputed medicine factories, industries/production centers/ Health service delivery commercial organizations (wage employment 70% and self-employment 30%) to the trained and skilled participants after completion of main customized courses (90-120 days after completion).
- 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:

Health care supported Skill Development Training and Employment Initiatives (Health Care and Management support specifically Basic Health and Mental Caregiving/Healthcare Assistant ship, Old aged Care giving, Eye Care Technician, Child Care Giving, Parental Care, LMAF, nursing attendant for Aide to nurse/relevant courses, Beauty care service, Hair Transplant skills etc. short and long courses)

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 Health Care Promotional 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 customize health care supported agreed training courses as per the following terms and conditions.

8.4 Total targeted trainees for skill development:

Under the partnership agreement, around **1500** un/underemployed youths and fishers from plain land & coastal areas will receive trade-based technical and vocational education training by March 2026. Based on field demand, the number of trainees may increase or decrease.

8.5 Trainees segregation:

Among the total participants, TPOs will provide residential training and non-residential Health care supporting customize technical training on agreed professions in **batches** (each course consists of **25-30** participants) on marketable professions 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 project 20 districts working areas.

8.6 Training Courses/ Trades Selection:

All TPOs will provide training on demand-driven profession based courses but not limited to and any other marketable trades. If any new course emerges and seems feasible, in that case, such course may be included.

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 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.

8.8 Safety protocols & Training facilities:

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.

8.9 Course Duration:

The TPO will have to maintain the duration of training for both residential and non-residential for 3.0-4.0 months (90-120 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 5.00 pm (7 Hours) daily at one hour interval.

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 agreed training successfully will further require BTEB/NSDA certification up to NTVQF Level-1 and 2 (course-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 TVET Course Duration:

The duration of residential health care customize training will be **3.0-4.0** months (90-120 day) and non-residential training will be 3.0- 4.0 months (90-120 working days) as well. Both pieces of training will have **360** credit hours (separate packages) and or other recommended package as per the Technical and Vocational Education and Training (TVET) of the BTEB curriculum/DoHS/Other formal and non-formal authority/agency where applicable. The technical training will be conducted **six days** a week and from 9.00 am to 5.00 pm (7 Hours) daily at 1-hour interval.

9.4 Health care supporting other courses for entrepreneur's development:

The Health care supporting and promotional customize technical training duration and other arrangements will be finalized based on Health-care promoting specialize organization/institutions and other Healthcare Business Development NGOs and private Institutions' recommended schedule and curricula. Generally, it is recommended from 4 to 8-week duration of splitting two phases for newly growing health service promoters/ village and community level entrepreneurs; i.e. basic technical course for the Start-Up phase (fresh micro entrepreneurs/Health care Assistant who want to be) for one month and the advance phase (for premature and already started businesses) for another month/ other model practice by different TPOs.

9.5 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.

9.6 Training Schedule, Breakdown of Sessions:

The TPOs will have to conduct residential training **six (6) days** a week i.e. Saturday to Thursday for the said periods of **2.0 to 4.0 months**. They will spend an average of **20%** time conducting the theoretical session and the remaining **80%** time conducting **practical sessions**.

9.7 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 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 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 contract and will submit it to SDF.

A detailed job placement report and Job Placement Bill will have to submit to SDF after the completion of the Job placement of each batch (Batch-wise report).

11.Duration of Agreement

This partnership agreement will be for three years effective from July 2023- 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 partnership agreement tenure may be extended based on the demand of the project on mutual understanding.

12. Input Support and Ownership pattern:

12.1 Inputs 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.

12.2 Ownership of SDF:

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 report/ research report/ 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.

13. Procure Modalities of SD & EGS Assignment:

Service Procurement will be performed by a specialized service delivery organization registered by DoHS/ BTEB and NSDA/other affiliated agency 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

13.1 Procurement Method:

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

13.2 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.

13.3. 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 60 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 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 (02 sets) to Head office, SDF in Dhaka,
To: Managing Director, Social Development Foundation (SDF), 22/22 Khilzi Road,
Mohammadpur, Dhaka-1207. Phone: 880-2-41022521-4. www.sdfbd.org.