

## **Invitation of Proposal for Mentorship Services for Beyond Grades Project**

RFP Number: EMK/17CA008/0421/PM-03

Release Date: April 21, 2021

Edward M. Kennedy Center (EMK Center) is seeking offers for Mentorship for Beyond Grades Project. Your firm/company/institution is invited to submit a proposal for the services in response to this request for proposal(RFP).

### **A. About Edward M. Kennedy Center (EMK Center):**

Edward M. Kennedy Center (EMK Center) for Public Service and the Arts engages, inspires, connects, and empowers citizens of all ages. Created in 2012 through a partnership between the Liberation War Museum and the American Center of U.S. Embassy Dhaka, the EMK Center is a non-partisan platform committed to open dialogue, informed action, individual and artistic expression, and personal and professional development. We define public service as service on behalf of the people – by anyone, anywhere, anytime.

### **B. Background:**

Since inauguration, EMK Center has played a vital role in developing a space that is accessible to all, and it strives continuously to provide value to its participants, and allows for a diversity of individual and artistic expression to flourish. The Center extends support to any organization or individual who is willing to dedicate time and effort to bring about change through entrepreneurship and the engagement of youth. The Center's objective is to connect individuals and organizations to each other, support them, and create a synergy that is beneficial to Bangladesh both in the short and the long run.

The world changes every few years. The education system is not what it was 5 years ago and students today have to train harder and approach learning in a more practical manner. They no more have the convenience of adhering to academic learning. The fast-paced technological advancements and the growing global industries have required students to be more creative and innovative.

The students of this era thus need to be taught to think more freely and creatively. The society needs to prepare them in a manner that they become the ultimate generation that can easily adapt to changes, take on new challenges, and keep innovation thriving. EMK Center, as a carrier and builder of creativity and entrepreneurship, wants to introduce students to entrepreneurial mindset. Through this workshop, the EMK Center aims to build a bridge between a student's thinking process and entrepreneurship. Many students choose to open their own enterprise after completing education and this competition will act as a tool that will aid them in their future endeavors.

### **C. Purpose of the RFP:**

The "Beyond Grades" project is first of its kind in Bangladesh. It is a concise form of mentorship that is to be awarded to students who possess a creative mind that thinks about the betterment of society. The learning phase of the campaign is a way to bring forth the best entrepreneurial minds of the youngsters of the country. The mentorship will then provide those minds a way to hone their skills. Through the mentorship, EMK Center aims to instill a correct entrepreneurial concept among 40 students (per batch) of the country at a young age. This will help to nurture their "self-made" skills and intellects and drive it towards a more sensible and enterprising point of view.

### **D. Scope of Work:**

- i) Creating curriculum for building entrepreneurial mindset among preteens
- ii) Weekly 4 hours of mentorship sessions online (2 hours each day on 2 specific days of the week) to school-going children
- iii) The individual/ firm shall prepare a Final Report, incorporating comments from EMK Center
- iv) The individual/ firm shall maintain complete confidentiality of all data and documents provided by EMK Center.

### **E. Deliverable:**

1. Curriculum to develop entrepreneurial mindset
2. A draft report followed by a presentation for discussion with EMK Center Management
3. A final report following discussion and feedback from EMK Center

### **F. Duration of the assignment:**

The task is expected to be completed within 90-days from the date of signing the contract. The individual/firm, therefore, is required to prepare and submit the entire plan in a way that allows the achievement of all deliverables within 60-days period.

### **G. Queries & Classification:**

Any additional information required which is not clarified in the specification must be addressed in writing to [entrepreneurship@emkcenter.org](mailto:entrepreneurship@emkcenter.org) by May 08, 2021. Additional information may be provided at EMK Center's discretion, who reserves the right to provide the same information to all other interest parties, should this enhance the submission.

EMK Center reserves the right to request meetings with Bidders to clarify responses or seek additional information to refine assessments. EMK center reserves the right to conduct service provider due diligence to final award or any time during the contract period. This may include site visits and requests for additional information.

## H. Evaluation Criteria:

Proposal will be evaluated in both technical and financial aspects. The weightage distribution is provided in the table below:

Topic	Weightage
Organization portfolio/ individual CV with experience	25%
A brief summary of the individual/ organization's understanding of the assignment including work plan	35%
Budget Breakdown (Financial Proposal)	40%
Grand Total	100

## I. Required Qualifications/Experience:

- Proven track record in the area of Entrepreneurship advocacy
- Familiar with local market issues in Bangladesh
- Ability to analyze and interpret complex market data
- Strong report writing skills in English.
- Work effectively through e-mail, phone, and other virtual platforms (e.g. Skype).
- Ability to render consulting services in the most professional, effective and efficient manner.

## J. Reporting

The consultant will report to the Entrepreneurship Coordinator of EMK Center.

## K. Payment Terms

- i) Payment will be made after completion of the assignment upon submission of the final report as stated in the deliverables.
- ii) Payment will be disbursed to bank account through electronic fund transfer.

## L. Submission Details

The technical and financial proposal/s should be submitted separately through Google form by 5 p.m. May 10, 2021. The following documents if applicable should be submitted with the proposal:

- Portfolio for Organization; CV with experience details for Individual
- Business Incorporation Certificate for Organization (If applicable)
- Updated Trade License for Organization
- Tax Identification Number (TIN) for both organizations and individual
- VAT registration number (BIN) for business; NID for Individual.

**M. How to Apply:**

Fill out this form: [RFP Form](#)

**N. Terms and Condition:**

- Any act of disclosing EMK Center's internal or confidential data will lead to breach the contract at any point.
- Any internal or confidential information should not be used for other purposes.
- Failure to submit all required information, forms and documents in the proposal may result in disqualification.
- Not accept proposals after the stated submission deadline.
- EMK Center reserves the right to accept other than the lowest-price proposal and to negotiate with the consultant if it is in the District's best interest to do so.
- EMK Center will not reimburse any organization for proposal preparation costs or other work performed in connection with this RFP, whether or not the consultant is awarded a contract.

**NOTE: EMK Center is acting in good faith by issuing this RFP. However, this document does not oblige EMK Center to contract for the performance of any work, Nor for the supply of any Products or services.**