

## **Invitation of Proposal for Advisory Services for Global Skills Development Training**

RFP Number: EMK/20CA047/0121/PM-01

Release Date: January 11, 2021

Edward M. Kennedy Center (EMK Center) is seeking offers to organize a global skills development training program. 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:**

One in every three Bangladeshi is youth. However, according to an ILO study on unemployment, youth unemployment rate in Bangladesh for the age range 15–24 is 13.3 percent, which is more than three times than the national average. EMK Center, with its commitment to the development of youth in Bangladesh, has been hosting programs and campaigns to empower youth of Bangladesh and help them to enhance their skills.

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

The training program will be organized to empower 50 youth of Bangladesh with the skills required to excel in the age of fourth industrial revolution ensuring sustainable development agenda.

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

- i) Designing a four-week-long training program utilizing a learning management platform on sustainable development and fourth industrial revolution, for 50 youth.
- ii) The individual/ firm shall prepare a Final Report, incorporating comments from EMK Center
- iii) The individual/ firm shall maintain complete confidentiality of all data and documents provided by EMK Center.

### **E. Deliverable:**

1. Provide a four-week-long training program utilizing a learning management platform on sustainable development and fourth industrial revolution, for 50 youth
2. Track the progress of the participants through learning management platform
3. Submit 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 90-days period.

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

Any additional information required which is not clarified in the specification must be addressed in writing to [program@emkcenter.org](mailto:program@emkcenter.org) by 27th January 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:

<b>Topic</b>	<b>Weightage</b>
<b>A brief summary of the individual/ organization's understanding of the assignment</b>	10%
<b>Methodology including work plan</b>	30%
<b>A draft outline of the report</b>	15%
<b>Experience of the individual/ firm including team members' experience</b>	25%
<b>Budget Breakdown (Financial Proposal)</b>	20%
<b>Grand Total</b>	100

#### **I. Required Qualifications/Experience:**

- Proven track record in the area of particular assignment
- Familiar with SDG program
- 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. January 31, 2021. The following documents if applicable should be submitted with the proposal:

- Organization Portfolio
- Incorporation Certificate/Business registration Certificate (if applicable for organization)
- Updated Trade License
- Tax Identification Number (TIN);
- VAT registration number (BIN) (if applicable for organization)

## **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.**