

Invitation of Proposal for Conducting a Training on M&E Framework Development and Designing a Tracer Study

RFP Number: EMK/17CA008/0521/PM-05

Release Date: May 27, 2021

Edward M. Kennedy Center (EMK Center) is seeking offers to conduct training on M&E Framework Development and Designing a Tracer Study for the staff of the partner organizations of the EMK Center. Based on the timing of the training the EMK Center Staff Members might join in the training. Your organization or you are invited to submit a proposal for the services in response to this request for proposal (RFP).

About Edward M. Kennedy Center (EMK Center):

Edward M. Kennedy Center for Public Service and the Arts engages, inspires, connects, and empowers citizens of all ages. Created in the EMK Center is named after Senator Edward M. Kennedy, and 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.

Background:

EMK Center and its partner organizations has been jointly working for the development of the youth in Bangladesh since its inception. Youths make nearly one third of Bangladesh's population or more than 50 million. As a result, Bangladesh is now in a unique position to reap demographic dividend of this large young population. Empowering youth especially through skill development and employment generation program, entrepreneurship development program and fourth industrial related skills development program is a key component in ensuring the success of the SDGs. EMK Center and its partner organizations are providing a range of support to the youth of Bangladesh to help them achieve their potential.

Purpose of the assignment:

M&E is often used as a tool to 'prove' what was done, or what impact was achieved, particularly as accountability for donors. At the same time, M&E is also needed to help 'improve' programming: to generate quick feedback loops that enable programs to increase impact by revising plans or delivering services differently. M&E is often used as a tool to 'prove' what was done, or what impact was achieved, particularly as accountability for donors. At the same time, M&E is also needed to help 'improve' programming: to generate quick feedback loops that enable programs to increase impact by revising plans or delivering services differently. The purpose of this assignment is to help the partner organizations of

EMK Center to develop their monitoring and evaluation capacity of different youth development programs.

Objectives of the assignment:

The major objectives of the assignment are:

- To improve understanding of M&E concepts among key program staff of the partner organizations
- To improve understanding of basic statistical concepts in data analysis.
- To build skills in basic data analysis and interpretation, data presentation, and data feedback.
- To increase understanding of practical approaches to improving the use of M&E data in program's decision making.

Deliverable:

- Inception report detailing the training plan, proposed content and training delivery method.
- Training need assessment report
- Completion of training 20 staff of the partners
- Training completion report

Duration of the assignment:

The task is expected to be completed within 15 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 15 days' period.

Queries & Classification:

Any additional information required which is not clarified in the specification must be addressed in writing to program@emkcenter.org by June 15 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

Evaluation Criteria:

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

Topic	Weightage
A brief summary of the individual/ organization's portfolio 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%

Required Qualifications/Experience:

- Proven track record of conducting M&E training
- At least 5 years of relevant experience in the field of M&E
- The key resource persons leading the research initiative should have at least a Master's degree in Statistics, Applied Statistics, Economics, Social Science or any other relevant discipline
- The resource persons conducting the study should be familiar with the youth development programs in Bangladesh
- 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

Reporting:

The consultant will report to the Director (Acting) of EMK Center.

Payment Terms:

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

Submission Details:

The technical and financial proposal/s should be submitted separately through Google form by 5 PM June 17, 2021. The following documents if applicable should be submitted with the proposal:

- Curriculum Vitae (for individuals)
- Organization Portfolio (for organizations)
- Incorporation Certificate/Business registration Certificate (for organization)
- Updated Trade License (for organizations)
- Tax Identification Number (for individuals)
- VAT registration number or Business Identification Number (for organizations)

How to Apply:

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

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.