

Invitation of Proposal for Advisory Services for e-Clinic Project

RFP Number: EMK/17CA008/0421/PM-02

Release Date: April 21, 2021

Edward M. Kennedy Center (EMK Center) is seeking offers for Advisory Services for e-Clinic 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.

Considering the economic burden and the business constraints that the COVID-19 has introduced in the past year, EMK Center is looking to create a safe platform for SME owners to come and receive entrepreneurial guidance. Whether it is about new investments and developments, generating growth in existing business or finding the right solution, or exiting in the correct manner, EMK Center would like to be the torchbearer which helps young entrepreneurs to find the most viable answer for their predicaments. Thus E-clinic – Entrepreneurial Clinic- has been organized, an initiative targeted towards small entrepreneurs. Expert organizations which are capable of providing advisory and consultancy services to 50 SMEs/entrepreneurs on business development, access to finance, financial planning, marketing strategy development and corporate governance, will be hired to guide the entrepreneurs in their difficult times.

C. Purpose of the RFP:

E-Clinic is an initiative of the Entrepreneurship Department of the EMK Center which will work closely with the entrepreneurs and startup communities in Bangladesh. Registrants/Participants of the clinic will range from student-led entrepreneurial ventures

to for-profit and nonprofit entrepreneurs and their ventures. Participants also include innovative start-ups and emerging growth companies from all over Bangladesh. Counsellors will counsel entrepreneurs and their ventures on the various transactional issues that arise from starting, managing, and growing their businesses as they establish and grow their ventures. Young and budding student entrepreneurs will know about their various roles in business, financial, human capital, and other legal and non-legal factors involved in opening a business in this country.

Through this initiative, EMK Center aims to aid the struggling entrepreneurs whose ventures have been hit in the pandemic. The global pandemic and associated policies restricting people's movements have caused major disruptions to many businesses. Major shifts in business practices have been observed. E-clinic will serve to reverse this disaster into a catalyst for entrepreneurs, and show the way to provide growth for businesses or healthy exit mechanisms.

D. Scope of Work:

- i) Total 50 hours' advisory session that consists weekly 6 Hour Advisory Sessions online (2 hours each day on 3 specific days of the week)
- ii) An FAQ form will be developed where young enterprises must fill in details of their individual consultation sessions
- 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. A draft report followed by a presentation for discussion with EMK Center Management
2. A final report following discussion and feedback from EMK Center

F. Duration of the assignment:

The task is expected to be completed within 60-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 by 5th May 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
A brief summary of the individual/ organization's understanding of the assignment	10%
Methodology including work plan	30%
A draft outline of the report	15%
Experience of the individual/ firm including team members' experience	25%
Budget Breakdown (Financial Proposal)	20%
Grand Total	100

I. Required Qualifications/Experience:

- Proven track record in the area of Entrepreneur advocacy or counselling
- Familiar with local market issues and Govt. laws in Bangladesh
- Ability to analyze and interpret complex local market data and draw logical conclusions from it.
- 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:

- 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.