

Invitation of Proposal for Fem Tech Challenge 2021 (hackathon)

RFP Number: EMK/20CA0047/0821/PM-05

Release Date: August 19, 2021

Edward M. Kennedy Center (EMK Center) is seeking offers for organizing a hackathon. 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.

Technology holds the promise of solving problems big and small and shaping the world around us. But if the people who work in STEM and CS-related jobs don't represent communities and populations, the solutions they develop won't be representative either. Technologies will emerge with unintentional bias and limited insight into the diversity of people who will use and depend on them. Gender equality should be considered as a crucial means to promote scientific and technological excellence.

To encourage women in finding social problems and addressing them with tech tools (Through apps, websites, and online services) that provide real value to the communities, EMK Center wants to organize a competition for Bangladeshi Women. This is will be an opportunity for Bangladeshi female students, young professionals, and entrepreneurs to deep drive into the field of innovation and Tech.

Purpose of the RFP:

We are expecting organization support for this program. In this 1.5 month long program, support is needed in these areas- outreach of the competition, reaching out to relevant educational and tech industry stakeholders for participants, connecting experts for judging, providing necessary tech training and mentorship to the participants before the competition, coordinating the competing teams and distributing prizes among participants, organizing a closing ceremony.

C. Scope of Work:

- i) Creating training and mentorship modules for selected participants of this competition
- ii) Advising in participant selection process.
- iii) Preparing a final report which will incorporating comments from EMK Center
- iv) maintaining complete confidentiality of all data and documents provided by EMK Center.

D. Deliverable:

- 1. A draft report followed by a presentation for discussion with EMK Center Management after the completion of each 4 batches of mentorship
- 2. A final report following discussion and feedback from EMK Center at the end of the final program

E. 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 60days period.

F. Queries & Classification:

Any additional information required which is not clarified in the specification must be addressed in writing to makerlab@emkcenter.org by September 05 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.

G. 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

H. Required Qualifications/Experience:

- Proven track record in the area of Women in STEM
- Experienced in Hackathons, Innovathons or other human-centered design-related events, either as participant, resource person or organize
- Familiar with local market issues in Bangladesh
- Strong report writing skills in English.
- Work effectively through e-mail, phone, and other virtual platforms (e.g. Skype, zoom).
- Ability to render consulting services in the most professional, effective and efficient manner.

I. Reporting

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

J. Payment Terms

- i) Payment will be made in installment after the completion of each batches completion and upon submission of the reports as stated in the deliverables.
- ii) Payment will be disbursed to bank account through electronic fund transfer.

K. Submission Details

The technical and financial proposal/s should be submitted separately through Google form by 5 p.m. September 09, 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.

L. How to Apply:

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

M. 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.