

Invitation of Proposal for Advisory Services for Global Citizenship Program

RFP Number: EMK/20CA047/0821/PM-04

Release Date: 1st August 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, the youth unemployment rate in Bangladesh for 15–24 is 13.3 percent, which is more than three times the national average. EMK Center, with its commitment to the development of youth in Bangladesh, has been hosting programs and campaigns to empower the youth of Bangladesh and help them to enhance their skills.

C. Purpose of the RFP:

The training program will be organized to empower fifty (50) youth of Bangladesh with the skills required to excel in the 21st-century skills and the inspiration they need to advance in the UN Sustainable Development Goals (SDGs)

D. Scope of Work:

- i) Designing a three-week-long training program utilizing a learning management platform on sustainable development and developing 21st-century skills through workshops 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 the EMK Center.

E. Deliverable:

1. Provide a three-week-long training program utilizing a learning management platform on sustainable development and 21st-century skills 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 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.

G. Queries & Classification:

Any additional information required which is not clarified in the specification must be addressed in writing to Program@emkcenter.org by 15th August 2021. Additional information may be provided at EMK Center’s discretion, which 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:

The 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%

I. Required Qualifications/Experience:

- Proven track record in the area of the 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 the 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. 21st August 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))

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 a breach of 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 negotiate with the consultant if it is in the District's best interest.
- 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.