

Invitation of Proposal for programming Support for Unleashing Youth

RFP Number: EMK/17CA008/0721/PM-03

Release Date: July 25, 2021

Edward M. Kennedy Center (EMK Center) is seeking offers for Programming Support for Unleashing Youth Campaign. 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. In line with American values, EMK Center aims to keep untapped talents, bright ideas and riveting success stories from fading out from various backgrounds (women, underserved communities, persons with disabilities, ethnic groups and more). The Center believes that diversity of thought leads to more innovative and creative problem solving which is indispensable for the current world. EMK Center focuses on inclusive entrepreneurship in Bangladesh, offering a wide array of support for young entrepreneurs. The center aims to create an environment where individuals of any race, gender, socioeconomic background, sexual orientation or religion feel welcome and believed in.

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 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.

During September 2020, after an in-depth analysis of the EMK Center's audience and prospective audience, it was found that the issue of employment opportunity, the uncertain future, rapidly changing skills requirement and lack of knowledge regarding future trends were the some of the biggest threats that the youth of Bangladesh thought they would face in the recent future. Based on demand from the youth and the EMK program team's own assessment of the situation, the EMK Center organized a month-long youth employment campaign titled "Future of work post COVID 19: Building a sustainable post pandemic future for youth." The virtual campaign made a significant impact on the EMK Center's existing patrons and the youth and adolescents from all over the country and beyond. 47 industry experts, academicians, business leaders and hiring managers from all over the world appeared as key note speakers in the webinars along with more than 60 local experts. The webinars were participated by more than 10,000 youth virtually.

In continuation, EMK has organized the 2021 phase of the youth employment campaign titled "Unleashing Youth" to provide the youth with guidance. The campaign, jointly organized with University of Liberal Arts Bangladesh and The Business Standard, will make effort to identify ways to connect the dots between education, employment and engagement and solve the "triple E" challenges for the youth of Bangladesh. The month-long virtual campaign seeks participation of national and international experts, business leaders, youth activists, academicians and Government representatives along with the youth themselves.

C. Purpose of the program:

EMK Center hopes that the conversations with corporate, social and public sector leaders will reveal a shared belief that the challenges facing Bangladesh's youth today constitute one of the biggest threats to the country's political, social and economic future. Addressing the deep, systemic issues around the "Triple-Es" of youth –education, employment and engagement, will require rethinking the status quo and investing in solutions that will increase both the frequency and scale of success. Through the webinars, EMK aims to facilitate discussions through which specific policy recommendations can be generated for the stakeholders to act on.

D. Scope of Work:

- i) Manage international and national experts on the topics provided by the EMK Center
- ii) Facilitate as a mediator between chosen speaker and the EMK Center
- iii) Prepare outline/press releases for each webinar
- iv) The individual/ firm shall prepare a Final Report, incorporating comments from EMK Center
- v) The individual/ firm shall maintain complete confidentiality of all data and documents provided by EMK Center.

E. Deliverable:

- 1. Prepare a preliminary speaker list for the EMK Center on issue like work, workplace and workforce and skills. An attachment of the two-pager plan for the campaign can be found in the website. Perspective speakers on each of those webinars has to submitted along with the proposal
- 2. A draft report followed by a presentation for discussion with EMK Center Management at the end of the Program
- 3. A final report following discussion and feedback from EMK Center

F. Duration of the assignment:

The task is expected to be completed within 30-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 30-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 August 10, 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
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

I. Required Qualifications/Experience:

- Proven track record in the area of youth employment (Affiliation with international non-profit organizations, especially in the U.S. will be given preference.)
- Familiar with youth employment and corporate issues in Bangladesh
- Networking with international employment and skill-related bodies Strong report writing skills in English.
- Work effectively through e-mail, phone, and other virtual platforms (e.g. Zoom).
- 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 5:00 PM August 14, 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

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.