

Invitation of Proposal for training program on Understanding the Government Structure and Partnering with Government

RFP Number: EMK/17CA008/0721/PM-01

Release Date: July 21, 2021

Edward M. Kennedy Center (EMK Center) is seeking offers to organize a training program on governance and partnership management. Your organization or you are 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 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.

B. Background:

Government is the largest organization in Bangladesh with their presence at every nook and corner of the country and it is the government officials who lead the development projects at the local level. For organizations working for the development of people at local and national level, understanding the functions and structure of the government is a must.

C. Purpose of the Assignment:

The training program will be organized to empower young professionals and youth looking for job opportunities in development sector with the skills required to manage partnership with different stakeholders and government to ensure accountability and best use of resources to promote good governance.

D. Scope of Work:

- i) Designing a training program on problem identification, service innovation, stakeholder's perspective analysis, structure of government, functions of the government, strategic partnership for development and other relevant issues.
- 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 EMK Center.

E. Deliverable:

1. Coordinate and organize the training program on Understanding the Government Structure and Partnering with Government for 20 people

2. Design a curriculum for the training program on Understanding the Government Structure and Partnering with Government for EMK Center
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 30-days period.

G. Queries & Classification:

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

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 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 of working with government, different non-government organization and the field of governance
- Familiar with the governance practices and functionality of government 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

J. Reporting

The consultant will report to the Director (Acting) 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 PM August 10, 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 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.