

Innovation Design and Entrepreneurship Academy (iDEA) Project

Terms of Reference (ToR)

Selection of Training Management Firm for Organization of International Training/Study Tour Programmes.

1.0 Background

Bangladesh is one of the youngest countries in the world, with more than half of its population being under the age of 25. The nation is transitioning towards becoming a middle-income country by the year 2021. In order to develop an innovation-centered economy and sustain its remarkable growth, the Government of Bangladesh (GoB) has undertaken a pioneering initiative to create a national entrepreneurship platform and its supporting ecosystem. This effort will enable the nation to innovate faster, create new jobs, develop technical skills and realize the vision of Digital Bangladesh. In support of the above-mentioned objectives, GoB has undertaken the Project. The Project will provide financial support to entrepreneurs in the form of equity, convertible debt and/or grant (the Investment). The Investment will provide the necessary capital to accelerate development and achieve success. The Project is committed to fostering innovation and entrepreneurship through a process that is equitable, transparent and accountable.

1.1 Project Goal/Purpose

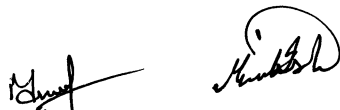
- Brand Bangladesh as “ICT Product” Developer of the world.
- To create R&D Lab Facilities for product design, development & testing.
- To expose the capabilities of Bangladeshi ICT product Developers in the global market.
- To leverage ICT for the country’s next stage of growth and development.
- Develop 200 ICT innovative products.
- To protect and connect Intellectual Property;
- Develop ICT Product/Services for public benefit and national interest like inter operable digital payment platform etc.
- To catalyze growth of Bangladesh’s Innovative products
- To materialize the increase of foreign exchange earning in Bangladesh by outsourcing diversification.
- Institutionalization of Innovation Culture.

1.2 Inputs

- Building necessary infrastructure for Innovation and Entrepreneurship Academy.
- Support program, Training, seed funding, branding, financing for ICT product developers.
- Capacity building program for ICT Industry & other stakeholders.

1.3 Outputs

- Establish an Innovation and Entrepreneurship Academy.



- Support to develop 200 innovative ICT products or services.
- Develop ICT product for public benefit and national interest like Inter Operable Digital Payment Platform (IDPP).
- Establish a Public Limited Company to invest in startups.
- Create an innovation pipeline in 100 educational institutions.
- Train up 3,000 innovators throughout the country.

1.4 Expected Impact

Globalization rapidly changing international business climate and sometimes making it uncertain, a culture of innovation can provide its own energy for Bangladesh by affording us opportunities for our young entrepreneurs. Where done correctly, the impact of government intervention in fostering an innovative economy in having successfully created venture capital ecosystems in many countries.

Thousands of jobs will be created directly through the growth of innovative products and even more jobs will be created indirectly as well, as new industries and services are created to cater to these new companies. Through growth in innovation, small companies employing 20 or 30 people can grow to employ over 500. This will indirectly lead to create ten times more jobs throughout the country. There will be hundreds of such companies growing and creating new jobs for the whole country. If we look at the case of India, ICT contribution to GDP has increased from 1.2% in 1998 to 7.5% in 2012. IT is directly employing 2.3 million people in India and another 8.9 million indirectly. We expect similar trends for us in Bangladesh.

It is expected that there will be major impact on the ICT market. Many companies will experience growth and development through product innovations. Some will grow to be large companies in the local market but we believe that some companies can grow to become global companies with billion dollar valuations. Just like Silicon Valley companies who have grown and created their own multibillion dollar markets, Bangladeshi companies will do so as well.

1.5 Rational for Overseas programs

- To gather firsthand experience where similar programs/projects are ongoing in overseas countries.
- To establish linkage with similar programs/projects in overseas countries.
- To participate in seminar/workshop/ boot camp in overseas countries on relevant topics
- To give young entrepreneurs exposure to similar/relevant activities in overseas countries.
- To arrange advance training programs for young entrepreneurs in overseas relevant institutes.

2.0 Scope of Services

2.1 General:

IDEA envisages the appointment of a Training Management Firm/Institute who shall act as a Training Service Provider in accordance with the terms and conditions laid down in this Terms of Reference (TOR). The Training Service Provider hereinafter referred to as TSP shall be experienced in providing training services by external or through the use of specialized Training Firm(s) defined bellow. The TSP shall arrange the provision of relevant training (foreign) by suitably qualified and experienced Training firm(s)/Institute(s).

Table1 Foreign Training Courses

Serial No	Title of the Course	Trainees (Nos)	Duration (10 days including travel time)
Training			
1	Business Modeling, Sales and Marketing Strategies	10	
2	Design Thinking & Growth Hacking	10	
3	Legal Policy and Global Market	10	
Study Tour			
4	Business Scalability skills, Management skills, Shares and Market skills, Investment skills	10	
5	Incubation & Investment management	10	
6	Modern Technologies in innovation (AI, Machine Learning, Block chain etc.)	10	
Total Trainees		60	

**Note: the procuring entity may change the title of the course if required*

2.2 Directives for Proposal by the Consulting Firm:

The training Service Provider (TSP) shall suggest training institutions, venue, course contents and tentative schedule in its technical proposal. The training institution should have adequate multimedia class-rooms, software base laboratories equipped with relevant industry standard software and other necessary facilities for trainees' full and free access as necessary for both classroom and hands-on training.

Training service provider (TSP) will competitively propose costs for Training courses fees and relevant fees including management fees for the programs. The proposed method of payment will be lump-sum. Air fare, accommodation, per diem and visa fees will be borne by the project directly.

2.3 Training Service Provider

The Training Service Provider shall be responsible for the overall management and coordination of the Training, study tours and exposure visits in overseas countries. The scope of the services of the TSP shall include but not be limited to the following:

- 1) Organise training/ study tour programme in developed and developing countries including regional countries for participants of iDEA project through reputed training institute/organization/university experienced in imparting training in said countries. The institute/organization must be capable enough to organize the whole programme effectively and fruitfully.
- 2) Detailed profile of training institute including physical facilities, training and study tour related capacity and experience, faculties and resource persons available must be submitted to project for its consideration.
- 3) Prepare the complete training schedule for foreign training in consultation with IDEAproject.
- 4) Organize all pre-departure activities like confirmation of air ticket on desired date, visa processing, ensuring suitable accommodation abroad in consultation with the client, pre-departure briefing,



contact the participants in all stages, assist in endorsement of foreign currency (Collection of signature on TM Form, presence in Bank with air ticket, Visa) etc.

- 5) Prepare day-wise detail draft programme (in template including travel time) through the selected institutes as per guideline of the client.
- 6) Submit the day wise detail programme at least 3 days before the commencement of each programme and get it approved by the client
- 7) Arrange medical tests, medical insurance and anything else required to organize the foreign training.
- 8) Monitor the whole of the program and submit the required periodical progress reports for the training program.
- 9) The successful TSP shall provide and finalize contract with the project.

2.4 Overall Cost Involvement for the execution of the Training Program:

The Training Service Provider shall prepare total cost involvement in conducting the overseas training program considering the following expenditure:

- Tuition Fee (the tuition fees, remuneration of resource personnel/trainers/instructors, other relevant charges for the training institute, certification to successful trainees, tea & light refreshment for the training days);
- Transportation, such as: arrangement for traveling to and from training / regular classroom venue,
- Charges for course materials (pen; book, writing pads, bag etc.), training aids (access to computers/ work station, when necessary in relation to the content of the program), personnel protective measures during field visit, when applicable;
- One set of detailed printed training materials, such as: hand-outs, literature, books etc. in English Language as outlined earlier to each trainees and soft copies of all training materials/presentations in CDs/DVDs to all trainees;
- One set properly bound training materials of each course to be air-mailed on freight pre-paid basis to project for use in its technical library;
- Medical Coverage (insurance);
- Standard and suitable accommodation during visits to work site(s) and field;
- All sorts of administrative and co-ordination supports for the training programs; and
- Others, if any.



Arrangements and Payments for the Various Aspects of the Training Program:

Requirement	Arranged By	Paid By
Trainees' Visas	Training Service Provider	Training Service Provider
Transportations to Dhaka Airport	Trainees	IDEA
Trainees' Flight Tickets	Training Service Provider	IDEA
Trainees' excess baggage fees	Trainee	Trainee
Transportations (between Airport-hotel-institute-site(s) & others)	Training Service Provider	Training Service Provider
Tuition Fees for the Training Program	Training Service Provider	Training Service Provider
Course Materials (pen, book, file/bag etc.)	Training Service Provider	Training Service Provider
Certificate to all successful trainees	Training Firm/Institute	Training Firm/Institute
Trainees' Accommodation	Training Service Provider	IDEA
Trainees' Food (Lunch during training days)	Training Service Provider	IDEA/Trainee
Trainees' Medical Coverage	Training Service Provider	Training Service Provider
Trainees' Personal protective measures	Training Service Provider	Training Service Provider
Per-diem	IDEA	IDEA

3.0 Methodology of Training

The TPS shall adopt modern conventional methodologies in order to affect the transfer of knowledge and skills to the participants. Specially, the following training methods shall be utilized as a minimum:

- Class room lectures, discussions and tutorials
- Practical demonstrations
- Field and site visits and study tours
- Multimedia presentations
- Use of simulators/models
- Case study
- Pre and post evaluation of the trainees

4.0 Qualifications of the Training Service Provider and Firm/ Institute**4.1 Training Service Provider**

The Training Service Provider shall be a reputable consulting/training firm/institute having extensive experience and capacity in conducting, managing and organizing training in relevant field in abroad. The TSP shall have at least 10 (ten)years overall experience in conducting overseas training service for government of Bangladesh organizations and/ or international agencies. The TSP shall have adequate financial capability to provide the training service as per this TOR. The TSP shall be an international firm having an appropriate office and other facilities in Dhaka with adequate manpower to support the intended service.



4.2 Training Firm/Institute

The Training Firm shall be an internationally reputable and recognized training institute in the country of training having extensive experience in managing and providing training to the participants in the various fields. The Training Firm shall have at least 5 years overall and specific relevant experience.

4.3 Professional staffs of Training Service Provider (TSP)

Professional staffs those who have past record of Fraudulent Practices/criminal record or committed crime that is currently under investigation will not be considered for evaluation.

Position	Qualification and Experience
Overall Program Co-ordinator (Team Leader)- International	<ul style="list-style-type: none">• Masters Degree in Tourism/Human Resource Management or equivalent.• At least 15 years of experience in overseas training management.• Proven experience in management of large-scale overseas training programs in Thailand, Indonesia, China, Malaysia, Singapore, South Korea, Japan, Vietnam, Germany, Netherlands, New Zeland, Australia etc. (50 or more in a single contract)
Program Manager - National	<ul style="list-style-type: none">• Masters Degree in Tourism/Human Resource Management/English/Economics/ MBA or in related field.• At least 10 years of overseas training related experience.• Proven experience in management of large-scale overseas training programs in Thailand, Indonesia, China, Malaysia, Singapore, South Korea, Japan, Vietnam, Germany, Netherlands, New Zeland, Australia etc. (50 or more in a single contract)
Travel and Logistics support employees (2 persons) - National	Masters Degree in any discipline having at least 10 years of experience in overseas training logistics management.

5.0 Venue/Country of Training

The potential countries for foreign training are Thailand, Indonesia, China, Malaysia, Singapore, South Korea, Japan, Vietnam, Germany, Netherlands, New Zeland, Australia and relevant startup friendly countries.

6.0 Duration of Contract

The duration of the contract to implement the overseas training program will be 12 months from the Effective Date of Contract. Extension of Contract will not be considered except in exceptional circumstances. The Effective Date of Contract shall occur on the date of concurrence of the contract by competent authority. This will be notified to the successful Applicant(s).

7.0 Standards and Quality Assurance

The selected Training Firm/Institute to be engaged foreign training shall comply with the highest standard of performance and quality assurance and professional ethics applicable to this type of assignment.



8.0 IDEA Project's Obligation

The IDEA Project will provide all relevant information, available data and existing documents related to training, as required by the TSP and/or Firm. The Project will render all necessary cooperation as and when required by the TSP/ Firm. In addition, the Project Director, IDEA project will be responsible for the following tasks.

1. To nominate the participants and obtain government clearance for the selected candidates for every course in time.
2. To cooperate with the TSP to assist them with academic documentation/medical certificates, health certificates as required.
3. To cooperate with TSP/TF and provide all relevant information/ training data as required.
4. Review and approve training plan, program, and course modules.
5. Monitor and evaluate the performance of the TSP/TF.
6. To arrange timely payments to the Training Firm/ TSP as per provisions of the contract on the basis of satisfactory performance.
7. Support for obtaining passport for the trainees as required.

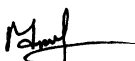
9.0 Other Conditions

The following shall be additional conditions applicable to the TSP. The training modules and number of participants may change subject to the future needs of IDEA. The TSP will be advised at least one month in advance of any proposed changes or re-scheduling. In addition, the following shall apply:

1. The TSP shall submit an Inception Report within one month after the signing of the contract. Monthly progress reports and training completion reports are also required.
2. The physical execution of the training shall commence within one month after signing of the contract.
3. In case of any delays, the training courses shall be adjusted so that the training courses will be completed within the stipulated duration.
4. Establish a team of coordinators with Team Leader and Administrative Officer with an office in Dhaka to liaise between the TSP's office and either client's office as and when required.
5. Depute suitably qualified and experienced local personnel as training course coordinators.
6. Monitor and support the various local and foreign training programs.
7. Out of pocket expenses for trainees shall be as per GoB rules.
8. On successful completion of the courses, the trainees shall be evaluated in a suitable manner (e.g., examination, practical test, presentation).
9. A Certification of Attainment shall be provided to the successful attendees.

10.0 Reporting Requirements

- Inception Report
- Monthly Progress Reports
- Reports on Programs
- Reports on Demand
- Final Report



11.0 Mode of Payments

The payment mode will be confirmed during negotiation with the successful Applicant(s). All VAT and Taxes of the contract price applicable under the Government of Bangladesh rules will be added in the contract and deducted from the invoices of the TSP.

12.0 Evaluation and Award

Applicants' technical proposals will be evaluated first to determine the technical score. The minimum qualifying mark is 70 out of 100 marks. The following criteria will be applied for technical evaluation: 1) experience of the TSP and the TF, 2) training infrastructure and organizational capacity, 3) the quality of the proposals regarding approach, methodology and work plan, 4) qualification and experience of key staff. The Applicants securing less than the minimum qualifying marks 70 out of 100 will be rejected. Details of the selection procedure to be followed, including the technical evaluation categories and the weights to be given to each of the criteria are listed below:

Evaluation Criteria	Weights
Technical	
1) Experiences of the TSP	10%
2) Relevant country experience	8%
3) Evidence of successful implementation of 02 (Two) overseas training programmes worth at least 1,00,00,000 (One core) taka or equivalent US dollars each for government/non-government organizations within a period of last 5 (five) years. Award, contract agreement and performance/completion certificate should be submitted.	8%
4) Technical approach	7%
5) Methodology	10%
6) Work plan	7%
7) Qualifications and experiences of the key staff of TSP (8+6+3+3)	20%
8) MoU or letters with the Training Institutes and organisations	10%
Financial	
9) Financial proposal	20%
	Total 100%

100 marks will be awarded for each of the above criteria and the total score for a proposal will be determined from the following formula:

$$Ngt = Nt * 0.80 + Nf * 0.20$$

Ngt: Total marks secured by the Applicant (s) for the proposal

Nt: Total marks secured by the applicant (s) for the Technical Proposal

Nf: Marks secured by the Applicant (s) for the Financial Proposal

13.0 Confidentiality

All information, files, documents and reports will be treated in strict confidence and become the property of the IDEA project at the completion of the contract.

