

## Request for Proposal (RfP)

### Consultancy Service Providers for Providing Skills Development Training Services To RMG Workers



SWISS  
FOUNDATION  
FOR TECHNICAL  
COOPERATION

*We create opportunities*

We are a leading organisation for the implementation of international development projects. We promote inclusive economic, social and ecological development to make an effective contribution towards sustainable and widespread prosperity in developing and emerging economies.

Swisscontact was established in 1959 as an independent foundation by notable figures from the worlds of commerce and science in Switzerland. It is exclusively involved in international development cooperation and has carried out its own and mandated projects since 1961. Based in Zurich, Swisscontact currently manages 117 projects in 41 countries on behalf of public and private donors. Swisscontact's working principles include inclusive systems development, learning culture, evidence-based adaptive management, and engaging the private sector. In addition, the organisation's sustainable criteria comprise of gender equality and social inclusion, financial capability, environmental responsibility, and good governance.

The Building Youth Employability through Skills (BYETS) is a four-year long programme supported by the Embassy of the Kingdom of the Netherlands (EKN) and implemented by Swisscontact. The project commenced in October 2022 and aims to empower 25,000 Bangladeshi youth (including 50% women) with improved technical, employability and entrepreneurial

skills, and connect them to income generating opportunities, namely, jobs and self-employment in three sectors: Ready Made Garments (RMG), Agro-Processing (AP) and Information and Communication Technology (ICT). BYETS will work across Dhaka, Chattogram, Khulna and Rajshahi divisions of Bangladesh. BYETS will also embed content on labour rights and decent work (LRDW), gender equality and social inclusion (GESI), and Environmental Responsibility (ER) will be within the technical modules to develop youth's capacity on transversal issues.

Therefore, the project is looking for multiple Consultancy Service Providers (CSPs) to collaborate with the project team and RMG factory in providing upskilling and multiskilling training to the RMG workers in the Tier-1 factories.

- **Factory selection and onboarding:** Select and onboard 2-5 Tier-1 factories to implement skills development training. Each CSP will be responsible for selecting and onboarding RMG factories around Dhaka, Gazipur, Narayanganj, and Chattogram in

discussion with the BYETS project. The number of factory targets for each CSP will be finalized through discussion with two parties.

- **Conduct Training of Trainers (ToT) and Training of Assessors (ToA):** Establish selection criteria for identifying eligible trainers, assessors, and workers for ToT and ToA. Carry out ToT and ToA sessions at the factory premises.
- **Conduct Training:** Provide skills development training to two batches of freshers/helpers, and operators at the factory for developing skilled and multi-skilled operators.
- **Provide Backstopping Service:** After completing ToT, ToA, and worker training the CSPs will provide continuous backstopping support to the factory throughout the agreement period for conducting fresher/helper and/or multi-skills training, utilising the master trainer developed.
- **Data Collection, Reporting and Documentation:** The CSP must gather data for acquiring accurate information, transparent communication of findings and a comprehensive record which will support decision-making, enhance accountability, and facilitate future analysis and planning.
- **Achieve a target:** Achieve a target of 50% of women trainees at all levels.

To facilitate the tasks outlined above, BYETS deems it necessary to engage multiple consultancy firms for the provision and implementation of skills development training intended for RMG workers within the premises of the RMG factory.

Please find the detailed ToR and proposal outline in the following links: [\(Click here\)](#).

**Interested firms should submit the following documents:**

- A technical proposal- The technical proposal must include a detailed work plan, reflect the understanding of the assignment, the proposed methodology of how the assignment will be carried out.
- A summary of relevant services provided during the last two years.

- CVs and profiles of the key personnel who will be involved in the assignment.
- A list of the existing clientele of the organisation.
- It is mandatory for the bidding organisations to submit documentary evidence demonstrating their legal, taxation, and financial status. This includes:
  - Relevant registration with the Government of Bangladesh.
  - An organisational organogram of key personnel, inclusive of the names of such personnel.
  - Tax identification number (TIN).
  - VAT registration number, Bank Identification Number (BIN) (If applicable).
  - A signed statement testifying that all information contained within the proposal is correct and true.
- A separate financial proposal setting out a detailed budget for the assignment.

Both online and offline submissions are accepted for the technical and financial proposals. We kindly ask interested parties to provide all necessary documents. In the case of physical submissions, it is recommended to use two separate envelopes for the technical and financial proposal. Please ensure that the technical proposal bears the title "**Technical proposal for providing skills development training services to RMG workers.**" the financial proposal is labelled "**Financial proposal for providing skills development training services to RMG workers.**"

The technical proposal must be submitted both physically and online (via email provided below). We kindly ask interested parties to provide all necessary documents. In the case of physical submissions, it is recommended to use envelopes for the technical proposal. Please ensure that the technical proposal bears the title "**Technical proposal for providing skills development training services to RMG workers.**"

Subsequently, the shortlisted bidders will be requested to submit the financial proposal labelled "**Financial proposal for providing skills development training services to RMG workers**" on the envelope.

Prior to sending the email containing the technical and financial proposal files and documents, we kindly ask interested parties to ensure that these files are appropriately renamed. The email should be submitted to the following address by **May 8, 2024, before 5:00 pm.**

Your adherence to these instructions is greatly appreciated.

The envelope must be addressed:  
Manager, Business Administration, BYETS

**Swisscontact**

**SWISS FOUNDATION FOR TECHNICAL COOPERATION**

**House 20, Road 68, Gulshan 2, Dhaka 1212,  
Bangladesh**

and email to [bd.byets@swisscontact.org](mailto:bd.byets@swisscontact.org)

*\*No late submission will be accepted*

*\*Swisscontact reserves the right to accept or reject  
any or all proposals without assigning any reason*

*\*Swisscontact reserves the right to select more than  
one service provider for the assignment*