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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.

INTRODUCTION

Swisscontact, Swiss Foundation for Technical Cooperation, is headquartered in Zurich and was founded in 1959 by leading figures from the Swiss private sector and Swiss universities. It is exclusively involved in international cooperation and since 1961 has carried out its mandated projects. In Bangladesh, Swisscontact is registered as an international non-governmental organisation (INGO) under the NGO Affairs Bureau, Government of the People's Republic of Bangladesh.

OVERVIEW OF THE PROJECT (M4C)

The Making Markets Work for the Chars (M4C) project is a joint initiative mandated by the Embassy of Switzerland in Bangladesh and the Ministry of Local Government, Rural Development and Cooperatives Department (LGRD), Government of Bangladesh. The project's core aim is to reduce poverty and vulnerability among char households by facilitating market systems that offer enhanced income generation opportunities. Over the years, the M4C project has successfully benefitted 166,600 char households in ten districts of northern Bangladesh until the year 2023. In collaboration with the Rural Development Academy (RDA) in Bogura, Swisscontact is continuing to implement the M4C Project in Gaibandha, Kurigram, Jamalpur, Rangpur, Lalmonirhat, and Shariatpur districts, with ongoing efforts, until June 2024.

The Chars Development Research Center (CDRC) is a rural development center exclusively dedicated to improving the livelihoods of the poor and extremely poor char dwellers. CDRC's strategy is to accelerate progress in improving the income and livelihoods of the char dwellers by enhancing their potential.

CDRC operates under the administrative umbrella of RDA. It inherited unique competency in poverty reduction, livelihood improvement, food security, empowering women, green technology generation, and overall rural development from RDA, which has been serving the rural development sector for the last four decades as a national academy.

The M4C project is initiating the facilitation process for a business incubation hub, which will be established by CDRC. This business hub aims at fostering Char innovation, supporting startups, and promoting entrepreneurship by providing quality training, access to finance and Business Development Services (BDS). Additionally, M4C intends to support the capacity building of CDRC in facilitating entrepreneurship by upgrading its existing training modules and entrepreneurial ecosystem building, apart from upgrading its knowledge repository. The project is seeking qualified service providers to assist CDRC's establishment of a business incubation centre. It encompasses, but not to be limited to, outline and establishing a comprehensive entrepreneurship

facilitation process, assisting in developing new and upgrading existing modules and connecting with BDS providers, which will equip the centre with essential entrepreneurship facilitation tools and a full-fledged operational unit.

Noteworthy, the capacity-building initiatives of the CDRC have been designed to build CDRC's ability to take a more systemic approach to entrepreneurship development, access to finance, and climate-resilient action in the char region.

OBJECTIVES

The ultimate goal of this assignment is to establish a fully equipped functional entrepreneurship incubation hub of CDRC. aim of this incubation hub is to stimulate char innovation, support startups, promote entrepreneurship, build a robust entrepreneurial ecosystem, and enhance CDRC's capacity. By providing resources, mentorship, networking opportunities, and infrastructure, the hub aims to foster innovation, empower entrepreneurs living inside the chars and adjacent mainland, and directly contribute to the economic and social development of the char regions. This initiative seeks to create a dynamic ecosystem that nurtures entrepreneurial ventures while strengthening CDRC's ability to facilitate entrepreneurship effectively.

These initiatives concentrate the focus on a Business Incubation hub that would be comprehensive, and each of RDA centres would be participating in the incubation hub in a given capacity.

This facilitation will play a vital role in promoting entrepreneurial ecosystems for potential Char entrepreneurs, segmenting the hub to develop and promote appropriate business incubation modules, and strengthening the capacity of CDRCs to operate the Hub. Please take note that the full assignment will be completed in close collaboration with CDRC/RDA management and the final output shall be agreed upon by all parties.

TASKS

The project seeks assistance from qualified experts to assess training module upgradation of CDRC, BDS networking, licensing, accounting, and financing, to identify the char entrepreneurs' market and to facilitate the development of appropriate business incubation support.

The service provider(s) will be responsible for tasks that include but are not limited to:

- a. Provide recommendations on the necessary physical and technological infrastructure required for the hub to operate effectively and achieve its goal.

- b. Develop the strategy in business development services, entrepreneurship support, and incubation services, with a particular focus on the given facilitation role instead of direct service delivery modality.
- c. To support, and develop an outline for CDRC's full package of training module upgradation, networking, and other relevant services including BDS networking, Licensing, accounting, financing, etc.
- d. Execute various initiatives, communication, networking, and connect CDRC with relevant BDS providers, angel investors, venture capitalists, seed fund providers, and Startups, also tagging the Char entrepreneurs and business forum with CDRC, etc.
- e. Design and propose programs for skill development, mentorship, and capacity building tailored to the needs of aspiring entrepreneurs within the hub.
- f. Develop a sustainable financial model for the Entrepreneur Development Hub, considering revenue streams, cost management, and potential funding sources.

The tasks can be further adjusted upon the service provider's suggestion if required.

DELIVERABLE

The service provider is requested to outline the deliverables based on the tasks described.

TIME FRAME

May to August 2024

REPORTING

The firm/ individual will report to the Team Leader of M4C. Close collaboration will be maintained with M4C's Innovation & Knowledge Management team and Anchoring and Institutionalisation team for field visits and consultation.

EVALUATION CRITERIA

The selection process will be based on a quality and cost-based evaluation. The service provider will send the technical and financial proposals separately. The total evaluation will carry a maximum score of 100, with 70% of the full mark assigned to the quality of the technical proposal and 30% to the financial proposal for ensuring cost competitiveness. The criteria for selection are as follows:

- a. Quality of the technical proposal aligning with the objectives of this ToR (Marks 40%).
- b. Understanding of the facilitation of a business incubation hub establishment by the Chars Development Research Centre (CDRC), preferably in the target char regions, and a demonstrable track

record of similar experience, where experience in chars will be an added value (Marks 30%).

c. Financial proposal (Marks 30%)

CDRC, RDA will be a part of the evaluation process as well.

SUBMISSION OF LEGAL DOCUMENTS

The consultant/firm should submit the following documents along with the proposal (documents required as per the registration mode of the firm/ agency/ individual):

1. Tax Identification Number (TIN Certificate)
2. National Identification Number
3. VAT Registration Certificate
4. Business Identification Number (BIN)
5. Certificate of Incorporation
6. Trade License
7. Joint Stock Registration Certificate
8. Latest Tax Returns Certificate

SUBMISSION DETAILS

Interested firms are requested to submit the technical proposal (not exceeding 5 pages) and financial proposal separately by **14th May 2024**, by sharp 5:00 PM, to the email address bd.infom4c@swisscontact.org with the subject heading "**Submission of Proposal for technical support in establishing of a business incubation hub to the Chars Development Research Centre (CDRC)** "

The technical proposal must outline the work plan, expected Table of Contents (ToC), a time plan, and a list of previous relevant assignments. and the detailed TOR will be shared with the selected organization/individual. For any queries, please contact us via email at abhijit.roy@swisscontact.org and/ or tawhidul.islam@swisscontact.org.