

Request for Proposal (RfP) Photographic Documentation of BYETS Project's Activities

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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 mandated projects since 1961. Based in Zurich, Swisscontact currently manages 133 projects in 41 countries on behalf of public and private funding partners.

The Building Youth Employability Through Skills (BYETS) project implemented by Swisscontact and funded by the Embassy of the Kingdom of the Netherlands will empower 25,000 Bangladeshi youth with improved technical, employability and entrepreneurial skills, and connect them to income-generating opportunities: jobs and self-employment. The project aims to support youths by providing training in three sectors: Readymade Garments (RMG), Agro-processing (AP), and Information and Communication Technology (ICT) across four divisions (Dhaka, Khulna, Chattogram and Rajshahi). The project will address the existing constraints in developing the skills of the youth and support to establish a systemic approach to provide market-driven training specifically by:

- Building the capacity of 20 Training Service Providers (TSPs) to design and implement quality training and job placement support services.
- Collaborating with 50 private sector employers in improving existing workplace-based training (WBT) systems or setting up new ones to upskill and reskill workers.

As part of the project's communication strategy, high-quality visual documentation is important to effectively showcase project activities and outcomes. To capture high-quality photographs of beneficiaries and intervention activities, the **BYETS project team is seeking to hire a pool of experienced photographers.**

A. Objective of the assignment

The objective of this assignment is to capture high-quality photographs and record photographic documentation of the BYETS project's intervention phase during the training programs in TSPs and factories for upskilling and reskilling the trainees and workers till June 2026. The contracted service providers also be responsible for covering events

under the BYETS project throughout the contract. The photos will also be collected to represent the project in different sectors with the target audience.

Therefore, this framework contract is developed to **engage a pool of professional photographers to provide photography services** aligned with Swisscontact's communication guidelines for the BYETS project.

B. Time Frame

The framework contract with the expert photographers will have validity till the end of the project which is June 2026. The assignment will require photographer involvement for a total of a maximum of sixty working days (as per project requirement) during the contract period. The photographer will be notified at least five working days before an event and will be given a minimum of five working days to submit the photographs. Please note that the time frame for deliverables may vary depending on the understanding reached and prior discussions held between the photographer and BYETS members.

C. Evaluation process

Given that this is a selection process based on quality and cost-based consideration, the initial step involves the evaluation of the technical proposal. Only those service providers scoring a minimum of 50% in the technical proposal evaluation will be shortlisted for the next phase of submitting their financial proposals.

During the financial proposal evaluation, the highest marks will be allocated to the lowest bidder, and other scores will be proportionally adjusted. From this combined evaluation of technical and financial proposals, the final selection will be made.

D. Required Documents

- A brief **technical proposal** (maximum 5 pages) that outlines the understanding of the ToR. The technical proposal should summarise the firm's/consultant's previous experiences and profile that would be useful for the assignment. The proposal may also contain a clear outline of the process of how the firm/consultant may accomplish the task listed in the ToR and quality of the camera and other logistics that will be used.
- **Samples of similar work** done in the last three years, especially with INGOs and other development organisations.

- Scan copies of **documents proving the legal entity** of the agency (e.g., trade license, VAT certificate, TIN certificate).
- A **Financial proposal** that will be submitted at a later stage must be submitted in terms of Bangladeshi Taka (BDT) including the VAT and other additional costs.

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

Interested firms should submit the following documents:

The technical proposal must be submitted both **physically and online (to the 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 Photographic Documentation of BYETS Project's Activities.**" The email subject line should mention, "**Technical Proposal for Photographic Documentation of BYETS Project's Activities.**"

The bidders are requested to provide the legal documents with the technical proposal.

After evaluation of the technical proposal shortlisted bidders will be requested to submit a financial proposal.

The technical proposal should be submitted to the following address by **May 05, 2024, before 5:00 pm**. No proposal will be accepted after the deadline.

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

****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.***