



Terms of Reference (ToR)

Agency for Training Management, Government Coordination, and Knowledge Product Support

Organisation	Swisscontact
Project	SAFE BD
Assignment Duration	June – August 2026

1. Background

Swisscontact, through the SAFE BD project, is working to strengthen the implementation of sanitary and phytosanitary (SPS) best practices in Bangladesh's export-oriented vegetable sector. The project works to strengthen compliance, practices and management within the vegetable export supply chain, with a focus on gourd crops in Narsingdi and Jashore districts.

A key component of SAFE BD's strategy is building the capacity of the Department of Agricultural Extension (DAE) at both national and field levels. To achieve this, SAFE BD is planning a series of structured training events for DAE officials, at the Upazilla Agriculture Officer (UAO) level in Dhaka and at the Sub Assistant Agriculture Officer (SAAO) level in Jashore and Narsingdi alongside the development and distribution of a training module on SPS compliance.

Given the logistical complexity of managing multi-location government trainings, coordinating with district and upazila-level DAE offices, and producing and distributing a Bangla-English bilingual knowledge product, SAFE BD seeks to onboard a professional agency to manage these activities under a framework contract. The assignment will require intensive operational coordination with government stakeholders across multiple administrative levels, including participant confirmation, schedule alignment, communication follow-up, and event-level facilitation support to ensure effective participation and implementation continuity.

The agency will work under the direct supervision of the SAFE BD project team and in close coordination with DAE.

2. Scope of the Assignment





SAFE BD seeks to onboard an experienced agency with demonstrated capacity in event management to support the project's training and module workplan. The agency will be responsible for end-to-end operational coordination, stakeholder communication, participant mobilization, logistical management, and administrative support required for successful execution of all assigned activities. The agency will independently manage all operational arrangements required to ensure timely participation and smooth implementation of activities under the guidance of the SAFE BD team.

3. Key Activities

3.1 Training management and coordination

Plan and execute three training events: one in Dhaka (UAO/AAO level) and two at district level in Jashore and Narsingdi (SAAO level). Key tasks include:

- Coordinate with DAE offices at HQ and district level for official communication, participant confirmation, and event facilitation
- Arrange photography and prepare a consolidated post-event report per training
- Conduct follow-up communication with nominated participants, resource persons, and relevant DAE offices to ensure participation readiness
- Deploy dedicated support for participant management and event execution before and during each event.
- Coordinate scheduling, communication, and logistical facilitation for resource persons, master trainers, and participants. Detailed session structure and indicative resource person profiles for each training cohort are provided in **Annex A** (UAO/AAO Training, Dhaka) and **Annex B** (SAAO Training, Jashore and Narsingdi).

3.2 Financial and administrative documentation

- Maintain complete financial and operational documentation related to all assigned activities
- Maintain records of participation, communication, logistical arrangements, and event implementation
- Submit all original invoices, bills, attendance sheets, and supporting documentation to SAFE BD within five working days of each activity

4. Target Audience of Training Events

Training	Audience	Expected Trainees	Location
DAE Officials Training	UAO / AAO level officers	~15	Dhaka





SAAO Training Jashore	Sub-Assistant Agriculture Officers	~15	Jashore
SAAO Training Narsingdi	Sub-Assistant Agriculture Officers	~15	Narsingdi

An indicative profile for the Dhaka UAO/AAO training cohort is provided in Annex A. Profiles for SAAO training cohorts (Jashore and Narsingdi) will be provided through individual work orders, as names are to be finalized prior to each event.

The number of events, locations, and participants may increase or decrease depending on project requirements. Specific assignments will be confirmed through individual work orders issued by SAFE BD under the framework agreement.

4. Timeframe and Assignment Modality

The agency will be onboard for the period June-August 2026. During this period, the agency will manage the training events as per the SAFE BD workplan. Specific dates for each activity will be confirmed by the SAFE BD team in advance.

Expected duration of training events:

- Dhaka UAO/AAO training: 3 days
- SAAO training per district: 4 days each

SAAO training includes 15 thematic sessions (one per module) plus one full-day field training session.

This assignment will operate under an open bidding approach. Activities will be assigned through work orders issued by SAFE BD based on implementation requirements during the contract period.

5. Location

Activities under this contract will be carried out in:

- **Dhaka:** UAO/AAO training and module production coordination
- **Jashore district:** SAAO training
- **Narsingdi district:** SAAO training

6. Reporting





The agency will report to Senior Manager, Partnership and Implementation, SAFE BD, Swisscontact Bangladesh. The agency will proactively communicate any anticipated participation or coordination challenges to SAFE BD for timely resolution.

7. Financial proposal: A sample template for the financial proposal is given below:

SL	Item Description	Unit	Unit Price (BDT)	Total Price (BDT)	Deliverables
1	Operational coordination and participant management support for training events	Lump sum			<ul style="list-style-type: none">Confirmed participant coordination list prior to each eventDaily attendance recordsConsolidated event implementation report
2	Module design and translation (Bangla + English)	Lump sum			<ol style="list-style-type: none">Draft layout for SAFE BD reviewTranslated version submitted for SAFE BD review and correction
3	Printing and packaging of session materials <ul style="list-style-type: none">Participant stationery kits: notepad + pen + folder (100 set; design will be provided by Swisscontact)100 copies of module (approximately 40 pages each; with Spiral binding)Certificate printing (DG DAE signed; design by SAFE BD) ~45-50 copies	At actual	At actual	At actual	<ol style="list-style-type: none">Session-wise printed materials as per SAFE BD contentParticipant stationery kits delivered on Day 1 of each eventPrinted certificates as per SAFE BD-approved design (blank, for DG signature)100 copies of module (spiral bound) delivered2 X-banners delivered





SL	Item Description	Unit	Unit Price (BDT)	Total Price (BDT)	Deliverables
	- 2 X-banners (content will be provided by Swisscontact)				Original printing bills
4	Photography, and documentation of all events	Lump sum			1. High-resolution edited photo set per event (submitted within 3 working days via google drive)
	Total				
	Tax				
	VAT				
	Total including vat and Tax				

Note: Swisscontact may organize a pre-bid briefing/orientation session with interested agencies to clarify the framework contracting modality, anticipated scope of activities, operational expectations, and assignment structure. Interested organisations should send an email (including queries) to the following email address, by **8 June 2026**. The pre bid meeting will take place online, on **10 June 2026**: bd.procurement@swisscontact.org

Email Guideline	
Subject	BGD_SAFE BD_Pre Bid_Agency
Required information	<ol style="list-style-type: none"> 1. Short introduction to the organisation, 2. Details of contact person, 3. email for meeting inclusion

8. Selection Criteria

The proposals will be evaluated based on the following criteria:





Criteria	Weight
Understanding of the assignment and operational requirements	10
Proposed approach for event management, participant mobilization, coordination, and implementation support	25
Professional capacity and relevant experience of the firm in managing trainings/workshops/events involving development partners, government stakeholders, or large-scale coordination assignments	20
Qualifications and experience of the proposed team members	10
Operational feasibility, responsiveness, and effectiveness of the proposed implementation plan	05
Presentation by shortlisted bidders (only bidders scoring minimum 70% in the technical evaluation will be invited)	10
Financial Proposal (only bidders qualifying in the technical evaluation and presentation stage will be considered)	20
Total	100

Notes:

- Only bidders securing a minimum of 70% marks in the technical evaluation will be considered technically qualified.
- Technically qualified bidders may be invited for a presentation and clarification session.
- Swisscontact reserves the right to select one or multiple service providers under the framework agreement, depending on operational requirements.

9. Evaluation Methodology

A Quality and Cost Based Selection (QCBS) method will be followed by the evaluation committee.

The bidder obtaining the highest combined technical and financial score out of 100 will be considered for the assignment, subject to successful negotiation and agreement on the final scope, operational modality, and budget.

In case an agreement cannot be reached with the highest-ranked bidder, Swisscontact reserves the right to negotiate with the next ranked bidder.





10. Required Documents

Interested agencies/firms are requested to submit the following documents:

- A detailed technical proposal outlining the understanding of the assignment, implementation approach, operational coordination mechanism, participant mobilization strategy, and work plan
- A separate financial proposal with detailed unit-wise and event-wise costing
- Company profile including relevant experience in event management, stakeholder coordination, training/workshop management, or similar assignments during the last 3 years
- At least 2–3 references of similar assignments completed for development organizations, donor-funded projects, NGOs, private sector entities, or government institutions
- CVs of key personnel proposed for the assignment
- Copy of valid trade license
- TIN certificate
- VAT registration certificate (if applicable)
- Updated Proof of Submission Return (PSR)
- Organizational organogram or staffing structure
- Bank account information/details
- A signed declaration confirming the authenticity and accuracy of the submitted information

11. Submission Guidelines

Interested bidders are requested to submit separate technical and financial proposals following the instructions below:

Technical Proposal

- The technical proposal must be submitted in soft copy via email.
- The email subject line should mention: “Technical Proposal for Framework Agreement for Event Management and Participant Coordination Support under SAFE BD”

Technical proposals must be sent to:

bd.procurement@swisscontact.org

Financial Proposal

- The financial proposal must be submitted in a separate sealed envelope as hard copy only.
- No financial proposal should be submitted through email or any digital means.

The sealed envelope should clearly mention:





“Financial Proposal for Framework Agreement for Event Management and Participant Coordination Support under SAFE BD”

Hard copies should be submitted to:

Coordinator – Procurement & Govt. Relations

Swisscontact Bangladesh

House 28, Road 43, Gulshan 2

Dhaka 1212, Bangladesh

The deadline for proposal submission, will be **15 June, 2026, 4 pm.**

12. Additional Instructions

Sl.	Submission Guidelines
1	Technical and financial proposals must be submitted separately.
2	Late submissions will not be accepted.
3	Swisscontact reserves the right to accept or reject any or all proposals without assigning any reason.
4	Swisscontact may organize a pre-bid briefing/orientation session with interested agencies to clarify the framework contracting modality, anticipated scope of activities, operational expectations, and assignment structure.
5	The selected agency/agencies may be engaged through framework agreement arrangements. Specific assignments will be activated through separate work orders based on project requirements.
6	Payments related to operational coordination and participant management support may be adjusted proportionately if agreed participation targets are not achieved, subject to review of the justification provided by the agency.





Annex A: UAO/AO Training (Dhaka) Session Structure and Indicative Resource Person Profiles

This annex is provided to help prospective agencies understand the coordination complexity, the number of sessions, and the profile of resource persons involved, for the purpose of preparing a realistic quotation.

Training Structure: 3 days | ~15 sessions (6 per day, Days 1–2; 5 on Day 3)

Participants: ~15 UAO/AO/AEO-level officials from 4 upazilas (names to be provided on work order confirmation)

Resource Persons by Category:

#	Category	No. of Sessions	Affiliation (indicative)
1	Deputy Director / Senior Specialist level	6	Plant Quarantine Wing (PQW), DAE
2	Additional Deputy Director level	7	PQW, DAE (various wings: Import, Export, Rules & Policy)
3	Specialist	2	Central Packing House / Partner Projects

Note: Trainer names are not disclosed in this ToR. The agency is expected to coordinate with the SAFE BD team who will provide names and contacts upon contract signing.

Agency coordination responsibilities per resource person:

- Prior confirmation of availability and session schedule
- Communication of venue, timing, and logistical details
- On-day reception, facilitation support, and documentation





ANNEX B: SAAO Training (Jashore & Narsingdi): Session Structure and Trainer Profile

This annex covers the two district-level SAAO training cohorts. Participant names are not yet confirmed and will be shared through individual work orders prior to each event.

Training Structure (each location): 4 days | 15 thematic sessions + 1 full-day field training session | Total: 16 sessions per cohort

Participants: ~15 SAAOs per cohort (Jashore), ~15 SAAOs per cohort (Narsingdi)

Trainer Profile:

The SAAO-level training will be delivered by UAO/AAO/AEOs who have completed the SAFE BD UAO/AAO training in Dhaka (i.e., trained participants from the first cohort become the trainers for the next cohort under a cascade model endorsed by DAE).

#	Trainer Category	No. of Trainers (indicative)	Role
1	UAO/AAO/AEO (ToT graduates)	~3–5 per cohort	Primary session trainers
2	DAE HQ Resource Persons	2–3 per cohort	Subject expert support sessions

Note: Final trainer names and session assignments will be confirmed through individual work orders. The agency is expected to coordinate readiness, logistics, and communication for all assigned trainers and participants.

Session Scope for Quoting:

Item	Details
Thematic sessions	15 (one per training module)
Field training day	1 full day per cohort
Participants per cohort	~15
Locations	Jashore (1 cohort), Narsingdi (1 cohort)
Total SAAO sessions to coordinate	~32 (16 × 2 locations)

