



Government of the People's Republic of Bangladesh  
Chittagong Hill Tracts Development Board (CHTDB)  
Creation of Skill Development and Self-Employment Opportunities for Unemployed Youth by  
Imparting the ICT Based Training in Three Hill Districts.  
Head Office, Rangamati  
www.chtdb.gov.bd

Memo No: 29.31.0000.032.07.005.24-21

Date: 15 April 2024

**Request for Expression of Interest (EOI) for Consulting Firm to Provide ICT based Training**


1.	Ministry/Division	:	Ministry of Chittagong Hill Tracts Affairs
2.	Executing Agency	:	Chittagong Hill Tracts Development Board (CHTDB), Rangamati
3.	Client	:	Deputy Director, CHTDB & Project Director, Creation of Skill Development and Self-Employment Opportunities for Unemployed Youth by Imparting the ICT Based Training in Three Hill Districts.
4.	EOI Invitation Ref. No. & Date	:	29.31.0000.032.07.005.24- 21; Date: 15 April 2024
5.	Procuring Entity District	:	Rangamati
6.	EOI for Selection of	:	Consulting Firm (National)
<b>KEY INFORMATION</b>			
7.	Procurement Method	:	Quality & Cost Based Selection (QCBS) as per the rules & regulations of PPR, 2008.
<b>FUNDING INFORMATION</b>			
8.	Source of Funds	:	GOB
9.	Development Partner	:	Not Applicable
<b>PARTICULAR INFORMATION</b>			
10.	Project Code	:	221000900
11.	Project Name	:	Creation of Skill Development and Self-Employment Opportunities for Unemployed Youth by Imparting the ICT Based Training in Three Hill Districts.
12.	EOI Closing Date & Time	:	29/04/2024; at 12.00 pm
13.	EOI Opening Date & Time	:	29/04/2024; at 12.30 pm
<b>INFORMATION FOR APPLICANT</b>			
14.	Brief Description of Assignment		<p>The major tasks of the consulting firm include the following:</p> <ul style="list-style-type: none"><li>• Providing ICT Based Training for 200 working days in three hill districts (Rangamati, Khagrachari &amp; Bandarban separately at the same time). Out of 200 working days 30 working days is for basic refreshers course, 45 working days is for graphics course, 45 working days is for digital marketing, 30 working days is for audio-video and 50 working days is for website design and animation;</li><li>• <b>Total Course Duration:</b> 200 working days (Excluding Government Holidays);</li><li>• <b>No of Trainee/Batch:</b> (i) Rangamati: 80 nos/2 batches, each batch consists of 40 candidates; (ii) Khagrachari: 60 nos/2 batches, each batch consists of 30 candidates and (iii) Bandarban: 60 nos/2 batches, each batch consists of 30 candidates</li><li>• <b>Class:</b> minimum 5 days in a week and 3 hrs per day &amp; 2 Trainers must be attended in each class.</li></ul>
15.	Experience, Resource & Delivery Capacity Required		<p><b>Experiences:</b> a) Consulting firm should have at least 05 (Five) years practical experience in ICT training and services and must have experience in the field of Outsourcing b) Specific experience of minimum 1 (one) no of satisfactory completion of Contract of ICT Training and services with any reputed organization with minimum value of tk 10 lakh over the period.</p> <p><b>Resources:</b> Consulting firm should have a total of 6 experienced trainers including 1 for Basic Course, 1 for Graphics, 1 for Digital Marketing, 1 for Audio-Video, 1 for Website Design and 1 for Animation. Not all modules can be handled by one trainer. In this way, a total of 18 trainers should be arranged for three hill districts, 6 in each district.</p> <p><b>Qualification:</b> Trainers should have minimum BSc/BFA or equivalent with Diploma in Computer Science or Diploma in Graphic Design or Diploma in Multimedia or relevant field. Team Leader should have leadership role with a minimum BSc in CSE/ICT or relevant field. Three assistants will give their assistance to Team Leader in three hill districts separately. Job responsibilities and other requirements are given in the ToR.</p>
16.	Submission of Proposal		5 (Five) Copies of Proposal as a brochure should be submitted with following documents: 1) Details of Consulting Firm 2) Curriculum Vitae (CV) of expert trainers, team leader and assistants 3) Experience Certificate of Completion of training and services with value (attested copy) 4) Valid Trade license/Registration Certificate, TIN, VAT Certificate of Consulting Firm (attested copy) 5) Details of Training Schedule (plan) and financial capacity to conduct the training facilities and logistic support.
<b>CLIENT DETAILS</b>			
17.	Name of Official Inviting EOI	:	Mongchenline Rakhine
18.	Designation of Official Inviting EOI	:	Deputy Director, CHTDB & Project Director
19.	Address of Official Inviting EOI	:	Chittagong Hill Tracts Development Board (Room No-311, 2nd Floor), Rangamati Sadar, Rangamati
20.	Contact details of Official Inviting EOI	:	Deputy Director, CHTDB & Project Director, Creation of Skill Development and Self-Employment Opportunities for Unemployed Youth by Imparting the ICT Based Training in Three Hill Districts. Phone: 02333372482; E-mail: dd@chtdb.gov.bd; website: www.chtdb.gov.bd
The Procuring Entity reserves the right to accept or reject any or all applications/proposals and also to the procurement process at any stage without showing any reason.			

  
(Mongchenline Rakhine)

Deputy Director, CHTDB & Project Director  
Phone: 02333372482  
E-mail: dd@chtdb.gov.bd

Copy for kind information and necessary action (Not in order to seniority):

1. Member-Implementation/Member-Finance/Member-Admin/Member-Planning, Chittagong Hill Tracts Development Board, Rangamati
2. Executive Engineer, Chittagong Hill Tracts Development Board, Khagrachari/Bandarban/Rangamati (With request to publish on notice board)
3. Public Relation Officer/Information Officer, Chittagong Hill Tracts Development Board, Rangamati
4. Administrative Officer & Project Coordinator, Chittagong Hill Tracts Development Board, Rangamati (With request to publish on Board's website)
5. Editor, The Daily Observer, Aziz Bhaban (2nd floor), 93, Motijheel C/A, Dhaka-1000. (with request to publish with a minimum size 3 Column 8 inches within 16/04/2024 & Submit bill along with 02 Courtesy Copies)
6. Editor, The Daily Jonokontho, 24/A Rashed Khan Menon road, New Eskathon, GPO Box: 3380, Dhaka. (with request to publish with a minimum size 3 Column 8 inches within 16/04/2024 & Submit bill along with 02 Courtesy Copies)
7. Editor, The Daily Giridarpon, Rangamati. (with request to publish with a minimum size 3 Column 8 inches within 16/04/2024 & Submit bill along with 02 Courtesy Copies)
8. PA to Chairman, Chittagong Hill Tracts Development Board, Rangamati (For kind information of hon'ble Chairman)
9. PA to Vice-Chairman, Chittagong Hill Tracts Development Board, Rangamati (For kind information of hon'ble Vice-Chairman)
10. Office copy.



20/08/2028

(Mongchenline Rakhine)  
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