July 27, 2025

**Terms of Reference**

|  |
| --- |
| Hiring a Consultant-Electric Cooking Entrepreneurship Development  Quantity-4 |

**1. Organization Background**

iDE (International Development Enterprises) is a nonprofit organization dedicated to ending poverty. With over 40 years of experience, iDE is a pioneer in market-based development. Our work within agriculture, sanitation, climate change resilience, and gender equality stand out because we don’t simply provide handouts. Instead, iDE believes in powering small-scale entrepreneurs and building robust market ecosystems that lay the groundwork for low-income and marginalized people to prosper on their terms. iDE has almost 1,300 global staff and offices in 10 countries across Africa, Asia, and Central America. iDE established its first country program in Bangladesh in 1983. Today, it’s the longest-standing NGO specializing in market systems in Bangladesh. Our diverse portfolio spans agricultural markets, water, sanitation, and hygiene (WASH); renewable energy, and climate-smart technologies.

**2. About the project**

The Clean Cooking Scale Up (CCSU) Bangladesh project’s aim is anchored on commercial models, enhancing wider market strengthening for clean energy technologies (CET). It integrates carbon financing and promotes decent work and economic growth by upskilling youth for involvement in clean cooking technologies. The overall targets of the project are:

* To promote the sales and utilization of 51,000 electric cookstoves in Bangladesh.
* Employment of 500 youths & increased incomes of 1,500 individuals.
* 100,000 Tons of CO2-equivalent Greenhouse Gas (GHG) emission reduction per year

**3. Objectives of the assignment**

The objective of the assignment is to **strengthen the electric cooking market actors’ supply chain** and **foster entrepreneurship development within the clean energy technology (CET) sector. Specific objectives of the assignment are as follows but not limited to:**

* To identify, verify and onboard at least 10 dealers for high efficient and modern induction cookers for clean cooking scale-up across Bangladesh.
* Provide advisory service on entrepreneurship development to the project team and coaching and supervising the on-board dealers to strengthen their supply chain for sustainability.

**4. Scope of Services**

The consultancy services will have following scope of services:

* Review the criteria of dealer on-boarding and relevant SoP.
* Professional relationship development with project administrative and commercial partner
* Identifying potential dealers, verifying with selection criteria and legal documents.
* Selection and onboard at least 10 dealers for high energy efficient electric cooking product, i.e. Induction cooker to scale up electric cooking sector in Bangladesh.
* The consultants can approach to more potential dealers within the assignment deadline
* Develop and execute potential and actual customer acquisition with data collection strategy for the on-boarded dealers

**5. Deliverables**

The consultant shall provide following services as deliverables and the deliverables shall be subject to review and approval by iDE Organized meeting with high level energy sector stakeholders:

|  |  |
| --- | --- |
| **Deliverables** | **Tentative Time** |
| Deliverable-1:   * Upon successful on-boarded 5 dealers with minimum 30 stove orders. | 60 calendar days from contract date |
| Deliverable-2:   * Upon successful on-boarded another 5 dealers with minimum 30 stove orders. | 60 calendar days from contract date |

**6. Tentative Work Schedule**

This contract will commence from **Mid of August, 2025,** and remain in effect until **December 30, 2025.** Extensions or amendments are subject to mutual written agreement between the Consultant and iDE.

**7. Schedule of Payment**

The financial proposal (format attached) should include an expert fee per day/day. The payment will be made in three installments as follows:

|  |  |
| --- | --- |
| **Deliverable** | **Installment Values** |
| Upon contract sign | 10% |
| Upon successful completion deliverable-1 | 40% |
| Upon successful completion deliverable-2 | 50% |
| For additional dealer on-boarding | Proportional amount to disburse |

Note: Government VAT and tax regulation will be applied, and these costs must be included in the financial proposal.

The following terms and conditions will apply:

* The payment will be made through account payee cheque/ wire transfer (account name, number, type, bank name, and branch name is required for wire transfer);
* As per the Government of Bangladesh VAT and tax regulation; International consultants are taxed at 15% VAT (on contract amount) and 20% tax (on contract amount +VAT); National consultants are taxed at 15% VAT and 15% tax;
* Government VAT and tax regulation will be applied and iDE Bangladesh will deduct all relevant VAT and Tax at source as per GoB rule;
* VAT Registration Certificate, TIN and Trade License (if applicable) must be submitted before the agreement is signed;
* In case of failure to deliver the final product in due time, iDE Bangladesh will deduct .05% of the total agreement amount for each day of delay in submitting the deliverables beyond the closing date of the agreement;
* The selected consultant/firm will abide by other terms and conditions of iDE Bangladesh.

that any research activities cause unanticipated harm.

iDE reserves the right to review processes on all above-noted items at any point during the agreement to ensure that all do-no-harm principles are being appropriately adhered to. iDE may request supporting documentation for any items including training materials, data instruments, and informed consent materials. Any document, information, or data entrusted to or produced by iDE in connection with this assignment shall be strictly confidential and cannot be used by the contract employee for any other purpose without the written consent of iDE. This provision shall remain valid even after the completion of this assignment. iDE reserves the right to terminate this agreement at any time with the consultation of the contracted individual/firm.

**8. Selection process**

The consultant should have proven expertise and extensive experience in the electric cooking sector, with a strong track record of working with dealers, distributors, or supply chain management in Bangladesh. Consultants will evaluate the 7-day cycle on a first-come, first-served basis, based on competencies. Therefore, consultants are encouraged to apply as early as possible.

**9. Guidelines for Submission of the Proposal**

These guidelines shall ensure uniformity of proposals submitted by all applicants and transparency of the evaluation process.

1. **Eligibility Criteria**

The successful consultant will be selected based on the following criteria:

* Demonstrated ability to develop and execute comprehensive onboarding strategies for electric cooking dealers.
* Proven track record of working with dealers, distributors, or supply chain management in Bangladesh.

1. **Bid Submission & Evaluation Criteria**

Consultant will be evaluated based on following criteria. The key factors stated below will be taken in consideration during the evaluation process-

* CV highlighting similar work experience
* Financial aspects (per dealer on-board rate) including vat and tax

The language of the proposal should be English. The proposal must be submitted in PDF format, a maximum of 8 pages (not sheets) excluding the Cover Page, Abbreviations, Glossary, Table of Contents, Additional Documents, and Annexes. Page size A4 and maximum 15 slides pitch deck.

|  |  |  |  |
| --- | --- | --- | --- |
| **Additional Documents** | | | |
| 1 | If applicable, please also include:   * + TIN Certificate   + Copy of National ID card   + Bank information   + Evidence of daily or hourly rate | -- | As required |

Interested and qualified consultancy Agency/s, Consultant/s, and Per dealer onboarding rate are asked to submit to bangladesh.procurement@ideglobal.org. Please write **“Proposal for hiring Consultant-Electric Cooking Entrepreneurship Development for CCSU project”** in the subject line. Consultants will evaluate the 7-day cycle on a first-come, first-served basis, based on competencies. Therefore, Consultants are encouraged to apply as early as possible. We are only able to consider electronic submissions. Only shortlisted contractors/firms will be contacted and invited for a technical discussion.

**Last Date of Application: 5.00 PM August 11, 2025**