**REQUEST FOR PROPOSAL**

**Professional Facilitation Consulting Services**

**Bangladesh Trade Facilitation Project**

Land O’Lakes Venture37 requests proposals from an experienced professional training and meeting facilitator to help the technical team of the Bangladesh Trade Facilitation project design and implement workshops, discussion groups, meetings, learning events and other activities using a facilitative approach. Individual consultants or firms are welcome to present their offer.

The firm or individual consultant will be contracted on an activity completion-basis, using a negotiated and agreed-upon fixed unit price scale for different type of activities and different levels of involvement of the Facilitation Consultant in an activity. For example: 1) Design and Delivery of Facilitation Skills Training to BTF Technical Team; 2) Provision of Advice on Design and Training Approach for Specific Workshops or other events, but not facilitating the event; and/or 3) Directly Participate in Planning and Facilitation of a Meeting, Discussion, or Learning Event. A schedule of activities requiring the facilitation consultant’s involvement will be developed, but flexibility in scheduling should be anticipated. Over the six-month period there will be at least 12 events-of varying types—requiring the Facilitation Consultant Services.

***About the Project:***

The Bangladesh Trade Facilitation project is funded by the U.S. Department of Agriculture Food for Progress programs (FY 2020). The objective of the BTF project is to help Bangladesh expand cross-border trade in agricultural goods by addressing systemic constraints at ports; simplifying and automating import and export processes; improving the capacity of government agencies, laboratories, and warehouses; and by facilitating investment in cold storage facilities and temperature-controlled logistics. BTF is implemented by Land O’Lakes Venture37, a U.S.-based, economic and agriculture development organization, refer to:

<https://www.fas.usda.gov/programs/food-progress>

<https://www.landolakesventure37.org/>

BTF provides specialized technical support and capacity building services for the Government of Bangladesh to help the country to comply and achieve the WTO-TFA Schedule C measures. BTF collaborates closely with the key agencies at the Government of Bangladesh and private sector representatives to ensure deep-rooted change and long-term viability of trade facilitation reform. Officials, staff, and representatives from both Government and private sector firms and business associates will participate in the planned learning events and discussion groups.

The Government agencies that are involved include the following:

* WTO Cell and the National Trade Facilitation Committee (NTFC) of the Ministry of Commerce.
* Department of Agriculture Extension and Department of Agricultural Marketing (DAM) of the Ministry of Agriculture.
* Department of Fisheries (DoF) and Department of Livestock Services (DLS) of the Ministry of Fisheries and Livestock.
* Bangladesh Standards and Testing Institution (BSTI) of the Ministry of Industries.
* Bangladesh Atomic Energy Commission (BAEC).
* Bangladesh Food Safety Authority (BFSA).
* National Board of Revenue (NBR).

***About BTF Team:***

BTF employs a team of 15 technical and administrative personnel, and the project is led by a Project Director/Chief of Party experienced in implementation of U.S. Government funded technical assistance projects and a Deputy Chief of Party who specializes in WTO TFA and creating efficiencies in trade facilitation. The Technical Team is made up of 5 Technical Advisors and 4 Technical Coordinators and Research Analysts. The Technical Advisors are all senior Government of Bangladesh officials serving on lien opportunities, each Technical Advisor leads a Component of the BTF Project, and will plan and organize the workshops, trainings, learning events, discussion groups, etc. The 5 Components of BTF are:

*Increase Harmonization of Processes, Formalities, and Pre-Clearance Processing*

Support the Government to update, draft, and approve laws, rules, and standard operating procedures (SOPs) that govern and regulate agricultural trade and will train and facilitate government agencies to simplify processes and reduce documentation for import and export of agricultural goods.

*Increase Transparency of Trade Information and WTO Notification Compliance*

Support GoB to establish and maintain coordinating bodies and provide training and technical assistance to focal points who collect and disseminate trade information and facilitate increased engagement with private sector stakeholders.

*Strengthen Risk Management Systems*

Strengthen risk management systems by upgrading and connecting IT systems, providing IT hardware when necessary, and by building the capacity of GoB agencies and staff to implement and enforce new sample-based testing procedures.

*Improve Laboratories and Testing Procedures*

Increase the capacity of government and private food and product testing laboratories to comply to international standards. Design and implement structured training program for each agency how to implement, operate, and maintain the automated systems.

*Enhance Cold Storage Infrastructure for Perishable Goods*

Promote, facilitate, and incentivize investment in the cold chain for agricultural products necessary for maintaining the safety and quality of high-value perishable goods. Collaborate with both GoB and industry stakeholders, to finance, build, and operate large-scale cold storage facilities at one or more ports.

***Requirements for Facilitation Consultant’s Services:***

The purpose of the Facilitation Consultant Services is to support and guide the Technical Advisors to design and deliver effective facilitated training activities, group discussions, workshops, and seminars advancing a specific objective of the project. Each event should lead to an outcome that can be determined. BTF seeks the following services:

* Training BTF staff on principles and practices of facilitation and participatory learning and discussions.
* Coaching Technical Advisors and guiding the design of training events, workshops, seminars, group discussions, and meetings.
* Co-facilitating events/activities.
* Lead facilitating events/activities

***Your Proposal:***

We request a brief proposal to help us understand your or your firm’s capability and experience and to propose a price for services.

1. **Experience.** Please briefly summarize the experience of firm in design and delivery of facilitated trainings, group discussions, workshops, and seminars, or other interactive activities. Provide a brief list, links to stories, or other examples of the firm’s customer history and client feedback.
   1. Provide the CV or biographical summary of the lead professional facilitator.
2. **Time and Availability.**
   1. Confirm earliest availability in terms of a date or series of dates to complete an introductory training on facilitation tools and processes to the BTF Technical Team.
   2. Propose the average lead time\* required to plan and design an effective facilitated event for each of the following type of activities listed below. Assume that you would be working closely with and mentoring BTF Technical Advisors and Technical Coordinators:
      1. Technical Training
      2. Targeted Group Discussion to validate information or process
      3. Workshop or Seminar

\*This average lead time is illustrative for the purpose of the proposal only.

1. **Creativity.** Please provide a short recommendation about how to introduce and solidify a culture and practice of using facilitation tools and participation in all activities. How would you build the knowledge and skills of the BTF Technical Team? How can Venture37 make learning and discussion events successful and evaluate the outcome or level of success?
2. **Price.** Please propose a fixed unit price scale in Bangladeshi Taka (BDT) for your Facilitation Consultant Services for each of the following illustrative activities:
   1. Design and deliver an introductory workshop to build awareness of the BTF Technical Team on topics such as the facilitated learning process, gaining consensus, and effective participative discussions. Assume maximum of 3 days.
   2. Mentor and guide BTF Technical Advisor to design a training event where a technical idea will be introduced to 10-15 participants. (Assume you do not facilitate the event.)
   3. Mentor and guide BTF Technical Advisor to design a seminar to present ideas or demonstrate an initiative to 15-40 participants. (Assume you do not facilitate the event.)
   4. Design and co-lead with a Technical Advisor a targeted group discussion (similar to a focus group) of 5-15 participants.
   5. Mentor and co-design a workshop for 15-25 participants with a Technical Advisor and serve as the lead facilitator for workshop to present ideas and gather input from participants. Assume involvement and input from a technical expert.
   6. Facilitate a 10-person meeting, supported by Technical Advisors. Assume it requires limited advance planning, but you facilitate the meeting.

The price proposal for each category of Facilitation Consultant Services should include all labor, communications, and facilitation activity design costs. The price should exclude event specific costs, including cost of materials or audio-visual aids, among other items.

Land O’Lakes Venture37 will use the price proposal for each type of activity (a. to g.) above to evaluate the pricing of your Facilitation Consultant Services. Final pricing and a contract will be negotiated and agreed and may, subject to mutual agreement, be structured differently; however, it is expected that the work will be performed on a firm-fixed-price per activity basis, with payments made upon completion of agreed deliverables (i.e., the facilitated events).

***Instructions:***

Submit your proposal addressing points 1-4 above electronically to:

**Land O’Lakes Venture37**

**Attn: Ms. Mahmuda Khandker, Monitoring, Evaluation and Learning Manager:** [mkhandker@landolakes.com](mailto:mkhandker@landolakes.com)

**Please send the proposal by December 07, 2021.**

***Questions:***

Please contact Ms. Mahmuda via email: [mkhandker@landolakes.com](mailto:mkhandker@landolakes.com). We are available and happy meet with interested firms or consultants to help you understand the objectives for the Facilitation Consultant Services and to discuss the RFQ requirements or objectives for the consultancy.