

**Revised ToR**  
**Government of the People's Republic of Bangladesh**  
**Department of Youth Development**  
**Juba Bhaban**  
**108 Motijheel C/A, Dhaka-1000.**  
**www.dyd.gov.bd**

**Terms of Reference (ToR)**  
**Feasibility Study New Project of DYD**

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**1. About Department of Youth Development**

Youths are a valuable resource. They are the most energetic, creative and productive segment comprising one third of the total population of the country. National development mostly depends on their proper utilization. If this productive force is utilized properly, the country may move on to prosperity step by step. They are the biggest human resource of the country. They may play an important role in materializing and achieving 'Digital Bangladesh' if their energy, enthusiasm and potential are properly canalized and harnessed.

To this end, several numbers of projects are being adopting and implementing every year by the Department of Youth Development (DYD). To accommodate more youth DYD proposed some vital projects which cost more than Tk. 50.00 crore. According to the existing rules of the government projects need feasibility study which cost more than Tk. 50.00 crore.

On this point of view, Department of Youth Development (DYD) is taking initiative to conduct feasibility study of it's all proposed projects by renowned individual consultant(s), research/consulting firm. It will be a continuous process for the project period. Consultant will assist the project director regarding preparation of feasibility study proposal for advertising, annual work plan, procurement plan etc. Meanwhile, DYD has proposed the different projects for implementation which cost more than Tk. 50.00 crore.

Besides this, feasibility study of all proposed DYD's projects will be conducted by this project during the project period according to the needs of existing rules of the government for taking necessary action for implementation of the project.

**2. Project Description:**

National Service Programme (NSP) is a high priority programme of present Government to fulfill the commitment of Election Manifesto for providing two years' temporary employment to the unemployed youths having educational qualification of H.S.C or higher. NSP first started as pilot programme in three vulnerable districts, namely Kurigram, Borguna and Gopalganj in 2009-2010. As per approved NSP operational policy, temporary employments were created for youths in different nation building organizations after completion of three months basic training on ten specific modules. The participants receive Tk. 100/- per day during training and Tk. 200/- while in employment. Under its 2<sup>nd</sup> phase, the programme has been extended to the eight upazilas of Rangpur Division in 2011-2012 FY and under the 3<sup>rd</sup> phase to the seventeen upazilas of seventeen poorest districts of the country in 2014-2015. 4<sup>th</sup> phase has been extended to the twenty upazilas of 7 districts in 2015-2016 and 5<sup>th</sup> phase to the twenty four upazilas of 15 districts in 2016-2017 FY. Activities of 6<sup>th</sup> and 7<sup>th</sup> phases has been extended to the twenty upazilas of 13 districts and twenty upazilas of 14 districts in 2017-2018 FY. Temporary employment has been created in upazila administration, law and order protection department, schools, colleges, municipalities, union parishads, upazila hospitals, clinics, banks and different service providing

government and non-government organizations. Up to June, 2020 a total number of 2,29,737 unemployed youths were trained. Out of them 2,27,402 were given two-year employment in different nation-building organizations. After completion of two years' temporary employment 12118 were employed in different government and private organizations and 50399 were self-employed. For implementing NSP, the government has allocated Tk. 3366 crore 84 lac while Tk. 3180 crore 82 lac was expended from 2009 to 2020. The National Service Programme will be gradually rolled out to all other districts and upzilas of the country.

### **3. Project Goal**

#### **(a) Overall Objective:**

The overall objective of the study is to conduct data-driven analysis of technology, operations, management, market, industry demand, financials & impact of the project from different perspectives.

#### **(b) Specific Objective:**

- To test viability of the project especially outcome based various innovation driven options for the future long-term plans of the project's sustainability.
- To justify the potentiality of investment for youth to create employment and self-employment opportunity.
- To examine the financial, technical, economical and operational feasibility of the projects.
- To analyze the local and overseas demand of trade based training.

### **4. Objectives of the Feasibility Study:**

According to the decision of the government National Service Programme will be implemented as project. Therefore, the objectives of proposed feasibility study are:

- a) To justify future strategy to implement new project.
- b) Evaluation of previous programme as part of feasibility study.

### **5. Project Outcomes and Outputs**

#### **Output 1:**

- ✓ All proposed projects processed properly.

#### **Output 2:**

- ✓ Enhance the capacity of DYD to approve the project, within targeted time.

### **6. Methodological Guideline**

#### **a) Process of Methods**

**Mixed-Methods Approach:** The study will employ a mixed-methods approach, integrating both quantitative and qualitative research methods. This combination allows for a more comprehensive understanding of the project's impact, capturing both statistical data and personal experiences.

#### **b) Quantitative Data Collection:**

**Surveys and Questionnaires:** Distributed to a large sample of program participants across all phases, focusing on employment outcomes, skill development, and long-term career paths.

**Secondary Data Analysis:** Utilizing existing program data, such as training completion rates, employment placement statistics, and financial records.

**Longitudinal Study Elements:** To track the long-term impact on participants, including changes in employment status, income levels, and career progression over time.

#### **c) Qualitative Data Collection:**

**In-depth Interviews:** Conducted with a diverse range of stakeholders, including program participants, trainers, employers, and local community leaders.

**Focus Groups:** Organized with groups of participants to discuss and gather insights into their experiences, perceptions, and suggestions for program improvement.

**Case Studies:** Detailed stories of selected participants, showcasing individual journeys and impacts.

**d) Geographic and Demographic Representation:**

Ensuring the study covers a representative sample of participants from different geographic regions and demographic backgrounds, reflecting the diversity of the project's reach.

**e) Data Triangulation:**

Cross-validating information gathered from different sources and methods to ensure reliability and validity of the findings.

**f) Ethical Considerations:**

Ensuring all research practices adhere to ethical standards, including informed consent, confidentiality, and data protection, especially considering the sensitivity of personal employment and financial information.

**g) Statistical Analysis:**

Utilizing statistical tools and software for analyzing quantitative data providing insights into trends, patterns and correlations.

**h) Thematic Analysis:** For qualitative data, employing thematic analysis to identify key themes, patterns and narratives emerging from interviews, focus groups, and case studies.

**i) Stakeholder Involvement:**

Engaging with program stakeholders throughout the study to ensure the research addresses relevant questions and incorporates diverse perspectives.

**j) Reporting and Dissemination:**

Preparing comprehensive reports that include data analysis key findings, recommendations, and policy implications. Ensuring findings are disseminated to relevant stakeholders, including program administrators, policymakers, and the public. The consulting firm is expected to design a suitable technique to accomplish the study's purpose.

**7. Scope of Work**

The assignment will ideally include, but not be limited to, the following items:

- a. Develop suitable methodologies and tools to collect information in accordance with all the study's purpose (as described in Section-6).
- b. Employ competent enumerators in the study and train them in data collection and quality control engaging DYD team as required.
- c. Examination of supporting paperwork, as well as secondary analysis of relevant data already accessible at the national and local levels, will be carried out.
- d. Organizing and analyzing data in terms of coding and software input as well as cleaning, transcribing, and analysis in accordance with study topics and variables outlined in the objectives.
- e. Prepare a draft and forward it to DYD for approval.
- f. Present study results to project and DYD personnel to get comments on the draft report.
- g. Generate a final report in acceptable Bengali in GoB format that incorporates the comments received on the draft report.
- h. Conducting a learning sharing event.

**8. Qualification and Experience Required**

The consulting firm/team has to be the following qualification and experiences:

**Qualification**

PhD in Micro-economics/Economics

**Experiences**

- Evaluation of Skill Development Training for Unemployed or Under-Employed Youth.

- Intensive Value-Packed Program;
- Poverty Alleviation Project for Society;
- Learning and Earning Project with GoB Ministry;
- Training and Job Opportunity related feasibility study with Ministry of Youth & Sports
- Impact Assessment/Evaluation related work experiences with GoB and INGO
- DPP and Feasibility related work experience with GoB Project
- Publication related work experiences with GoB and INGO will be considered added advantages.

## 9. Deliverables and Timeframe

The contract will complete 90 calendar days after the agreement is signed. DYD will examine and endorse the methodology and work plan. The inception report is expected to be completed within 7 days after the agreement's signing. After 10 days of collecting input, the final report must be submitted. Follow-up consultations between the contractual consulting firms and DYD will be held on a regular basis.

### 9.1 Table of Deliverables and Timelines

Activity	Timeline	Days	Responsible
Advertising for EoI	19 December, 2023	1 day	Admin of DYD
Submission of Proposal	04, January 2024	28 Days	Consulting Firm
Selection of successful consulting firm	04 February 2024	04 Days	DYD Team
Submission of Inception Report with presentation	10 February 2024	04 days	Consulting Firm
Preparations for Data Collection (testing tools, translation of tools, mobilization of respondents, training of enumerators where applicable, ethical or government approval for data collection (where applicable))	14 February 2024	07 days	Consulting Firm and DYD team
Data Collection	21 February 2024	35 days	Consulting Firm
Data Entry, Analysis and report drafting	27 March, 2024	20 days	Consulting Firm
Submission of Draft with presentation	16 April, 2024	14 days	Consulting Firm
Providing feedback to the draft report	30 April, 2024	5 days	Project Team
Submission of Final Report	05 May, 2024	5 days	Consulting Firm

## 10. The following deliverables must be produced by the consulting firm:

- ✓ **Inception report:** Final themes and criteria for an in-depth study, appropriate methodology, sampling technique, work-plan, and tools will all be included in the report. It must be turned in within 7 days after receiving the assignment.
- ✓ **Draft report:** The report should include thorough results, a well-balanced quantitative and

qualitative analysis, and indicators for outcome and outputs.

- ✓ **Presentation of findings:** A presentation on the methodology, main findings, and analysis should be presented. It should also make suggestions based on the findings.

**Final report:** The report will be finalized based on the feedback obtained for the draft report and during the presentation. It should be written in a grammatically correct manner. To guarantee quality, the consultancy agency should provide for proofreading if necessary. All field notes, data copies (soft or hard) and any pertinent items should be return.

- ✓ The report should have to follow GoB feasibility study structure

#### 11. Budget & Payment

Payment will be made through account payee cheque upon successfully receiving the reports with invoices. VAT (15%) and Tax (10%) will be deducted at source as per government rules and regulations.

#### 12. Evaluator/S Selection Criteria

Criteria	Score
Proposed methodologies and tools in compliance with standard survey methods; logical and result oriented self-explanatory sufficiently detailed presentation; well-balanced team composition toward achieving results within set time frame and quality	40
Evidence of experience in <ul style="list-style-type: none"> <li>• Evaluation of Skill Development Training for Unemployed or Under-Employed Youth.</li> <li>• Intensive Value-Packed Program;</li> <li>• Poverty Alleviation Project for Society;</li> <li>• Learning and Earning Project with Gob Ministry;</li> <li>• Training and Job Opportunity related feasibility study with Ministry of Youth &amp; Sports</li> <li>• Impact Assessment/Evaluation related work experiences with GoB and INGO</li> <li>• DPP and Feasibility related work experience with GoB Project</li> <li>• Publication related work experiences with GoB and INGO</li> </ul>	40
Team profile: CVs of the key consultants	10
Costs -- value for the assignment with justification	10
<b>Total</b>	<b>100</b>

#### 13. General Terms and Conditions

- a. The selected consulting firm should implement the work in coordination with the focal person of DYD and should prior inform the focal person on the schedule/programme to implement the assigned task.
- b. DYD's reserves the right to accept or reject any proposal from applicants without giving and verbal and/or written rationale.
- c. DYD representatives reserve the right to monitor the quality and progress of the work during the assignment.
- d. All reports and documents prepared during the assignment will be treated as Feasibility study for New Projects of DYD's property.
- e. The final evaluation report shall ensure DYD's visibility where it is applicable.
- f. The reports/documents or any part, therefore, cannot be sold, used and reproduced in any manner without prior written approval of DYD.

#### 14. Preparation of Proposal

Interested consulting firms are requested to send their proposal within mentioned deadline following the content/ process:

a) A brief **Technical Proposal** that contains -

- Cover page with contact details of the applicant (1 page maximum)
- Table of content (1 page)
- Introduction and understanding of the assignment (maximum 1 page)
- Objectives of the study
- Scope of the study
- Methodology (including proposed work plan, sample frame, tools & methodology and approach, timeline of each level of tasks (maximum 5 pages)
- Brief CVs (in the main proposal) of key members, and team composition highlighting research experience and thematic competency area relevant to the study
- Short profile of the Consulting Firm (Annex).

**15. Financial proposal** (with necessary breakdown) will be sequential to technical proposal that contain detailed budget (financial part) for the study which must be inclusive of VAT and TAX. This should include detailed expenses for consultants, data collecting and administrative expenditures, and so forth. The financial proposal should clearly define an item-by-item description of the assignment's costs, as well as a thorough breakdown. Other relevant documents like company profile, legal documents (VAT registration certificate, TIN Certificate, Company registration certificate etc) can be provided as annex in the proposal.

#### 16. Ethical Considerations

There shall be nothing in the assignment that may be considered legally or medically detrimental to responders. No one should be compelled to participate in the study, and all participants should understand the aim of the study and how the data collected will be used. Participants above the age of 18 should sign consent papers, while participants under the age of 18 should have their guardian or parents sign them. The confidentiality of the data should be preserved, and the names of the responders should not be published in the report.

#### 17. Bindings

All documents, materials, and data generated during the study are the property of DYD and are not to be shared with the public. Before the final payment, the hired consultant company will provide all original papers, materials, and data to DYD office. Total 10 copy of final report should be submitted by consulting firm.

#### 18. Submission of Proposal

The application/proposal should be written in Times Roman font with a font size of 12 in English. Consulting firm interested in participating should send **05 copy** technical and financial proposals In the subject line, type **"Feasibility Study of New Projects of DYD"** to **DYD head office 108 Motijheel C/A, Dhaka-1000**. Proposals must be submitted by 01 February 2024, by directly /postal/courier service.

#### Contact person

For any further queries, please communicate to the email address: [ddplanning2@dyd.gov.bd](mailto:ddplanning2@dyd.gov.bd)

  
(Md. Saimul Islam)  
Project Director

**Feasibility Study for New Projects of DYD**