

# Terms of Reference

## *Basic Infrastructure Development of Sheikh Hasina Institute of Frontier Technology (SHIFT) Project* **(International)**

### 1. Background

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The Sheikh Hasina Institute of Frontier Technology (SHIFT) is a research institute focused on developing advanced technologies in Bangladesh. It is named after Hon'ble Prime Minister of Bangladesh, H.E. Sheikh Hasina. The institute will conduct research in a variety of areas, including artificial intelligence, biotechnology, nanotechnology, and renewable energy. The goal of the SHIFT project is to establish a world-class research institute that will help drive the development of frontier technologies in Bangladesh and contribute to the country's economic growth and development. The project involves building infrastructure to support the research activities of the institute, including labs, offices, and other facilities. It may also involve the acquisition of equipment and other resources needed to support the research being conducted at the institute.

It will be a specialized learning center focusing on students from secondary school level to help them develop the advanced skills required for 21st century ICT Industry. The Institute will also have a future-looking R&D Center where students and researchers from Universities and Industry can collaborate in cutting edge research. It will provide world class research facilities to facilitate the creation of IP in various frontier technologies.

**Project Location:** The project site is situated in Shibchar Upazila (Madaripur district) area 321.88 sq. km, located in between 23°15' and 23°30' North latitudes and in between 90°05' and 90°17' East longitudes. Proposed Sheikh Hasina Institute for Frontier Technology (SHIFT) is located (23°24'14.0"N 90°11'52.7"E) in the active Ganges floodplain zone in Bangladesh. The site is almost 21.70 km away from Madaripur Sadar and 67.5 km from capital city Dhaka.

The Total project area is approximately 70.34 acres on Bara Keshabpur mouza of Shibchar Upazila beside Dhaka - Bhanga Expressway. The Padma Bridge is located within the 7.5 km radius of the project site.

The Project consists of following major components to be implemented (but not limited):

**Component-1: Enabling Environment for Smart Economy:**

The key tasks under this component are:

- ICT Governance and Sustainability.
- Change and Stakeholder Management.

**Component-2: Public Sector Support for Smart Society:**

The key tasks under this component are:

- Capacity Building
- Policy Formation
- Collaboration and
- Model Preparation

**Component-3: Private Sector Support for Smart Citizen:**

The key tasks under this component are

- Smart Economy Coordination.
- Strengthening and Promoting the Smart Economy-Enabling Industry
- Establish Research & Innovation centers
- Establish specialized lab
- International Professional certification program
- Establish an open platform frontier education system.

**Component-4: - Project Management Support:**

This component will support SHIFT to manage and implement the project effectively and efficiently.



## Guiding Principles:

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- a. **Innovation:** Encourage and support the development of cutting-edge technologies that push the boundaries of what is currently possible.
- b. **Collaboration:** Foster a culture of collaboration and partnership between researchers, industry, and government to accelerate the development and deployment of new technologies.
- c. **Transparency:** Communicate openly and transparently about the institute's research and development activities, to build trust and engagement with stakeholders.
- d. **Responsible development:** Ensure that new technologies are developed and deployed in a responsible and ethical manner, taking into account the potential impacts on society and the environment.
- e. **Accessibility:** Promote access to new technologies for all members of society, including under-served and marginalized communities.
- f. **Skilled workforce:** Develop a skilled workforce that is prepared to work with and develop new technologies.
- g. **Sustainable growth:** Promote sustainable economic growth by encouraging the development and deployment of new technologies that are environmentally friendly and socially responsible.
- h. **International engagement:** Foster international cooperation and collaboration to share knowledge and resources, and to address global challenges.

## 2. Objectives of Assignment and Scope of Services

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- a. **Research:** Investigate the demand for Advanced Placement® (AP) or International Baccalaureate® (IB) classes in your community and the resources required to start an institute.
- b. **Curriculum Development:** Develop a comprehensive curriculum that aligns with Advanced Placement® (AP) or International Baccalaureate® (IB) standards and guidelines.

- c. **Staffing:** Hire qualified teachers who have experience with Advanced Placement® (AP) or International Baccalaureate® (IB) instruction and are trained in the specific subjects they will be teaching.
- d. **Facility:** Secure a facility that can accommodate the classes, including classrooms, labs, and offices.
- e. **Accreditation:** Seek accreditation from the Advanced Placement® (AP) or International Baccalaureate® (IB) for the institute, which will allow official Advanced Placement® (AP) or International Baccalaureate® (IB) exams.
- f. **Promotion:** Promote the institute to potential students and their parents, as well as to local schools and universities.
- g. **Support:** Provide ongoing support to students, such as tutoring and study sessions, to help them succeed in their Advanced Placement® (AP) or International Baccalaureate® (IB) classes.
- h. **Evaluation:** Continuously evaluate the program and adjust as needed to ensure it meets the needs of the students.
- i. **Form a steering committee:** Assemble a group of experts from academia, industry, and government to provide guidance and oversight for the institute.
- j. **Raise funding:** Secure funding from a variety of sources, such as government grants, private industry, and philanthropic organizations.
- k. **Identify and recruit leadership:** Find experienced and qualified individuals to lead the institute and build a strong team of researchers and staff.
- l. **Build partnerships:** Develop partnerships with other organizations, both domestic and international, to share resources and expertise.
- m. **Create a physical space:** Establish a physical location for the institute, such as a research facility or office space.
- n. **Establish governance structure:** Create a governance structure to ensure effective management and decision-making for the institute.
- o. **Develop a communication and outreach strategy:** Communicate the institute's goals and activities to the public and stakeholders to build support and engagement.

- p. **Promote international collaborations, participation and awareness:** Engage with other countries, international organizations and communities to promote the institute's goals and activities, as well as to increase the level of participation and collaborations.

### **3. Tangible Outcomes for Global Business Development:**

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#### **3.1 Support to Improve Perspective of Bangladesh as a Smart Nation / Hub:**

- The firm will be required to deliver positive / improved indexing in 5 major indexes based on vision 2041 Smart Bangladesh achievement strategy.
- SHIFT LinkedIn and Twitter page must have its official blue tick and achieve at least 1 million related followers on each platform during the project period. The firm will be required to provide a detailed content and promotional plan on these pages and upon agreement from SHIFT.
- Publish 10 global editorials, articles, expert opinions highlighting the SHIFT. as a global Institute/ Technology Hub in global print and electronic media portals, airplane magazines as per project scope.
- Publish 5 analyst reports/Journals to promote the digital readiness of the Institute to cater to the global IT/ITeS Industry.

**3.2 Forward Investment Strategy** - Develop and deliver forward business, sector, and startup development strategy for SHIFT.

**3.3 Documentation Throughout Project Period** - The firm will have to deliver all documentations as mentioned in the project scope.

### **4. Deliverables and Time Schedule:**

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The key deliverables are consisting of a series of activities to be performed / delivered throughout the project period (24 Months). The broadline deliverables deadlines will be as following:

## 5. Team Composition

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### 5.1. Key Professionals and Qualifications:

- a) **Team Leader** – Minimum of 15 years of relevant experience in leadership role in managing global business development projects, preferable in the technology sector for emerging markets and have good networking with the C-level and regional execs working in global tech giants. Have at least a post-graduation qualification in business, marketing, or relevant disciplines. (International/Local)
- b) **Co-Team Leader** - Minimum of 10 years of relevant experience in leadership role in working in developing and implementing business development programs at an international level in similar projects for global markets. Have at least a post-graduation qualification in business, marketing, or relevant disciplines ( Must be from Local).
- c) **Specialist in Business Development** - Minimum of 10 years of relevant working experience in implementing business development programs at an international level with understanding of global IT/ITeS market and Startup prospects for emerging markets. Have at least a post-graduation qualification in business, marketing, or relevant disciplines. (International/Local)
- d) **Branding/Communication Expert and Marketing Expert** - Minimum of 10 years of relevant working experience in implementing country branding/Marketing/communication activities, preferably for emerging markets. Have a minimum of 3 years of experience of designing, driving and implementing concentrated social media campaigns (on LinkedIn & Twitter) and conversions from links to leads. Preferably to have knowledge of global technology markets. (International/Local)

- e) **Industry Expert:** Minimum of 8 years of relevant working experience in education and industry collaboration. (International/Local)
- f) **Contract Expert:** Minimum of 5 years of relevant working experience in contract management focusing on government contract. Shall have law background. (International/Local)
- g) **Partnership Specialist:** Minimum of 8 years of relevant working experience in local and international partnership related work. (International/Local)
- h) **Financial Expert:** Minimum of 10 years of relevant working experience as financial expert. (International/Local)
- i) **Technology Transfer Specialist, Innovation expert and Strategic Expert:** Minimum of 10 years of relevant working experience. (International/Local)

5.2. Non-key staff:

- 4 In addition to the key professional staff, other non-key staffs are required to be proposed by the firm with appropriate / relevant experience profiles needed to implement the project.
- 5 CVs of the proposed non-key professionals are required to be provided.

The project expects that the team of local and international experts will spend sufficient time throughout the execution and provide direct on-field hand holding supports to the project team throughout the implementation of the project. It is preferred to have the firms implementing team to be present on the field with the project team during weekdays (as per Bangladesh) and have at least one Key Professional to be always present in Dhaka, throughout the duration of this assignment. It is expected that such a representative would be needed for the firm's implementation coordination purposes and face-to-face engagements with the SHIFT project team and local stakeholders.

## 6. Firm Requirements

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Participating firms must follow following guidelines to successfully enter in the evaluation process:

- The qualified firm must have overseas offices or teams stationed in the regions mentioned below.
- The firm must demonstrate a solid coordinating guideline between the overseas offices to ensure seamless utilization of resources of those offices to implement project activities.



- Joint venture or any sort of partnership is allowed to be considered, however, the leading agency must fulfil the parameters and will be responsible for the deliverables of this project.

List of the regions of interests within the project scopes are as following:

1. Europe
2. North America
3. Middle East
4. Africa
5. ASEAN
6. SAARC

### **7. Counterpart Facilities**

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The project will provide institutional support if available such as data and information to be the firm. The selected consulting firm is expected to provide all other resources required to execute the assignment (such as computers, related equipment, transportations, accommodation, and other facilities required for implementation of the assignment).

### **8. Instruction to the Firm/Service Provider**

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The firms/service provider is requested to submit their tender documents considering the following instructions:

- Please read the TOR clearly. If necessary, please contact the client for clarification.
- The firm should have a publicly available website with information of the international payments MUST be sent by the Govt. approved channels. The firm shall submit the documents of payment sending / transfer / remit papers to SHIFT during submitting the bill
- The firm shall maintain the Bangladesh govt.-imposed rules and regulations of travelling.
- Please submit the documents sequentially following the requirement of the Invitation for tender. Avoid attaching unnecessary documents.
- Please provide the page number on each page, signed, and sealed by an authorized person.





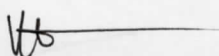
- Documents need to be read and analyzed during evaluation. The original document should be inflexible binding so that it can be easily read and analyzed.
- Print the document in Times Roman/Arial/Calibri Font with size 12, spacing 1.5 keeping a margin 1” on every side.

### **9. Code of Conduct and Rules and Regulations to Follow:**

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During the service provision period, all experts and support staff of the firm/service provider:

- Comply with applicable laws, rules, and regulations in Bangladesh
- Comply with applicable health and safety requirements to protect the local community (including wearing prescribed personal protective equipment, preventing avoidable accidents and a duty to report conditions or practices that pose a safety hazard or threaten the environment);
- Must not use illegal substances during their engagement in the project
- Must follow Non-Discrimination in dealing with the local community (including vulnerable and disadvantaged groups), the Consultant’s Experts, the Client’s personnel, and the Contractor’s personnel, including sub-contractors and day workers (for example, based on family status, ethnicity, race, gender, religion, language, marital status, age, disability (physical and mental), sexual orientation, gender identity, political conviction or social, civic, or health status);
- Must show respect while interacting with the local community(ies), members of the local community (i.e), and any affected person(s) (for example to convey an attitude of respect, including to their culture and traditions);
- Must prohibit sexual harassment (for example to prohibit the use of language or behavior, towards women and/or children, that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate);
- Must avoid violence, including sexual and/or gender-based violence (for example acts that inflict physical, mental, or sexual harm or suffering, threats of such acts, coercion, and deprivation of liberty)



- Must prohibit Exploitation including sexual exploitation and abuse (i.e: the prohibition of the exchange of money, employment, goods, services for sex, including sexual favors or other forms of humiliating, degrading behavior, exploitative behavior, or abuse of power)
- Must Protect children (including prohibitions against sexual activity or abuse, or otherwise unacceptable behavior towards children, limiting interactions with children, and ensuring their safety in project areas);
- Should ensure sanitation requirements (for example, to ensure workers use specified sanitary facilities provided by their employer and not open areas)
- Must avoid conflicts of interest (such that benefits, contracts, or employment, or any sort of preferential treatment or favors, are not provided to any person with whom there is a financial, family, or personal connection)
- Protection and proper use of property (i.e: to prohibit theft, carelessness, or waste)
- Duty to report violations of this Code; and
- Non-retaliation against personnel who report violations of the Code, if that report is made in good faith.

#### **10. Confidentiality**

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The firm shall not, during the term of this contract and within Ten years after its expiration, disclose any proprietary or confidential information relating to the services, this contract, or the SHIFT project's business or operation without the prior written consent of the SHIFT project.

#### **11. Variations**

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Changes to the implementation of the program or the time schedule can be agreed upon through discussion between parties in writing arising from an unavoidable situation with the prior consent of the SHIFT project.

