

গণপ্রজাতন্ত্রী বাংলাদেশ সরকার
যুব ও ক্রীড়া মন্ত্রণালয়
যুব-০১ শাখা
বাংলাদেশ সচিবালয়, ঢাকা।
www.moysports.gov.bd

স্মারক নম্বর: ৩৪.০০.০০০০.০০০.০৫১.৯৪.০০০১.২৬-১৪০

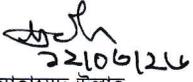
তারিখ: ২৭ ফাল্গুন ১৪৩২ বঙ্গাব্দ
১২ মার্চ ২০২৬ খ্রিষ্টাব্দ

বিষয়: সংযুক্ত EOI বিজ্ঞপ্তি পত্রিকার বিজ্ঞাপন পাতায় একদিন প্রকাশের ব্যবস্থাকরণ।

উপর্যুক্ত বিষয়ের পরিপ্রেক্ষিতে জানানো যাচ্ছে যে, চলতি ২০২৫-২৬ অর্থবছরে “ইয়ুথ ভলান্টিয়ার অ্যাওয়ার্ড ২০২৬” প্রদানের নিমিত্ত সংযুক্ত Expression of Interest (EOI) বিজ্ঞপ্তি আপনার পত্রিকার বিজ্ঞাপন পাতায় (সাইজ ১৫x৫, সাদা-কালো) জরুরিভাবে ০১ (এক) দিন প্রকাশের প্রয়োজনীয় ব্যবস্থা গ্রহণের জন্য নির্দেশক্রমে অনুরোধ করা হলো।

উল্লেখ্য, প্রকাশিত EOI বিজ্ঞপ্তি সংবলিত পত্রিকার ০৫ (পাঁচ) কপিসহ বিল নিম্নস্বাক্ষরকারী বরাবর দাখিল করার জন্য অনুরোধ করা হলো।

সংযুক্ত: Expression of Interest (EOI) বিজ্ঞপ্তি।


২২/০৬/২৬

মোহাম্মদ উল্লাহ
সিনিয়র সহকারী সচিব
ফোন: ০১৭১৩১৭৪৩১১

বিজ্ঞাপন ম্যানেজার
দৈনিক সমকাল/Daily Sun
ঢাকা।

স্মারক নম্বর: ৩৪.০০.০০০০.০০০.০৫১.৯৪.০০০১.২৬-১৪০

তারিখ: ১০ মার্চ ২০২৬ খ্রিষ্টাব্দ

অনুলিপি, জ্ঞাতার্থে ও কার্যার্থে (জ্যেষ্ঠতার ক্রমানুসারে নয়) :

- ১। প্রধান নির্বাহী কর্মকর্তা, বাংলাদেশ পাবলিক প্রকিউরমেন্ট অথরিটি(বিপিপিএ), আইএমইডি, পরিকল্পনা মন্ত্রণালয়, আগারগাঁও, ঢাকা (সংযুক্ত EOI বিজ্ঞপ্তিটি তাঁর কার্যালয়ের ওয়েবসাইটসহ ইজিপি পোর্টালে প্রকাশের অনুরোধসহ)।
- ২। মহাপরিচালক (প্রড-১), যুব উন্নয়ন অধিদপ্তর, ঢাকা (সংযুক্ত EOI বিজ্ঞপ্তিটি তাঁর কার্যালয়ের ওয়েবসাইটে প্রকাশের অনুরোধসহ)।
- ৩। অতিরিক্ত সচিব (সকল), যুব ও ক্রীড়া মন্ত্রণালয়, বাংলাদেশ সচিবালয়, ঢাকা।
- ৪। মহাপরিচালক, জাতীয় যুব উন্নয়ন ইনস্টিটিউট, সাভার, ঢাকা (সংযুক্ত EOI বিজ্ঞপ্তিটি তাঁর কার্যালয়ের ওয়েবসাইটে প্রকাশের অনুরোধসহ)।
- ৫। যুগ্মসচিব (যুব অনুবিভাগ), যুব ও ক্রীড়া মন্ত্রণালয়, বাংলাদেশ সচিবালয়, ঢাকা।
- ৬। মহাপরিচালক, বাংলাদেশ ক্রীড়া শিক্ষা প্রতিষ্ঠান (বিকেএসপি), জিরানী, সাভার, ঢাকা (সংযুক্ত EOI বিজ্ঞপ্তিটি তাঁর কার্যালয়ের ওয়েবসাইটে প্রকাশের অনুরোধসহ)।
- ৭। যুগ্মসচিব (সকল), যুব ও ক্রীড়া মন্ত্রণালয়, বাংলাদেশ সচিবালয়, ঢাকা।
- ৮। নির্বাহী পরিচালক, জাতীয় ক্রীড়া পরিষদ, ঢাকা (সংযুক্ত EOI বিজ্ঞপ্তিটি তাঁর কার্যালয়ের ওয়েবসাইটে প্রকাশের অনুরোধসহ)।
- ৯। পরিচালক, ক্রীড়া পরিদপ্তর, ঢাকা (সংযুক্ত EOI বিজ্ঞপ্তিটি তাঁর কার্যালয়ের ওয়েবসাইটে প্রকাশের অনুরোধসহ)।
- ১০। নির্বাহী পরিচালক, জাতীয় ক্রীড়াসেবী কল্যাণ ফাউন্ডেশন, ঢাকা (সংযুক্ত EOI বিজ্ঞপ্তিটি তাঁর কার্যালয়ের ওয়েবসাইটে প্রকাশের অনুরোধসহ)।
- ১১। মাননীয় প্রতিমন্ত্রীর একান্ত সচিব, যুব ও ক্রীড়া মন্ত্রণালয়, বাংলাদেশ সচিবালয়, ঢাকা।
- ১২। সচিব মহোদয়ের একান্ত সচিব, যুব ও ক্রীড়া মন্ত্রণালয়, বাংলাদেশ সচিবালয়, ঢাকা।
- ১৩। প্রোগ্রামার, যুব ও ক্রীড়া মন্ত্রণালয়, বাংলাদেশ সচিবালয়, ঢাকা (সংযুক্ত EOI বিজ্ঞপ্তিটি ওয়েবসাইটে প্রকাশের অনুরোধসহ)।
- ১৪। অফিস কপি।


২২/০৬/২৬

মোহাম্মদ উল্লাহ
সিনিয়র সহকারী সচিব

Government of the People's Republic of Bangladesh
Ministry of Youth and Sports
(Youth-01 Section)
Bangladesh Secretariat, Dhaka
www.moysports.gov.bd

**Request for Expression of Interest (EOI) for Selection of an event management Company/Firm
(National) for Planning, Facilitation and Execution of "Youth Volunteer Award 2026"
Programme for Ministry of Youth and Sports, Bangladesh.**

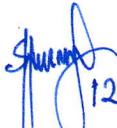
1	Ministry/Division	Ministry of Youth and Sports.
2	Agency	Youth Welfare Fund, Ministry of Youth and Sports.
3	Procuring Entity Name	Joint Secretary (Youth Wing), Ministry of Youth and Sports.
4	Procuring Entity Code	N/A
5	Procuring Entity District	Dhaka.
6	Expression of Interest for Selection of	An event management Company/Firm (National) for Planning, Facilitation, and Execution of "Youth Volunteer Award, 2026" Programme.
7	(EOI) Ref. No.	34.00.0000.051.94.0001.26-138
8	Date	12.03.2026
KEY INFORMATION		
9	Procurement Sub Method	Quality and Cost Based Selection (QCBS)
FUNDING INFORMATION		
10	Budget and Source of Funds	GOB
11	Development Partners (if applicable)	N/A
PARTICULAR INFORMATION		
12	Project/program code (if applicable)	N/A
13	Project/Program name (if applicable)	Planning, Facilitation, and Execution of "Youth Volunteer Award, 2026" Programme.
14	EoI Closing Date and Time	Expression of Interest (EOI) shall be submitted on or before 11:45 A.M (BST) 02.04.2026 in a sealed envelope delivered to the Joint Secretary (Youth Wing) of the Ministry of Youth and Sports and be clearly marked "Expression of Interest for Selection of an event management Company/ Firm (National) for Planning, Facilitation, and Execution of "Youth Volunteer Award, 2026" programme for the Ministry of Youth and Sports, Bangladesh.
Information for Application		
15	Brief Description of the Assignment	Volunteerism has always been a passion for the peace-loving people of Bangladesh, especially among the youth regardless of any recognition. Youth volunteerism is always seen during the crisis situations in Bangladesh. We have seen outstanding volunteerism and youth contribution to the economic development, entrepreneurship, science, sports, arts and culture is also vivid. Against this backdrop, the Ministry of Youth and Sports is intending to recognize the contribution of the youth in nation buildings activities by awarding the "Youth Volunteer Award, 2026". The following event management service could be considered as the primary scope of work: <ol style="list-style-type: none">1. Planning, Facilitation, and Execution of "Youth Volunteer Award, 2026" Programme



		Please note that the scope of the proposed service will be described more elaborately in the Terms of Reference (ToR) and will be finalized prior to the event execution phase by the implementation and concerned authority.
16	Experience, Resource & Delivery Capacity Required	<p>This is a national programme with utmost importance of the Ministry of Youth and Sports, Government of the People's Republic of Bangladesh. Therefore, interested companies/firms must have to prove that they have a solid technical and managerial background, operational strength, relevant experience and expertise to undertake and carry forward this deed without any hindrance. Applicants must have adequate technical ability, implementation capability, and resources. As such following are defined as minimum eligible criteria:</p> <ol style="list-style-type: none"> 1. Valid Trade License (up-to-date), TIN and VAT Registration Certificate; 2. Updated Income Tax Clearance Certificate; 3. Constitutional documents of the Company/Firm; 4. Valid RJSC Incorporation Certificate (applicable for joint stock Company & Firm); 5. Audited financial reports of the Company/Firm of Last three (03) Years; 6. Adequate resources and facilities to plan and execute the "Youth Volunteer Award, 2026" event; 7. Prior Experience of executing at least 03 (three) events with national/international media coverage and report within last 05 (five) years; 8. Prior experience of organizing similar kind of Events where minimum number of participants were over 1000; 9. Firms, closely connected with Youth Network event experience will get preference. In order to prove the expertise, the firm must provide a list of experts and technical manpower including their Name, Designation, Mobile No., Email Address, Relevant Experience, Role, Academic Background and Expertise; 10. The minimum amount of liquid asset of the firm shall be TK fifty (50) lac (Certificate or proof of available liquid asset or fund availability must be issued three months from the date of Tender Submission by the concerned authority). <p>Ministry of Youth and sports now invites Companies/Firms to express their interest in providing the services. Interested Companies/Firms are invited to provide information and relevant documents indicating that they are qualified to execute the deed prominently. A short list of Companies/Firms will be prepared upon evaluation of EoIs of the eligible applications and Request for Proposal (RFP) will be issued in their favor. A Company/Firm will be selected using the Quality and Cost Based Selection (QCBS) method. Interested applicants may obtain further information by contacting the address below: Phone: + 88 02-223355504, Email: youth.wing@moysports.gov.bd</p>
17	Submission of EoI	<p>Documents must be submitted in the following order;</p> <ol style="list-style-type: none"> 1. Application for Expression of Interest (EoI); 2. Up-to-date and valid Trade License, TIN and VAT Registration Certificate; 3. Updated Income Tax Clearance Certificate; 4. Constitutional documents of the Company/firm; 5. Company Brochure/Profile covering company expertise, strength and experience of executing national/international events; 6. Original copies of liquid asset information issued by concerning authority; 7. Copy of valid RJSC Incorporation Certificate (applicable for joint stock Company & Firm); 8. Audited financial reports of the Company/Firm of last three (03) Years; 9. Cash Flow statement of last three (03) Years;



		<p>10. Prior Experience of executing at least 03 (three) events with national/international media coverage and report within last 05 (five) years;</p> <p>11. Completion certificate of minimum three (03) National/International event management;</p> <p>12. List of fulltime employ along with updated resume including their name Designation, Mobile no, E-mail, Joining date, experience, role, academic background with certificate and expertise.</p>
18	Association with Consulting Firms	NOT APPLICABLE
19	Others Details	Expression of Interest (EOI) shall be submitted in sealed envelope clearly bearing the name and address of the applicant, EOI number and be addressed to the authority issuing the EOI in 02 (two) hard copies- one marked as "Original" and the other as "Copy" and one soft copy in CD/Pen drive within the date and time stipulated above at the office of the Official inviting the EOI.
20	Phasing of services	NOT APPLICABLE
PROCURING ENTITY DETAILS		
21	Name of Official Inviting EoI	DR. SHAIKH MOHAMMAD JOBAYED HOSSAIN
22	Designation of Official Inviting Tender	Joint Secretary (Youth Wing), Ministry of Youth and Sports
23	Address of Official Inviting EoI	Government of The People's Republic of Bangladesh Ministry of Youth and Sports, Bangladesh Secretariat, Dhaka.
24	Contact details of Official Inviting EoI	Phone: + 88 02-223355504 Email: youth.wing@moysports.gov.bd
25	Special Guideline	The procuring entity reserves the right to accept or reject all Eols


 12-03-2026
 Dr. Shaikh Mohammad Jobayed Hossain
 Joint Secretary (Youth Wing)
 Ministry of Youth and Sports

Terms of Reference (ToR)

01. Background of the Event:

Volunteerism has long been an intrinsic part of Bangladesh's social and cultural ethos, with generations of youth stepping forward in times of crisis, community need, and national development—often without expectation of reward or recognition. From disaster relief during floods and cyclones to grassroots initiatives in education, healthcare, and environmental sustainability, young volunteers have played a pivotal role in shaping a resilient and compassionate society.

To institutionalize and celebrate this spirit of selfless service, the **Youth Welfare Fund Act, 2016** was enacted, empowering the **Ministry of Youth and Sports** to recognize and encourage exceptional contributions through the "**Youth Volunteer Award**" in economic development, entrepreneurship, science, sports, arts, and culture.

02. Context of the Event:

In alignment with **Decision Number 5(ka)** from the **53rd Meeting of the Youth Welfare Fund Management Board**, chaired by the **Honorable Advisor of the Ministry of Youth and Sports**, the "**Youth Volunteer Award, 2026**" will be conferred upon deserving individuals for their remarkable social contributions during the 2025-26 fiscal year. This initiative not only acknowledges the dedication of young changemakers but also inspires future generations to engage in volunteerism and nation building. This Terms of Reference (TOR) outlines the necessary arrangements for executing this initiative.

03. Scope of the Services and Related Tasks

1. Press Conference

- The Firm/Company will arrange a press conference for the formal announcement of the program;
- A detail plan has to be submitted for the Press Conference;

2. Award Giving Ceremony

- The firm/company will design, develop and execute/implement the award giving ceremony;
- Set up hybrid (live + virtual) event infrastructure;
- Ensure seamless offline and online execution;
- Provide live broadcasting facilities.
- Guarantee high-speed broadband (50 Mbps fiber optic) for uninterrupted streaming.

3. Venue Branding & Technical Setup

- Secretariat Branding: Roman Banner, Standee and Outer Gate Branding;
- Venue Branding: Adequate decoration of the venue (plan must be submitted and approved by the competent authority).
- City Branding: Necessary banners and festoons at road isles selected by the Ministry of Youth and Sports.

4. Broadcast Facilities:

- Arrangement of the broadcast facilities for online platform and TV media using web based online platform. The firm/company will setup/supply necessary equipment to ensure uninterrupted broadcast facility of the event.


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যুব ও ক্রীড়া মন্ত্রণালয়
গণপ্রজাতন্ত্রী বাংলাদেশ সরকার

a. Prerequisites

- Must purchase a Webinar plan of minimum 1000 participants;
- Host user type must be Licensed and be assigned the Webinar add-on;
- Zoom Desktop Client version (latest);
- Professional video & audio production systems

b. Equipment List

- The event management firm/company will bring/supply necessary to ensure uninterrupted broadcast facility of the event;
- A list of necessary equipment has to be submitted;

c. Broadband Internet Facilities:

- 30 MBPS dedicated broadband connection with fiber optic cable connection need to be ensure at the event venue

d. Digital Promotion and Content Creation

The firm/company will complete the following activities for Promotion and Branding of the Program:

- Showcasing Publishing awardee's profile in website.
- Design promotional content for Facebook, Instagram, YouTube, LinkedIn, and X (Twitter).
- Engage in social media and attract at least 05 (five) thousand organic audience in each platform.

e. Audio Visual Content Development

The firm/company will develop contents for Audio-Visuals of the following items:

- 180 seconds (Approx) Promo intro of the ceremony for branding and promotion;
- 180 seconds(Approx) post-event highlights;
- 420-seconds (Approx) AV explaining the award concept;
- 360-seconds(Approx) AV profiling awardees;
- Theme song (approximately 360 seconds).

f. Awards & Certificates

- Awards will be given to 16 (sixteen) winners across 08 (eight) categories;
- Winners will get Customized Crest, Dummy Cheque of Prize Money and Certificate of Appreciation (Accounts payable cheque will be provided by the Ministry);
- The firm/company will design and deliver crests, envelopes (for accounts payable cheques), and certificates as per specification given (as per direction of the proper authority);
- Promotion in Social Media.
- Promotion and coverage in electronic media.
- Print Media Coverage (at least 10 National Daily Newspapers)
- Social Media:
 - I. Plan, design and develop posts and contents regarding the program for social media platform i.e., Facebook, Instagram, You Tube and X (twitter).
 - II. Facebook page creation and post making

g. Printing & Production

- Event Brochure: Includes theme, awardee profiles, objectives, and schedule.

h. Participants Kit:

- Branded Notepad (cover page 300gsm), Pen, Standard Bag (Jute/Cloth) with event monogram, Souvenir.

i. Invitation Card for the program

- Design, print and ensure distribution of invitation cards – 1300 (at least)


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j. Event Planning and Management

- Detail planning and design of venue decoration;
- Indoor venue decoration for the program;
- Arrange professional photography and videography;
- Arrange event lighting, sound, LED and so on;
- Arrange broadcast facilities and virtual platform setup for live broadcast of the program;
- Arrange memento with gift items for dignitaries.

k. Methodology of Work and Specification of event Management Service

A. Plan and Design of the Digital Campaign:

The firm/company will plan and design the digital campaign for “Youth Volunteer Award, 2026”. The plan should include design and execution plan for the awareness and media coverage, completion report as per the set objectives of the program.

B. Technological Support:

- Audio Visual (A/V) Support: The firm/company will develop promotional audio visuals with duration of 30 seconds and will be boosted in Facebook and YouTube to reach mass people.
- The firm/company will ensure logistics and all necessary materials for arranging webinar (Webinar Software Hosting and Subscription, Light, Camera, Internet, Laptop/Computer, Printing Backdrop printing, editing and internet facilities)

C. Materials and Production:

- The consulting firm/company will design Facebook post, animation, presentation, backdrop of each session and contents of the report

D. Media exposure:

- The firm/company will liaise with the national media for media dissemination and coverage.
- The Facebook live will be telecast in Facebook page of TV Channels

E. Communications between Ministry of Youth and Sports and the event management firm/company:

- The firm/company will set up a contact point headed by a dedicated focal person in the Ministry of Youth and Sports to maintain timely communication and coordination. All content and communication materials will be approved and finalized by the ministry.

F. Event Management:

- The event management firm/company will provide representatives, technical and managerial people, and equipment necessary to ensure that the highest quality of service is delivered. The firm/company has to have the ability to respond to e-mails or phone inquiries and take necessary measures on demand.
- Key Personnel: The firm/company will provide a Manager who will be responsible as the Chief of the project. The Manager will coordinate closely with the Ministry and media. The Consulting firm/company will provide adequate technical and human resource to carry out the event smoothly.

G. Reporting:

- The consulting firm/company will prepare the report on digital media engagement.
- The firm/company will provide documents of PR activities.

04. Deliverables

The firm/company will deliver the following:

- a. Detail plan for the execution of the program;
- b. Module for posting contents and boosting;
- c. Awareness campaign materials including Press Advert (Bangla and English), Audio Visual, Integrated Media placement on Online TV, Social media and others as per target groups;


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- d. The Firm/company will use the digital and social media platforms i.e., Website, Facebook, Instagram, X (Twitter), LinkedIn, YouTube;
- e. Effective networking and active community engagement through social media and obtaining clearance from the ministry;
- f. Prepare and submit completion report and full documentation after completion of the program.

05. Timeline for the Deliverables:

The contract for the firm/company will be output based:

SL	Outputs	Deadlines (Planned)
1.	Submission of Inception Report;	TBD
2.	Development theme and design;	TBD
3.	Starting of the activities;	TBD
4.	End of the activities;	TBD
5.	Provide report and documentation after completion of the project;	TBD
6.	Follow-up time	TBD

06. Duration of Assignment:

Duration of the consultancy service will be 4 months. However, the duration may be increased or decreased based on the situation.

07. Selection Procedure:

The firm/company will be selected according to Public Procurement Act (PPA) 2006, and Public Procurement Rules (PPR) 2025.

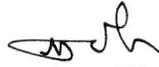
08. Evaluation criteria:

The applications/EoI's will be evaluated based on following criteria:

Mandatory Documents & Requirements:

- Trade License (Valid and up-to-date);
- TIN Certificate (Tax Identification Number);
- VAT Registration Certificate (Updated);
- Updated Income Tax Clearance Certificate;
- RJSC Incorporation Certificate (For Joint Stock Companies & Firms);
- Constitutional Documents (Memorandum & Articles of Association, Partnership Deed, etc.);
- Well-structured company profile highlighting expertise.
- Audited Financial Reports (As specified in the circular);
- Liquid Asset Statement (Issued by a recognized bank/financial authority);
- Cash Flow Statement (As specified in the circular);
- Prior Experience of executing at least 03 (three) events with national/international media coverage and report within last 05 (five) years;
- Proof of Adequate Resources & Facilities (Details of infrastructure, and equipment);
- Human Resource Details: Full-Time Employee List (Including Name, Designation, Mobile Number, Email Address, Joining Date, Relevant Experience, Role in the Event, Academic Background (with certificates), Area of Expertise);

The consultants will submit necessary document to support the above-mentioned criteria.


 12.03.26
 মোহাম্মদ উল্লাহ
 সিনিয়র সহকারী সচিব
 যুব ও ক্রীড়া মন্ত্রণালয়
 গণপ্রজাতন্ত্রী বাংলাদেশ সরকার