

**Government of the People's Republic of Bangladesh**

Office of the Project Director  
ASEAN - Bangladesh Cooperation on Aquaculture and Fisheries Project (phase-II)

**Terms of Reference (ToR)**

**Selection of firm for Conducting 03 (three) international workshop and 01 (one) foreign training program. Package No.: SD-5**

**Department of Fisheries, Bangladesh**

**Ministry of Fisheries & Livestock, Bangladesh**

## 1.0 Background

Bangladesh has emerged as one of the world's leading fish-producing countries, with significant contributions from inland fisheries. To further sustainable development, the Government is implementing the "ASEAN - Bangladesh Cooperation on Aquaculture and Fisheries Project (phase-II)".

The project aims to enhance technical knowledge, regional cooperation, and capacity building by exchanging expertise between Bangladesh and ASEAN Member States (AMS). As part of this initiative, the Department of Fisheries (DoF) intends to hire a competent Training and Workshop Management Firm to organize and implement international workshops and foreign training programs.

## 2.0 Objectives

The main objective of this assignment is to facilitate knowledge sharing and capacity building through the successful organization of high-level international events.

The specific objectives are:

- To organize and manage 03 (three) international workshops to be held in Bangladesh, Singapore and Jakarta, Indonesia.
- To organize and manage 01 (one) foreign training program to be held in Manila, Philippines.
- To ensure seamless logistical support, venue management, and protocol services for participants from ASEAN member states and Bangladesh.

## 3.0 Scope of Works

The consulting firm will be responsible for the end-to-end management of the events. The scope includes but is not limited to:

### A. Event Planning and Coordination:

- Preparation of a detailed work plan and schedule for all 4 events (3 workshops and 1 training).
- Liaison with the Project Director (PD) and relevant international counterparts in Singapore, Indonesia and the Philippines.

### B. Logistics and Venue Management:

- Arranging air travel (economy/business class as per protocol), local transportation, and accommodation for all participants and officials.
- Booking appropriate venues (hotels/conference centers) equipped with modern AV facilities, high-speed internet and secretariat support.
- Arranging food and beverages (breakfast, lunch, dinner, and refreshments) for participants during the programs.

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### C. Technical and Administrative Support:

- Preparation of workshop/training kits (bags, writing pads, pens, folders, etc.).
- Printing of banners, backdrops, brochures, and training materials.
- Documentation of proceedings, photography, and video recording of the sessions.
- Assisting in visa processing and immigration formalities for the participants.

### D. Financial Management:

- Handling all payments related to venues, vendors, and suppliers.
- Disbursement of daily allowances or per diem to participants as per contact.

## 4.0 Event Locations

The firm must be capable of operating and managing events in the following locations:

1. **Khulna/Coxsazar, Bangladesh** (Workshop)
2. **Singapore** (Workshop)
3. **Jakarta, Indonesia** (Workshop)
4. **Manila, Philippines** (Training Program)

## 5.0 Team Composition and Qualification

The consulting firm must assemble a dedicated team to manage these international events. The firm should have evidence of a permanent office in Bangladesh and regional/global networking capabilities.

*Tentative required positions and qualifications:*

Sl.	Expertise	Minimum Qualifications	Experience / Descriptions
1	<b>Team Leader (Event &amp; Training Manager)</b>	Masters in Social Science, MBA, or related discipline.	* Minimum 10 years of experience in organizing overseas short-term training/study tours/workshops for ministries/autonomous bodies.  * Proven leadership in managing international events in ASEAN countries.
2	<b>International Coordinator/ Liaison Officer</b>	Bachelor's degree in International Relations, English, or related field.	* Minimum 10 years of experience in coordinating with international agencies and handling foreign delegates.

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Sl.	Expertise	Minimum Qualifications	Experience / Descriptions
			* Must have excellent communication skills in English.
3	<b>Logistics and Travel Specialist</b>	Bachelor's degree in any discipline.	* Minimum 10 years of experience in travel management (ticketing, visa processing, hotel booking).
4	<b>Finance and Accounts Support</b>	BBA/MBA in Accounting or Finance.	* Minimum 5 years of experience in handling project accounts, auditing, and financial reporting.

\* This is general indicative. Actual team may differ. This expert team ensures that technical, financial and institutional aspects of the events as per government rules and protocols.

## 6.0 Duration

The assignment is expected to be completed within 12 (Twelve) months (tentative) from the date of signing the contract, or until the completion of all 04 events, whichever comes first.

## 7.0 Deliverables & Timeline

Sl. No.	Deliverables	Timeline
1	<b>Inception Report:</b> Detailing the work plan, methodology, and tentative dates for all events.	Within 2 weeks of contract signing
2	<b>Event Reports (Individual):</b> A comprehensive report after the completion of <i>each</i> workshop/training (Total 4 reports). Must include participant lists, photos, financial statements, and outcomes.	Within 2 weeks after each event
3	<b>Final Completion Report:</b> A consolidated report summarizing all activities, challenges, lessons learned, and final financial reconciliation.	Within 4 weeks of the final event

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## 8.0 Payment Terms

The payment will be made according to government rules & regulations. VAT & income tax will be deducted according to existing government rules.

- **Payment Schedule (Tentative):**

- 16% upon successful completion of the Workshop in Bangladesh.
- 28% upon successful completion of the Training in the Philippines.
- 30% upon successful completion of the Workshop in Singapore.
- 20% upon successful completion of the Workshop in Indonesia.
- 6% upon submission and acceptance of the Final Report.

*(Note: Payments are subject to the submission of valid vouchers and acceptance by the Project Director).*

## 9.0 Selection Method

The Consulting Firm will be selected based on the Quality and Cost Based Selection (QCBS) method.

## 10.0 Reporting Arrangements

The consulting firm will report to the Project Director of the ASEAN - Bangladesh Cooperation on Aquaculture and Fisheries Project (phase-II).

- **Address:** Office of the Project Director, ASEAN - Bangladesh Cooperation on Aquaculture and Fisheries Project (phase-II), Department of Fisheries, Matshya Bhaban, Ramna, Dhaka 1000 (Room no- 312).
- **Email:** pdasean@fisheries.gov.bd.

## 11.0 Confidentiality

All information and materials under this assignment be deemed as confidential. The Consultant/Firm shall not disclose information to any person or group without written permission of the client.

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N.B.: This is an Indicative Terms of Reference (ToR). During RFP/Implementations it may be updated/revised on the basis of the requirements.

  
13.02.2026  
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