

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

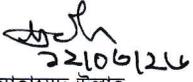
তারিখ : ২৭ ফাল্গুন ১৪৩২ বঙ্গাব্দ
১২ মার্চ ২০২৬ খ্রিষ্টাব্দ

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.


মোহাম্মদ উল্লাহ
সিনিয়র সহকারী সচিব
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)


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

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;


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

- 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.

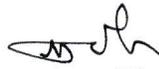
08. Evaluation criteria:

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

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

স্মারক নম্বর: ৩৪.০০.০০০০.০০০.০৫১.৬৩.০০০১.২৫-১৪১

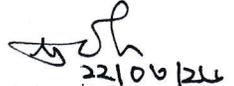
তারিখ: ২৭ ফাল্গুন ১৪৩২ বঙ্গাব্দ
১২ মার্চ ২০২৬ খ্রিষ্টাব্দ

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

উপর্যুক্ত বিষয়ের পরিপ্রেক্ষিতে জানানো যাচ্ছে যে, চলতি ২০২৫-২৬ অর্থবছরে ইয়ুথ ভলান্টিয়ার অ্যাওয়ার্ড এবং অনুদান কার্যক্রম অনলাইনের মাধ্যমে বাস্তবায়নের লক্ষ্যে নতুন সফটওয়্যার তৈরির নিমিত্ত সংযুক্ত Expression of Interest (EOI) বিজ্ঞপ্তি আপনাদের পত্রিকার বিজ্ঞাপন পাতায় (সাইজ ১৬x৫, 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 যুগান্তর/The Business Standard
ঢাকা।

স্মারক নম্বর: ৩৪.০০.০০০০.০০০.০৫১.৬৩.০০০১.২৫-১৪১

তারিখ: ১২ 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 বিজ্ঞপ্তি তঁর কার্যালয়ের ওয়েবসাইটসহ ই-জিপি পোর্টালে প্রকাশের অনুরোধসহ)।
- ২। মহাপরিচালক (গ্রেড-১), যুব উন্নয়ন অধিদপ্তর, ঢাকা (সংযুক্ত EOI বিজ্ঞপ্তি তঁর 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 বিজ্ঞপ্তি তঁর 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 বিজ্ঞপ্তি তঁর কার্যালয়ের ওয়েবসাইটে প্রকাশের অনুরোধসহ)।
- ৭। যুগ্মসচিব (সকল), যুব ও ক্রীড়া মন্ত্রণালয়, বাংলাদেশ সচিবালয়, ঢাকা।
- ৮। নির্বাহী পরিচালক, জাতীয় ক্রীড়া পরিষদ, ঢাকা (সংযুক্ত EOI বিজ্ঞপ্তি তঁর কার্যালয়ের ওয়েবসাইটে প্রকাশের অনুরোধসহ)।
- ৯। পরিচালক, ক্রীড়া পরিদপ্তর, ঢাকা (সংযুক্ত EOI বিজ্ঞপ্তি তঁর কার্যালয়ের ওয়েবসাইটে প্রকাশের অনুরোধসহ)।
- ১০। নির্বাহী পরিচালক, জাতীয় ক্রীড়াসেবী কল্যাণ ফাউন্ডেশন, ঢাকা (সংযুক্ত EOI বিজ্ঞপ্তি তঁর 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 বিজ্ঞপ্তি ওয়েবসাইটে প্রকাশের অনুরোধসহ)।
- ১৪। অফিস কপি।


২২/০৬/২৬
মোহাম্মদ উল্লাহ
সিনিয়র সহকারী সচিব

Replacing the same number and date

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 Consulting Firm/Company for Software development of a “Web-Based Youth Welfare Fund Grants and Youth Volunteer Award Management System” (Duration 6 Months development and 36 Months maintenance) for The 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	The Consulting Firm/Company (National) for Software development of a “Web-Based Youth Welfare Fund Grants and Youth Volunteer Award Management System”.
7	(EoI) Ref. No.	34.00.0000.000.051.63.0001.25-139
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	Youth Welfare Fund, Ministry of Youth and Sports.
11	Development Partners (if applicable)	N/A
PARTICULAR INFORMATION		
12	Project/program code (if applicable)	N/A
13	Project/Program name (if applicable)	Software Development of a “Web-Based Youth Welfare Fund Grants and Youth Volunteer Award Management System”
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 the Consulting Company/ Firm (National) for development of a “Web-Based Youth Welfare Fund Grants and Youth Volunteer Award Management System” for the Ministry of Youth and Sports, Bangladesh.
Information for Application		
15	Brief Description of the Assignment	<p>Under the Youth Welfare Fund Act, 2016, the management of Ministry of Youth and Sports (MOYS) provides project-based grants to registered youth organizations and annually recognizes outstanding contributions through the Youth Volunteer Award.</p> <p>In recognition of successful initiatives in self-employment and poverty alleviation, project-based grants are provided to eligible youth organizations, and awards are given to youths for their exceptional contributions in the social sector. According to the Youth Welfare Fund Act 2016, each year, project-based grants are provided</p>

		<p>to eligible youth organizations; and The “Youth Volunteer Award” is presented to youths for their outstanding contributions in the social sector. Currently, all application, evaluation, approval, and disbursement processes are handled manually, leading to inefficiency, delays, and administrative complexity.</p> <p>To ensure transparency, efficiency, and accountability, the Ministry intends to develop a secured, role-based, microservice-oriented, and API-integrated web platform that automates two modules- one is Youth Welfare Grant and another one is Youth Volunteer Award management processes.</p> <p>Objectives of the Assignment</p> <p>To automate the end-to-end lifecycle of Youth Grant and Volunteer Award management.</p> <p>To build timesaving, a scalable and secure platform ensuring interoperability with government systems.</p> <ul style="list-style-type: none"> • To improve transparency, monitoring, and reporting through digital dashboards and analytics. • Ensure and Compliance exciting “Youth Volunteer Award Nitimala (Amendment) 2025” and “Youth Welfare Fund Grants Nitimala 2025” for development this system. <p>The Scope of Work for Consultancy includes, but is not limited to:</p> <ul style="list-style-type: none"> • Develop complete online based software as per requirements. • Web-based online application submission with step-by-step completion and saving draft application before final submission. . • Evaluation and Selection of application in different tiers. • Auto generated meeting minutes of selection meetings. • Auto generated final list as per committees recommendations. • Auto-generation of reports and form templates (based on demands). • Uploading options for documents, images, and EFTN Documents in PDF format. • Automatic tracking number generation for each application with print preview. • EFT payment gateway integration. • Migration of previous data to the new system. • District, Upazila/Metropolitan, and division-wise real-time application update report generation.
16	Experience, Resource & Delivery Capacity Required	<p>Interest consulting firms must provide information indicating that they are qualified to perform the services. As such following are defined as minimum eligible criteria:</p> <ol style="list-style-type: none"> 1. Three (03) Years of AMC support will be free from the project handover date. 2. Managing the hosting platform and its configuration. 3. Ensure regular maintenance and data backup throughout the contract period. 4. Assign an IT support personnel to ensure full-time support to the user during the contract period. 5. Ensure system security and accessibility. 6. Provide maintenance service. 7. Provide end-user support.



		<p>8. Manage the operating system, hosting, web-platform, database, application, application server, and the integration among them to ensure the availability of the whole system.</p> <p>9. Update security settings and version of the operating system, database, application, and application setting to ensure a secure computing environment and service.</p> <p>10. Backup of the database, application, and server should be performed.</p> <p>11. Provide five (05) years of support and maintenance services, including three (03) years of free-of-cost service covering any system-related issues from the date of implementation in the Ministry and next two years' cost is negotiable.</p> <p>Ministry of Youth and sports now invites Consulting Companies/Firms to express their interest in providing the services. Interested Consulting Companies/Firms are invited to provide information and relevant documents indicating that they are qualified to execute the such type projects. 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 consulting 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. Three (03) Years of AMC support will be free from the project handover date. 3. Managing the hosting environment and its configuration. 4. Ensure regular maintenance and data backup throughout the contract period. 5. Assign an IT support personnel to ensure full-time support to the user during the contract period. 6. Ensure system security and accessibility. 7. Provide maintenance service. 8. Provide end-user support. 9. Manage the operating system, hosting, web-platform, database, application, application server, and the integration among them to ensure the availability of the whole system. 10. Update security settings and version of the operating system, database, application, and application setting to ensure a secure computing environment and service. 11. Backup of the database, application, and server should be performed. 12. Provide five (05) years of support and maintenance services, including Three (03) years of free-of-cost service covering any system-related issues from the date of implementation in the Ministry and next two years AMC charge will be negotiable. <p>Consulting firm should have the following criteria:</p> <ol style="list-style-type: none"> 1. Up-to-date and valid Trade License, TIN and VAT Registration Certificate; 2. Updated Income Tax Clearance Certificate; 3. Constitutional documents of the Company/firm; 4. Company Brochure/Profile covering company expertise, strength and experience of executing national/international events; 5. Original copies of liquid asset information issued by concerning authority; 6. Copy of valid RJSC Incorporation Certificate (applicable for joint stock Company & Firm); 7. Audited financial reports of the Company/Firm of last three (03) Years; 8. Cash Flow statement of last three (03) Years;



		<p>9. The participating company having experience in in-house online software development (ERP/ Other Similar Solutions) and /or maintenance will get preference.</p> <p>10. The participating company should have prior experience in developing an online-based ERP or enterprise solution.</p> <p>11. Must have an adequate number of qualified technical personnel. Permanent staff minimum 15+ (Web Developer/Software Engineer, Database experts, Support/ Maintenance Engineer, Security Expert, and Test & QA Expert, etc.).</p> <p>12. Must be the member of BASIS.</p> <p>13. At least two relevant works experience in the Government/Autonomous body.</p> <p>14. List of fulltime employes along with updated resume including their name Designation, Mobile no, E-mail, Joining date, experience, role, academic background with certificate and expertise.</p> <p>15. Kindly follow the attached TOR published on the website of the Ministry of Youth and Sports (www.moysports.gov.bd).</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 Eol	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 Eol	Government of The People's Republic of Bangladesh Ministry of Youth and Sports, Bangladesh Secretariat, Dhaka.
24	Contact details of Official Inviting Eol	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


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

Terms of Reference (ToR)

Software Development of a Web-Based Grants and Youth Volunteer Award Management System

1. Introduction

Under the Youth Welfare Fund Act, 2016, under the management of Ministry of Youth and Sports (MOYS) provides project-based grants to registered youth organizations and annually recognizes outstanding contributions through the Youth Volunteer Award.

In recognition of successful initiatives in self-employment and poverty alleviation, project-based grants are provided to eligible youth organizations, and awards are given to youths for their exceptional contributions in the social sector.

2. Background

According to the **Youth Welfare Fund Act 2016**, each year, project-based grants are provided to eligible youth organizations; and The "**Youth Volunteer Award**" is presented to youths for their outstanding contributions in the social sector. Currently, all application, evaluation, approval, and disbursement processes are handled manually, leading to inefficiency, delays, and administrative complexity.

To ensure transparency, efficiency, and accountability, the Ministry intends to develop a secure, role-based, microservice-oriented, and API-integrated web platform that automates two modules- one is **Youth Welfare Grant** and another is **Youth Volunteer Award** management processes.

3. Objectives

- To automate the end-to-end lifecycle of Youth Grant and Volunteer Award management.
- To build timesaving, a scalable and secure platform ensuring interoperability with government systems.
- To improve transparency, monitoring, and reporting through digital dashboards and analytics.
- Ensure and Compliance exciting Youth Volunteer Award Nitimela and Youth Welfare Fund Grants Nitimela for development this system.

4. Scope of Work

A. Application Management

- Developed complete online based software as per requirements.
- Web-based online application submission with step-by-step completion and draft save.


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

- Selection management in different tiers.
- Auto generated meeting minutes of selection meetings.
- Auto generated final list as per committees' recommendations.
- Auto-generation of reports and form templates (based on demands).
- Upload options for documents, images, and EFTN Documents PDF format.
- Automatic tracking number generation with print preview.
- EFT payment gateway integration.
- Migration of backlog data to the new system.
- District, Upazila/Metropolitan, and division-wise real-time report generation.

B. Approval and Tracking

- Multi-tier approval workflow (Upazila/Metropolitan → District → Ministry).
- Real-time tracking and notifications for application progress.
- Facilitating batch input by system admin user
- District-level merit ranking and evaluation system.
- Committee-wise digital approval and comment log.

C. Disbursement and Reporting

- EFT-based automatic fund disbursement with reconciliation dashboard.
- Gender-segregated reporting (e.g., Women organizations).
- Real-time summary dashboards (district/division/national).
- Downloadable analytical and financial reports (Excel/PDF).
- Different reports containing selected fields defined dynamically (excel/pdf).
- Analytical Reports

D. Dashboard Modules

1. **Applicant Dashboard:** Application status tracking (Pending, Under Review, Approved, Rejected), document upload, reminders, Option to print/download applications (PDF).


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

2. **Upazila/Metropolitan Dashboard:** Number of newly received applications, Pending/Review/forward applications list, verify documents, and generate local reports. Filter option (by organization name, date, application type) Applications pending for committee meeting.
3. **District Committee Dashboard:** List of applications received from Upazilas, Manage merit ranking, approve/reject applications, monitor pending items and Reports (district-wise application count, approved/rejected applications)
4. **Ministry Dashboard:** District-wise, Division-wise, national-level summary dashboard reports, List of top-scoring organizations, Applications recommended for board meeting List of approved grants, List of approved Award, National summary, top scorers, payment status, and notices.
5. **Super Admin Dashboard:** Manage users, monitor APIs, system logs, Backup and restore control and server health.

E. Common Features

- Role-based login and authentication.
- Search, filter, and analytics visualization.
- Analytical reports
- Real-time notifications and alerts.
- Responsive design (desktop and mobile).
- Multi-language interface (Bangla & English).
- Reports download in different format (word, excel and PDF)
- Excel file upload features (if necessary)

5. Technical Architecture

- **Architecture:** Microservices-based, containerized (Docker/Kubernetes).
- **Integration:** RESTful/GraphQL APIs for data exchange and interoperability.
- **Database:** PostgreSQL/MySQL + MongoDB hybrid structure.
- **Hosting:** National Data Center / Government Cloud.
 - Hosting requirement /environment (hardware, servers, network, security, storage, traffic, firewall, bandwidth etc.)
 - Hosting architecture
 - Data growth and scalability plan
 - User handling/load balancing mechanism
 - Scheduled backup & restore requirements


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

- **Communication:** Asynchronous message queue (RabbitMQ/Kafka).

Development Stack

- **Backend:** Node.js (NextJS/Express) or Java (Spring Boot).
- **Frontend:** Angular / React / Vue.js.
- **Mobile (optional):** Flutter / React Native.
- **Auth:** OAuth 2.0 / OpenID Connect / SAML.

6. Security Features

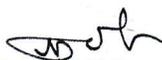
- Role-Based Access Control (RBAC).
- SSL/TLS encryption and AES-256 database encryption.
- Two-Factor Authentication (2FA).
- Audit trail and logging system.
- OWASP Top 10 security compliance.
- Regular penetration testing and vulnerability scanning.
- Backup and Disaster Recovery Plan (DRP).

7. API Integrations

- **SMS Gateway API:** Notifications and reminders.
- **EFT/Payment API:** Automated fund transfer and reconciliation.
- **NID Verification API:** Applicant identity validation.
- **Report Export API:** Generate reports in Excel/PDF formats.
- **Authentication API:** Enable Single Sign-On (SSO) with other government systems.

8. Expected Deliverables

1. Complete web-based microservice system.
2. Develop the software in accordance with the technical requirements outlined in the Scope of Work.
3. Ensure the software aligns seamlessly with the finalized Software Requirements Specifications (SRS).
4. Implement user-based access privileges, solution security, and workflow management as per MOYS operational needs.


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

5. Provide a fully functional web-based application, meeting all agreed-upon features and functionalities.
6. API documentation and database schema.
7. Source code with Git version control.
8. Training manual and system administration guideline.
9. Cybersecurity audit report and test documentation.
10. Deployment report with UAT and Go-Live confirmation.
11. Develop a plan for regular maintenance services and hand it over to MOYS.

9. Supplier/Vendor Responsibilities:

The selected vendor for the MOYS Software Development Project will bear the following responsibilities:

a. Management of Software Development Team:

- Oversee and manage the software development team assigned to the project.
- Ensure efficient collaboration and coordination within the team for the successful execution of the project.

b. Submission of Deliverables for Review:

- Submit specific deliverables, including progress reports and documentation, to MOYS for review and approval.
- Address comments and feedback from MOYS promptly to ensure the continuous refinement of project deliverables.

c. Delivery of Software as Per Agreed Scope:

- Deliver the software in accordance with the defined scope of work and the signed-off Software Requirements Specifications (SRS).
- Ensure that the software meets the agreed-upon features, functionalities, and security standards outlined in the project documentation.

d. Organization and Conduct of Training:


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

- Organize and conduct training sessions for master trainers.
- Develop training materials and resources to facilitate effective knowledge transfer.

e. Support for Troubleshooting:

- Provide ongoing support to MOYS during the piloting phase and after the software handover.
- Assist in troubleshooting issues promptly, whether in person, over the telephone, or via email, to ensure smooth operations.
- Offer Troubleshooting support for a minimum of 12 (Twelve) months post handover.



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

10. Implementation Timeline

Phase	Activity	Duration
1	Requirement Analysis & System Design	1 Month
2	Development & Unit Testing	3 Months
3	Pilot Implementation	1 Month
4	Final Deployment & Training	1 Month
Total Duration		6 Months

10.a Phase-wise Detailed Deliverables

Phase 1: Requirement Analysis, SRS & System Design (Month 1)

Deliverables:

- Inception Report and Detailed Project Plan
- Stakeholder Consultation & Business Process Mapping (AS-IS & TO-BE)
- Functional & Technical Software Requirement Specification (SRS)
- Data Model, ER Diagram, and Database Design
- System Architecture Diagram (Microservices, APIs, Security Layers)
- UI/UX Wireframes (Bangla & English)
- Reporting Framework & MIS Field Definition
- Data Migration Strategy
- Integration Requirement Specification (NID, EFT, SMS)
- Risk Register & Quality Assurance Plan

Acceptance Criteria:

- SRS formally approved by MOYS
- Architecture and data model validated by MOYS technical committee

Phase 2: Core Development & Unit Testing (Month 2-3)

Application & Approval Modules:

- User Management & Role-Based Access Control (RBAC)


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

- Applicant Registration & Profile Management
- Step-by-step Online Application Submission (Grant & Award)
- Draft Save, Edit, Final Submission & Print Preview
- Document Upload (PDF, Image, EFTN Documents)
- Automatic Tracking Number Generation
- Multi-tier Selection & Approval Workflow (Upazila → District → Ministry)
- Committee-wise Evaluation, Scoring & Comment Log
- Merit Ranking Engine (District & National)
- Auto-generation of Meeting Minutes
- Auto-generated Final Selection Lists

Dashboards (Core):

- Applicant Dashboard
- Upazila/Metropolitan Dashboard
- District Dashboard
- Ministry Dashboard
- Super Admin Dashboard (User, Role, Configurations)

Common Features:

- Search, Filter & Advanced Query
- Notification Engine (Email/SMS – functional)
- Responsive UI (Desktop & Mobile)
- Bilingual Interface Framework (Bangla & English)

Quality & Testing:

- Complete Database Schema Finalization
- Unit Test Cases & Results (Sprint-wise)
- Minimum 90% Unit Test Coverage
- Source Code Versioning (v1.0)

Acceptance Criteria:

- All application and approval workflows function end-to-end
- Role-based access validated by MOYS
- Formal Phase-2 demonstration approval

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

Phase 3: Integration, Disbursement & Reporting (Month 4)

Integration:

- EFT/Payment Gateway Integration
- Automated Fund Disbursement Workflow
- Payment Reconciliation Dashboard
- NID Verification API Integration
- SMS Gateway Integration

Reporting & Analytics:

- District, Division & National-level Dashboards
- Gender-segregated and Category-based Reports
- Dynamic Report Builder (Excel, PDF)
- Analytical & Financial MIS Reports

Data Management:

- Backlog Data Migration
- Data Validation & Reconciliation

Security & Performance:

- Audit Trail & Activity Logs
- Performance Optimization & Load Testing

Acceptance Criteria:

- Successful EFT test transactions
- Accurate reconciliation reports
- Reporting validated by MOYS

Phase 4: Pilot, UAT, Go-Live & Training (Month 5-6)

Pilot & Deployment:

- Pilot Deployment (Selected Districts)
- User Acceptance Testing (UAT)
- Bug Fixing & Optimization
- Production Deployment & Go-Live


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

Security & Compliance:

- Vulnerability Assessment & Penetration Testing
- Security Audit Report

Training & Handover:

- User Manuals & Admin Manuals
- Training for MOYS Officials & Master Trainers
- Source Code, API & System Documentation Handover
- Maintenance & AMC Plan Submission

Acceptance Criteria:

- UAT sign-off by MOYS
- Go-Live approval
- Completion of training and documentation

11. System Maintenance, User Support & Annual Maintenance Cost (AMC):

- Three (03) Years of AMC support will be free from the project handover date.
- Managing the hosting environment and its configuration.
- Ensure regular maintenance and data backup throughout the contract period.
- Assign an IT support personnel to ensure full-time support to the user during the contract period.
- Ensure system security and accessibility.
- Provide maintenance service.
- Provide end-user support.
- Manage the operating system, database, application, application server, and the integration among them to ensure the availability of the whole system.
- Update security settings and version of the operating system, database, application, and application setting to ensure a secure computing environment and service.
- Backup of the database, application, and server should be performed.
- Provide five (05) years of support and maintenance services, including Three (03) years of free-of-cost service covering any system-related issues from the date of implementation in the Ministry. Latter then three years for the next two years AMC charge will be negotiable.


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

12. Budget and Cost Components

- Software development, integration, and testing.
- Server, hosting, and cloud infrastructure.
- SMS Gateway & EFT API integration costs.
- User training and operational support.
- Administrative and project management expenses.

13. Evaluation Criteria

- Compliance with security and data protection standards.
- Quality of system architecture and coding practices.
- Functionality, performance, and usability.
- Integration capability with external APIs.
- Timeliness and adherence to budget.
- Post-deployment maintenance and support plan.

14. Financial Proposal

The financial proposal from the firm for the MOYS Software Development Project should include a breakdown of costs for distinct modules. This breakdown should cover key deliverables such as system analysis and requirements gathering, software development and testing, orientation training for MOYS user group team, and post-handover troubleshooting support/Annual Maintenance Contract (AMC) from the project handover date. The proposal should provide a clear and concise overview of the anticipated costs associated with each essential phase of the project.

15. Proposed Payment Schedule:

The Payments are made upon satisfactory completion and acceptance by the MOYS for the deliverables:

- 10% of the contract value upon submission of Inception Report and SRS


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

- 60% of the contract value upon submission of Software solution as per technical requirements stated in the scope of work and SRS
- 20% of the contract value upon submission of the user manuals, training materials, and completion of training for MOYS officials.
- 10% of the contract value will be disbursement after three years from the final deliverable.

16. Firm/Contractor Qualification & Experience Required:

The firm having following qualification can only participate in this bid:

- The participating company having experience in in-house online software development (ERP/ Other Similar Solutions) and /or maintenance will get preference.
- The participating company should have prior experience in developing an online-based ERP or enterprise solution.
- Must have an adequate number of qualified technical personnel. Permanent staff minimum 15+ (Web Developer/Software Engineer, Database experts, Support/ Maintenance Engineer, Security Expert, and Test & QA Expert, etc.).
- Valid Trade License, TIN, TAX return acknowledgment and TAX withheld certificate (BIN and VAT Registration, etc).
- Must be the member of BASIS.
- At least two works experience in the Government/Autonomous body.

17. Human Resource Requirements

To ensure quality and timely implementation, the vendor must provide a **dedicated project team** with the following key personnel and minimum qualifications:

Position	No.	Qualification & Experience	Key Responsibilities
Project Manager / Team Lead	1	Master's in CSE/IT/Software Engineering or related field; 10+ years of experience managing large-scale government or enterprise systems. PMP/PRINCE2 certification preferred.	Overall project management, stakeholder coordination, reporting, and delivery oversight.


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

Position	No.	Qualification & Experience	Key Responsibilities
System Architect	1	B.Sc./M.Sc. in CSE or related field; 8+ years' experience in system architecture and design of microservice-based systems.	Design overall system architecture, integration structure, and ensure scalability and performance.
Backend Developer (Node.js/Java)	2	B.Sc. in CSE/IT; 5+ years' experience in RESTful API, database design, and secure backend coding.	Develop APIs, core logic, and business workflows.
Frontend Developer (React/Angular/Vue)	2	B.Sc. in CSE/IT; 4+ years' experience in responsive web design using modern JS frameworks.	UI/UX implementation and integration with backend APIs.
Database Engineer	1	B.Sc. in CSE/IT; 5+ years' experience in PostgreSQL/MySQL and NoSQL database optimization.	Database design, optimization, backup, and maintenance.
Mobile App Developer (Optional)	1	B.Sc. in CSE/IT; 3+ years' experience in Flutter/React Native.	Develop and integrate mobile interface for field-level users.
DevOps Engineer	1	B.Sc. in CSE/IT; 5+ years' experience in CI/CD, Docker, Kubernetes, and server security.	Manage cloud deployment, monitoring, and version control.
QA & Security Analyst	1	B.Sc. in CSE/IT; 4+ years' experience in testing, QA automation, and security assessment.	Conduct QA, penetration testing, and vulnerability scanning.
UI/UX Designer	1	Graduate in Design/CSE; 3+ years' experience in user-centered design.	Develop prototypes, user flow, and improve usability.
Training & Documentation Expert	1	Graduate in ICT/Education/Communication; 3+ years' experience in user manual development and training.	Prepare training materials and conduct capacity building.
Support Engineer (Maintenance Phase)	1	Diploma/B.Sc. in CSE; 2+ years' experience in technical support.	Provide technical support and system maintenance post-deployment.

18. Work Distribution and Team Composition:


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

It is expected that the selected firm will provide a work distribution and team composition plan based on the project requirements and milestones and as per their proposed development and implementation methodology approach.

14. Data Ownership & Intellectual Property Rights:

All data, source code, documentation, and intellectual property developed under this project shall remain the exclusive property of the Ministry of Youth and Sports (MoYS).

19. Conclusion:

The software system should be designed and maintained to boost the efficiency, transparency, and sustainability of MOYS activities. The Assigned organization to develop the system should detail the necessary deliverables and assistance needed from both itself and the MOYS if needed. The end software product should be easily usable by the MOYS employees for digitizing the objective tasks of this project. The Bidders should be aligned with the vision that the smart Digitization of MOYS will contribute significantly to the sustainable and responsible management of forest resources and act in the best interest of MOYS.



12.03.26

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