

**Terms of Reference**  
**(For an Individual consultant)**

**DRAFT**

**For**  
**Design and Developing Joyeeta's Supply –Chain Network**  
**Management System (Reference No.: PS 8.17)**

## **1. Background**

The Government of Bangladesh has established the Joyeeta Foundation (JF) under the Ministry of Women and Children Affairs for promoting and supporting women in their business initiatives. Joyeeta Foundation is created as non-profit organization under the societies registration act 1860 and incorporated under Company`s Act 1914 with RJSC.

JF is assigned to develop and nurture dedicated market-places countrywide, exclusively for women to showcase their products and services and market them. Foundation is assigned to create a unique brand value under which all types of business women will be nourished countrywide. It has also the responsibility to create a congenial environment, where the women can run their business hassle-free.

It is to render all possible facilitation support, so that women can be developed as successful business entrepreneurs. JF is to develop and manage supply chains of products and services from production to marketing and employing women in different phases of the chain by enhancing the capabilities and competencies of women.

Above all, JF serves as a strong proponent of attaching preferential treatment towards women in the business front, so that backwardness of women in business can be reduced for the ends of equity.

Now Joyeeta Foundation has been implementing a project title “Capacity Development of the Joyeeta Foundation (JF). It’s target is to develop institutional capacity, human resources capacity, infrastructure capacity, capacity in business initiative, women entrepreneur development capacity, change and reform management capacity and project implementation capacity.

## **2. Main objectives of the project:**

The core objective of this project is to build Joyeeta Foundation a unique and specialized:

- a) To make Joyeeta Foundation a capable and self-sustainable in terms of Institutional, technical and financial aspect so that the individual woman /Women associations can operate multipurpose business initiatives successfully and effectively;
- b) Building capacity of more than 28,000 in Women Entrepreneur Associations (WEAs)/individual Entrepreneur (IWEs) periodically to make various business initiatives;

- c) Apart from the above, design and developing joyeeta`s supply –chain network management system, which will help the JF to maintain the Joyeeta business platform for women robust and strong.

Therefore, an individual consultant will be appointed by JF to design and developing joyeeta`s supply –chain network management system.

### **3. Objective of the Assignment**

Almost everything that we purchase in a store comes to us as a part of a supply chain and managing these supply chain network is a complex and ever evolving task. Designing supply chain work is the process of building a modeling of a supply chain to better understanding the cost and time associated with bringing goods to market with the resources and location available.

- a) Designing supply chain network focuses on-
- b) Designing supply chain network to deliver the goods at the lowest possible cost;
- c) Determining the optimal product sourcing and inventory deployment rules to meet anticipated customer demand;

Given a logistic network and a define distribution strategy, how can we best use our available transportation resources.

The end goal is to create the most efficient supply chain network possible, meet the demand of customer, and ensure the lowest possible cost to serve the network.

The process includes many different variables and models tied to location, distribution centers, stores, possible route to serve the stores, transportation resources, assumed delivery time and total route time.

Joyeeta tower, at Dhanmondi, Dhaka is being constructed at a platform for display and marketing of the products of the country`s women entrepreneurs under the umbrella of Joyeeta Foundation. The prosed design of supply chain management will cover this central marketing platform and other network established countrywide.

### **4. Scope of Work:**

The consultant will design and develop supply chain network management for the Joyeeta business countrywide from Joyeeta tower to production center of the women entrepreneurs.

### **5. Deliverables:**

**a) Inception Report:** The Inception Report will incorporate the Methodology/approach along with an action plan to be adopted in the assignment. It will also include the key components of the overall report for all the deliverables. It will mention the problems that could be encountered or anticipated and recommend solutions to them. The report should be submitted within **1 months** after the commencement of the services, in the form of an electronic document for the feedback from the respective JF authorities.

**b) First Draft Report:** First draft report with all the deliverables of the Strategy to be submitted within **2 months** after the Commencement of the services, in the form of electronic document and hard copies. The consultant will present the key areas of the developed strategy to the concerned officials of the JF.

**(c) Second Draft:** Second Draft Report should be submitted after addressing all the relevant issues as well as necessary recommendations from the report evaluation committee of the project. This report will be a draft document for all relevant policies, strategies and guidelines outlined in the deliverables which need to be submitted within **3 months** after the commencement of the services, in the form of soft and hard copy.

**d) Final Report:** This final report should be submitted after addressing all the issues with concerned stakeholders as well as recommendations from JF. This report will be a complete document all policies, strategies and guidelines as outlined in the deliverables which need to be submitted within **4 months** after the commencement of the services, in the form of electronic document and hard copy both in English and Bangla.

## **6. Qualification and Experiences of the Consultant:**

Preferably a Master's social science or Business Administration /management or any discipline from any recognized university with 10 years of proven experience in research background and writing research report independently. 7 years' experience in supply chain network management for any organization or business outlet.

## **7. Duration of the assignment:**

The duration of the assignment is **4 Months** from the date of signing the contract. The consultant may engage any other persons/support staff as per his requirement in carrying out the assignment.

## **8. Client's/ Consultant's Inputs/ Facilities:**

### **8.1 Facilities to be provided by the Client:**

The Client will provide all available information, materials, and documents. One or more counterpart personnel of the Client office will be engaged to get the said support and consultation if needed.

### **8.2 Facilities to be arranged by the Consultant:**

The Consultant shall entirely be responsible for all such facilities as arranging office, accommodation of his support staff, vehicles, equipment, computers, support/secretarial services, and other logistics required for providing the services specified in the TOR.