

# TERMS OF REFERENCE FOR CONSULTANT

Date/updated date: August 01, 2014

LFMEAB INSPIRED 2 Project Activity Reference:

**Activity: TOR for hiring consultant to Develop Strategic Business Plan and Operating Procedure of KRC (Knowledge and Research Centre)**

## Introduction

### Background:

**Leathergoods and Footwear Manufacturers and Exporters Association of Bangladesh (LFMEAB)** is the official trade association registered under the Ministry of Commerce, Government of Bangladesh of the export oriented leather footwear and leathergoods industry of Bangladesh. With over 110 members, LFMEAB represents the majority of companies in Bangladesh that are engaged in export of leather footwear and goods.

LFMEAB is implementing its **LFMEAB INSPIRED 2** Project titled "Strengthening the capacity of Leather goods & Footwear Manufacturers and Exporters Association of Bangladesh(LFMEAB)" which is a Grant under the INSPIRED SME Competiveness Grant Scheme which is funded by the European Union and the Government of Bangladesh. And accordingly the project is looking for qualified individual to be appointed as consultant to develop strategic business plan and operating procedure and policies for the Knowledge and Research Centre (KRC).

### Overall Objectives

The focus of the overall objectives primarily remains to be the strengthening the capacity of Leathergoods and Footwear Manufacturers and Exporters Association of Bangladesh (LFMEAB) to better serve its membership with the help of all associates and stake holders.

The achievement of overall objectives may be objectively verifiable by counting the services introduced and also improvement of the quality of these services. Such changes may be verified from sources like LFMEAB annual reports, grant progress report, websites, internal monitoring reports and communication materials.

### Specific Objectives

Three result oriented areas of broader action have been chosen as specific objective to strengthen BIO's capacity building for providing better services.

Out of this three targeted priority areas the project has been designed to attain following specific objectives

1. To help members become more competitive and efficient to be able to gain export market share and attract more foreign investors
2. To increase the knowledge
3. To enrich overall knowledge of BIO's members about national and international business relationship, business strategies, communication and platform for performing as ideal competitors in global market.

## **Purpose of Assignment**

Considering the above situation LMEAB INSPIRED 2 would like to hire a consultant, who in this assignment should:

- Prepare a framework for strategic business plan with line of action for KRC.
- Develop an operating procedure considering the modern centers in same track.
- Preparing overall policies behind the operating procedure in ideal manner for the KRC.

## **Scope of Work/Work Assignments**

The consultant is expected to have good understanding about the working environment of leather, footwear and leathergoods industries. To facilitate the whole analysis process, LFMEAB shall provide the following documents to the consultant:

- Project proposal
- Logical Framework

This assignment will concentrate mostly on preparing, developing the planning, policies and operating methods of the Knowledge and Research Centre (KRC).

## **Payment Schedule:**

10,000.00 (Ten Thousands) /month (including VAT & Tax)

## **Service Period/length:** 03

(Three months) Contact

## **Person:**

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