

**Summary of Implementation Status of the Annual Actions Plan  
for 2018-19**

*(Amount in BDT Lac)*

Sl.#	Wing	Program			Budget			Additional Activity	Remarks (mention if carry forward)
		Program Approved	Program Implemented	Percentage	Budget Approved	Budget Implemented	Percentage		
1	Business Support Services (BSS)	14	14	100	633.5	564.64	89	02	-
2	Human Resources Division (HRD)	11	11	100	164.00	139.25	85.00	-	-
3	Women Entrepreneurship Development (WED)	11	10.25	93.18	53.00	23.26	44	-	-
4	Finance and Credit Services (FCS)	08	07	87.5	41.00	32.40	79.02	2	-
5	Policy Advocacy (PA)	08	07	87.5	46.90	7.00	14.93	38	-
6	Research	09	09	100	69.00	69.00	100	-	-
7	Cluster Development (CD)	6	6	100	47.30	40.31	85.22	3	-
8	Technology Development (TD)	13	13	100	68.45	51.52	75.27	-	-
9	Information and Communication Technology (ICT)	09	09	100	39.55	29.01	73.35	08	-
10	Public Relation	6	6	100	10.00	4.42	44.2	8	-
11	Administration	4	3.5	87.50	20.00	10.39	51.95	4	-
	<b>Total</b>	<b>99</b>	<b>95.75</b>	<b>96.72%</b>	<b>1192.7</b>	<b>971.21</b>	<b>81.43%</b>	<b>57</b>	

# **Annual Action Plan: 2018 – 19 FY**

**Small and Medium Enterprise Foundation (SME Foundation)**

**Royal Tower, 4 Panthapath, Kawran Bazar**

**Dhaka – 1215, Bangladesh**

**(Only For Internal Use of SME Foundation)**

# Annual Action Plan: 2018 – 19 FY

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# Annual Action Plan: 2018 – 19 FY

## Summary

BDT

Sl.	Name of the Wing/Section	Budget		
		Wing's Necessity	Allocated (As per AGM)	Difference
A	B	C	D	E (C vs D)
1.	Business Support Service (BSS) Wing	7,21,10,000.00		
2.	Human Resource Development (HRD) Wing	1,64,00,000.00		
3.	Finance & Credit Services (F&CS) Wing	60,00,000.00		
4.	Information and Communication Technology (ICT) Wing	55,00,000.00		
5.	Policy Advocacy (PA) Wing	60,00,000.00		
6.	Public Relations (PR) Wing	22,00,000.00		
7.	Research Wing	69,00,000.00		
	Cluster Development Section	68,30,000.00		
8.	Technology Development (TD) Wing	55,00,000.00		
9.	Women Entrepreneurship Development (WED) Wing	67,00,000.00		
10.	General Administration (Admin) Wing	24,00,000.00		
<b>Total Budget</b>		<b>13,65,40,000.00</b>		
<b>Fund for Credit Wholesaling</b>				
<b>Grand Total</b>				

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## **Business Support Services (BSS) Wing**

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**Business Support Services (BSS) Wing  
Annual Work Plan: 2018 – 19 FY**

Sl.	Program	No. of events/ activities	No. of Participants (approx.)	Tentative Budget	Reference(s)
1	National SME Week (National SME Fair, SME Award, Reporters Award, Seminars, Cultural Program, Opening & Closing Ceremony, Best Stall Award etc.)	1	300	3,00,00,000.00	NIP-2016, 7 <sup>th</sup> Five Year Plan, SDG
2	Organizing National SME Entrepreneurs Award	1	6	23,00,000.00	7 <sup>th</sup> Five Year Plan, SDG
3	Organizing National SME Business Plan Competition	1	3	31,60,000.00	SDG
4	(a) Organizing Regional SME Product Fair (25)	25	1250	2,50,00,000.00	NIP-2016, SDG
	(b) Workshop on 'Preparation of Guidelines for Organizing Regional SME Product Fair-2018-19'	1	175	15,00,000.00	NIP-2016, SDG
5	Participation in Dhaka International Trade Fair (DITF)-2019	1	20	22,00,000.00	NIP-2016, 7 <sup>th</sup> Five Year Plan, SDG
6	Workshop on 'Preparatory Works for Participation in the International Fairs'	1	20	1,00,000.00	7 <sup>th</sup> Five Year Plan, SDG
7	Participation of SME Foundation in International Fairs (3)	3	12	15,00,000.00	7 <sup>th</sup> Five Year Plan, SDG
8	Heritage handloom and Jute Products Fair	2	50	10,00,000.00	NIP-2016, 7 <sup>th</sup> Five Year Plan, SDG
9	Participate in Ekushey Book Fair with SMEF Publications	1	1	1,50,000.00	NIP-2016
10	Study Visit Program (Foreign)	2	13	45,00,000.00	SDG
11	Provide advice and information support through SME Advisory Service Center	1	400	1,00,000.00	NIP-2016
12	SMEF Archive and Library Management	1	---	5,00,000.00	---
13	Success story presentation to the students of Dhaka University as a pilot program			1,00,000.00	SDG
14	Monitoring & Evaluation of the Programs				
	<b>Total</b>	<b>39</b>	<b>2200</b>	<b>7,21,10,000.00</b>	

**01. National SME Week (National SME Product Fair, SME Award, Reporters Award, Seminars, Cultural Program, Opening & Closing Ceremony, Best Stall Award etc.)**

**a) Rationale:**

A catalyst for economic growth, SMEs will continue to shape the future of the nation. Recognizing their efforts and contributions towards economic development and progress, SME Week 2019 will be organized nationwide to promote awareness and showcase products and services from the diverse industries. The aim of the SME Week is to provide today's and tomorrow's entrepreneurs with the information about the existing support available at SME Foundation to encourage more people to become entrepreneurs. A series of events will take place during SME week. Target groups for the SME Week are public at large, young people, entrepreneurs, bankers, trade bodies associations, researchers and policymakers.

There is a demand of quality SME products in Bangladesh and outside the country. But, due to absence of desired marketing facilities, our local manufacturers are facing difficulty in marketing their products. Through participation in fair at national level, SME's get an opportunity to promote their products and interact with customers. SME Entrepreneurs can easily share & compare their products quality with their competitors, try to find out the new markets and enhance sales through participation in the fair. SME Foundation organized such SME Fairs in 2012, 2013, 2014, 2016, 2017, 2018 and received good response. SME Foundation will organize National SME Week, the prime activity of which will be the National SME Product Fair-2019. Other activities included are: National SME Entrepreneurs Award, Reporters Award, seminars on SME related issues, Cultural Program, Best Stall Award and so on.

This activity is in line with:

- Time bound Action Plan in Industrial Policy-2016, Sl#13, para-5.2.3, market linkage and market expansion
- 7<sup>th</sup> Five Year Plan 2016-20, Chapter-2, Para-2.6, Page-206, SME product fair for women entrepreneurs
- SDG, Target 8.1 (per capita income growth), 9.2 (promote inclusive and sustainable industrialization)

**b) Implementation Methodology:**

Different events will be organized by different wings of SME Foundation.

Sl	Events	Wings of SMEF	
1	National SME Fair	BSS	---
2	National SME Entrepreneurs Award	BSS	---
3	Reporters Award	PR	TBD
4	Seminars	HRD, WED, Finance, ICT	TBD
5	Cultural Program	BSS	---
6	Opening & Closing Ceremony	BSS	---
7	Best Stall Award	BSS	---

**c) Outputs:**

Output Indicators	Means of verification
<ul style="list-style-type: none"> <li>- About 300 SME entrepreneurs will get opportunity to display and sale of their products</li> <li>- New markets for SME products will be enhanced</li> <li>- Sales and orders through participation in the fair will be increased (Expected sales Tk. 5 crore and expected order Tk. 10 crore)</li> </ul>	<ul style="list-style-type: none"> <li>- Participant profiles</li> <li>- Approximate number of commercial &amp; individual buyers visited the fair</li> <li>- Total sales turnover and order in the fair</li> <li>- Media coverage</li> <li>- Report on fair</li> </ul>

**d) Outcome/Impact**

Performance Indicators	Unit	Total	Remarks
New entrepreneurs creation and development of existing entrepreneurs	Person	100	
Employment generation	Person	25	
Enabling business environment for the SMEs	Number	-	

**e) Activity/Sub-activity Details and Time Schedule:**

**I. National SME Fair-2019**

Name of the intervention:		Promotion of SMEs through National SME Fair (1)																					
Sl.	Name of Sub-activity	Activity Type	Time Schedule (in month)																				
			J	A	S	O	N	D	J	F	M	A	M	J									
1	Sending letter to different trade bodies/associations	Desk Work																					
2	E-Marketing (Invite application through SMS, Email etc.)	Desk Work																					
3	Sending sponsorship letter	Desk Work																					
4	Advertisement (Invite application)	Desk Work																					
5	Service provider organization selection (Tender)	Outsource																					
6	Letter to Chief Guest & Special Guests and Confirmation	Desk Work																					
7	Message for Souvenir (drafting & finalization)	Desk Work																					
8	Stall Booking	Desk Work																					
9	Enterprise selection and Stall allocation	Desk Work																					
10	Speech preparation	Desk Work																					
11	Printing firm selection	Outsource																					
12	SMS for promotion of fair	Desk Work																					
13	Guest list preparation & approval	Desk Work																					
14	Design & print invitation card and distribution	Desk Work																					
15	Design & print souvenir and other promotional materials	Desk Work																					
16	Preparation for organizing seminar	Desk Work																					
17	Preparation for cultural program	Desk Work																					
18	Advertisement (Promotion of fair)	Desk Work																					
19	Organize Opening Ceremony, cultural program	Desk Work																					

**II. National SME Entrepreneurs Award-2019:** Shown separately in Action No.2. Activities start from August 2018 and Award will be given in March 2019 with the opening ceremony of National SME Fair-2019.

**III. National SME Business Plan Competition-2019:** Shown separately in Action No.3. Activities start from July 2018 and Award will be given in March 2019 with the opening ceremony of National SME Fair-2019.

**IV. Reporters Award:** To be organized by the PR section. Award will be given in March 2019 with the opening ceremony of National SME Fair-2019.

**V. Seminars:** 3-4 seminars will be organized in the fair premises by different wings during the National SME Fair-2019.

**VI. Best Stall Award:** Best stalls in the National SME Fair-2019 will be awarded in the last day of the fair.



**f) Estimated Budget:**

Sl.	Items	Unit	No. of unit	Unit cost	Total cost	Remarks
1	Venue and venue related items	Lump-sum			1250000.00	
2	Food	Lump-sum			100000.00	
3	Promotional Materials	Lump-sum			800000.00	
4	Opening Ceremony				700000.00	
5	Tent and Stall Arrangement	Lump-sum			600000.00	
6	Printing materials	Lump-sum			400000.00	
7	Advertisement (Invite application)	Newspa per	5		540000.00	
8	Advertisement (Promotion)	Newspa per	10		700000.00	
9	Cultural Program	Lump-sum			250000.00	
10	Press Conference	Lump-sum			100000.00	
11	Product Display				100000.00	
11	Display Materials for Opening Ceremony				700000.00	
12	Foot over bridge and road islands decoration				6000000.00	
13	Meeting				50000.00	
14	Best Stall Award	NO. of awards: 10			60,000.00	
15	Miscellaneous	Lump-sum			1000000.00	
<b>Total</b>					<b>30000000.00</b>	

**g) Risk/Challenges:**

Risk/Challenges	Ways of Mitigation
Participation of small & medium enterprises with diversified and quality product in the fair.	More promotional activities and information to the entrepreneurs
Co-operation of SME related trade bodies/ Associations.	Effective communication
Expected visitors/ customers.	Promotion of SME Fair

## 02. Organizing National SME Entrepreneurs Award

### a) Rationale:

National SME Entrepreneurs Award program will be organized to recognize successful micro, small and medium enterprises in Bangladesh who have great contribution in the national economy and to encourage the entrepreneurs to further development. The award will also create a greater awareness of the role entrepreneurs play in society and encourage and inspire potential entrepreneurs. SME Foundation regularly organizes the SME Women Entrepreneurs Award. Like previous year, SME Foundation will organize National SME Entrepreneurs Award for both male and female entrepreneurs this year also. The prize giving ceremony will be organized with the opening ceremony of National SME Fair.

This activity is in line with:

- 7<sup>th</sup> Five Year Plan 2016-20, Chapter-2, Para-2.6, Page-206, national SME women entrepreneurship award.
- SDG Goal 5, Target 5.5, Ensure women's full and effective participation and equal opportunities for leadership at all levels of decision making in political, economic and public life.

### b) Implementation Methodology:

- Invite application through advertisement, communication with trade bodies, association, banks/ other financial institution, DC, BSCIC and SME related organization, poster, leaflets, website etc.
- The applicant should submit the application in a given period.
- Advertisement and application form should be published in the SMEF website. The applicants may submit their application online.
- Primary selection by the selection committee
- Field visit
- Video and power point presentation to the selection committee by the field visitor.
- Judgment by selection committee and submit a short list of the candidates to the Jury Board with presentation.
- Final selection by the Jury Board
- Award giving ceremony

### c) Outputs:

Output Indicators	Means of verification
<ul style="list-style-type: none"> <li>- 3 SME male entrepreneurs will be awarded in different categories.</li> <li>- 3 female SME entrepreneurs will be awarded in different categories.</li> </ul>	<ul style="list-style-type: none"> <li>- List of participants</li> <li>- Recognition certificate to 6 awardees</li> </ul>

### d) Outcome/Impact

Performance Indicators	Unit	Total	Remarks
New entrepreneurs creation and development of existing entrepreneurs	Person	6	
Employment generation	Person	-	
Enabling business environment for the SMEs	Number	-	

**e) Activity/Sub-activity Details and Time Schedule:**

Name of the intervention:		Organizing National SME Entrepreneurs Award															
Sl.	Name of Sub-activity*	Activity Type	Time Schedule (in month)														
			J	A	S	O	N	D	J	F	M	A	M	J			
1	Concept development and approval	Desk Work															
2	Invite application through advertisement	Desk work															
3	Communication with trade bodies, association, banks/ other financial institution, DC, BSCIC and SME related organization, poster, leaflets, website etc.	Liaison															
4	Publish a website of the award program	Desk Work															
5	Formation of selection committee and Jury Board	Liaison															
6	Application collection	Communication															
7	Application screening and shortlisting	Desk work															
8	Primary selection by the selection committee	Meeting															
9	Data verification by field visit	Field Visit															
10	Primary judgment by the selection committee	Meeting															
11	Winner selection by the Jury Board	Meeting															
12	Service provider organization selection (Tender for video clippings)	Desk work															
13	Organize Award Giving Ceremony	Event															

**f) Estimated Budget:**

Sl.	Items	Unit	No. of unit	Unit cost	Total cost	Remarks
1	Advertisement	Lump-sum			10,00,000.00	
2	Honorarium of Jury Board members		12	5,000.00	60,000.00	2 Jury Board meeting
3	Video Clippings				600,000.00	
4	Prize for winners	Lump-sum			600,000.00	
5	Miscellaneous	Lump-sum			40,000.00	
<b>Total</b>					<b>23,00,000.00</b>	

**g) Risk/Challenges:**

Risk/Challenges	Ways of Mitigation
Participation of SME entrepreneurs from all over the country	<ul style="list-style-type: none"> <li>▪ Intensive communication and advertisement</li> <li>▪ Use of different bodies with national level networks</li> </ul>
Selection of appropriate entrepreneurs for the award	<ul style="list-style-type: none"> <li>▪ Evaluation properly</li> </ul>

### 03. National SME Business Plan Competition

#### a) Rationale:

New and innovative entrepreneurship is highly regarded for economic development of any country. Such development should focus on creating new business and promoting youth into entrepreneurship. A business plan competition with opportunity to test the talent can sensitize youth into entrepreneurship. This program will also create provision of information on certain feasible businesses.

#### b) Implementation Methodology:

- Advertisement
- Organize BPC campaign in different Universities
- Primary selection of 80 applicants
- Organize workshop on how to prepare a business plan
- Submission of business plan according to a prescribed template
- Judgment by the Jury Board and short listing
- Final selection by the Jury Board
- Award giving ceremony

#### c) Outputs:

Output Indicators	Means of verification
<ul style="list-style-type: none"> <li>- 60 applicants will be trained on business plan preparation</li> <li>- Plan on at least 25 feasible businesses will be collected</li> <li>- Recognizing three best business plans and planners</li> <li>- Organize 1 workshop with short listed candidates</li> </ul>	<ul style="list-style-type: none"> <li>- List of participants</li> <li>- Plan of feasible businesses</li> <li>- Recognition certificate to three awardees</li> <li>- Workshop report</li> </ul>

#### d) Outcome/Impact

Performance Indicators	Unit	Total	Remarks
New entrepreneurs creation and development of existing entrepreneurs	Person	15	
Employment generation	Person	15	
Enabling business environment for the SMEs	Number	-	

#### e) Activity/Sub-activity Details and Time Schedule:

Sl.	Detail Activities	Activity Type	Time Schedule (in month)													
			J	A	S	O	N	D	J	F	M	A	M	J		
1	Advertisement		■													
2	Formation of Jury Board	Liaison			■											
3	Organize BPC Campaign			■	■	■	■									
4	Application submission		■	■	■	■	■									
5	Primary selection	Assessment					■									
6	Organize workshop on how to prepare a Business Plan	Training						■								
7	Submission of business plans	Desk work								■	■	■				
8	Evaluation of business plans and short listing by Jury Board	Meeting										■	■			
9	Jury board meeting for final selection of the awardees	Meeting											■	■		
10	Venue Booking and confirmation (Closing)											■				
11	Service provider organization selection (Tender) (Closing)							■	■	■	■					

12	Printing firm selection (Closing)																	
13	Organize closing and award giving ceremony	Ceremony																

**f) Estimated Budget:**

Sl.	Items	Unit	No. of unit	Unit cost	Total cost	Remarks
1	Advertisement	Lump-sum			7,00,000.00	
2	BPC Campaign in different Universities (approx.5)	Lump-sum			2,00,000.00	
3	Business Plan Template Workshop	Lump-sum			60,000.00	
4	Honorarium of Jury Board members		18	5,000.00	90,000.00	3 Jury Board meeting
5	Jury Board Meeting	Lump-sum			30,000.00	3 Jury Board meeting
6	Workshop with short listed candidates	Lump-sum			25,000.00	
7	Crest Preparation	Lump-sum			1,00,000.00	
8	Prize for winners	Lump-sum			6,00,000.00	
9	Souvenir				1,25,000.00	
10	Closing Ceremony				12,00,000.00	
11	Miscellaneous	Lump-sum			30,000.00	
<b>Total</b>					<b>31,60,000.00</b>	

**g) Risk/Challenges:**

Risk/Challenges	Ways of Mitigation
Submission of business plans according to the template	Proper training and motivation
Data entry with existing manpower within the stipulated time.	Outsourcing for data entry work may be required.

#### 04 (a) Organizing Regional SME Product Fair (25)

##### a) Rationale:

By participating in the SME Fair at regional level (7-day), SME's of that particular region (Cover 8 Divisions) as well as from other places get an opportunity to promote their products and interact with customers. SME entrepreneurs can easily sell, share & compare their products with other entrepreneurs and their competitors, try to find out the new markets and enhance sales through participation in the fair. Like previous year, SME Foundation will also organize regional SME product fair in each division with the assistance of DC office, BSCIC, Chamber of Commerce & Industry, NASCIB and other associations this year.

This activity is in line with:

- Time bound Action Plan in Industrial Policy-2016, Sl#13, para-5.2.3, market linkage and market expansion
- SDG, Target 8.1 (per capita income growth), 9.2 (promote inclusive and sustainable industrialization)

##### b) Implementation Methodology:

- As it will not be possible to implement 25 Regional SME Product Fairs by BSS wing alone, the fairs might be distributed wing-wise or the SME Foundation may find out the alternative way of the implementation method.
- Organize a workshop on organizing Regional SME Product Fair-2018-19
- Organize preparatory meeting with all the stakeholders in DC office
- Formation of Committee and Sub-committee
- Invite application through advertisement, sending letter to trade bodies/ Associations, DC offices, BSCIC Industrial Estates, Banks, SME related organizations and so on; website, Email, Facebook etc.
- Selection committee for selecting enterprises and stall allocation
- Service procurement by local fair committee
- Organize press conference, rally, seminars, opening & closing ceremony, cultural program etc.
- Promotion

##### c) Outputs:

Output Indicators	Means of verification
<ul style="list-style-type: none"> <li>- About 50 SME entrepreneurs in each fair will get opportunity to display and sale of their products</li> <li>- New markets for SME products will be enhanced in the regional market</li> <li>- Sales and order through participation in the fair will be increased (Expected sales Tk. 2.5 crore, Expected order Tk. 1.5 crore)</li> </ul>	<ul style="list-style-type: none"> <li>- Participant profiles</li> <li>- Approximate number of commercial &amp; individual buyers visited the fair</li> <li>- Total sales turnover in the fair</li> <li>- Media coverage reports</li> </ul>

##### d) Outcome/Impact

Performance Indicators	Unit	Total	Remarks
New entrepreneurs creation and development of existing entrepreneurs	Person	1,000	
Employment generation	Person	50	
Enabling business environment for the SMEs	Number	25	

##### e) Activity/Sub-activity Details and Time Schedule:

Name of the intervention:		Organizing Regional SME Product Fair (25)													
Sl.	Name of Sub-activity	Activity Type	Time Schedule (in month)												
			J	A	S	O	N	D	J	F	M	A	M	J	

1	Pre-visit	Liaison																		
2	Meeting with representative of DC office, BSCIC, NASCIB and district chambers (In Dhaka & divisions)																			
3	Venue selection/ booking/confirmation	Liaison																		
4	Police permission and security	Liaison																		
5	Chief Guest & Special Guests Confirmation (local fair committee)	Desk Work																		
6	Service procurement by local fair committee																			
7	Advertisement (Invite application)	Desk Work																		
8	Sending letter to different trade bodies/associations	Desk Work																		
9	E-Marketing (Invite application through SMS, Email etc.)	Desk Work																		
10	Stall Booking	Desk Work																		
11	Enterprise selection and Stall allocation	Desk Work																		
12	Speech preparation	Desk Work																		
13	Printing firm selection	Outsource																		
14	Design & print invitation card and distribution	Desk Work																		
15	Design & print promotional materials	Desk Work																		
16	Advertisement (Promotion of fair)	Desk Work																		
17	Organize Press conference, Rally, Opening Ceremony, Seminar, Cultural Program, Closing Ceremony (with the assistance of local fair committee)	Desk Work																		

\* The fair schedule depends on local fair committee's decision

#### f) Estimated Budget:

Sl.	Items	Unit	No. of unit	Unit cost	Total cost	Remarks
1	Venue and venue related items	Fair	25	20,000.00	500000.00	
2	Advertisement (from SME Foundation)		Lump-sum		400000.00	
3	Pandal & Stall arrangement	Fair	25	380,000.00	9500000.00	
4	Press Conference	Fair	25	15,000.00	375000.00	
5	Rally	Fair	25	35,000.00	875000.00	
6	Opening Ceremony	Fair	25	90,000.00	2250000.00	
7	Closing Ceremony	Fair	25	50,000.00	1100000.00	
8	Seminar	Fair	25	55,000.00	1375000.00	
9	Cultural Program	Fair	25	50,000.00	1250000.00	
12	Promotional items	Fair	25	195,000.00	4875000.00	
13	Award (best stall in the fair)	Fair	25	25,000.00	625000.00	
14	Local Committee	Fair	25	15,000.00	375000.00	

	meeting					
15	Admin cost (Honorarium)	Fair	25	50,000.00	1250000.00	
16	Miscellaneous	Fair	25	10,000.00	250000.00	
	<b>Total</b>				<b>2500000.00</b>	

**g) Risk/Challenges:**

Risk/Challenges	Ways of Mitigation
Venue Confirmation/ Permission	Venue booked in time/ Permission from appropriate authority
Participation of small & medium enterprises with diversified and quality product in the fair	More promotional activities and information to the entrepreneurs
Co-operation of SME related trade bodies/ Associations	Effective communication
Expected visitors/ customers	Strong promotional activities



#### 04 (b) Workshop on 'Preparation of Guidelines for Organizing Regional SME Product Fair-2019'

##### a) Rationale:

SME Foundation organized 1 national and 15 regional SME fairs last year. To finalize the next year action plan regarding Regional SME Product fairs (25), a workshop will be organized for comments and recommendations from different SME related stakeholders.

This activity is in line with:

- Time bound Action Plan in Industrial Policy-2016, SI#13, para-5.2.3, market linkage and market expansion
- SDG, Target 8.1 (per capita income growth), 9.2 (promote inclusive and sustainable industrialization)

##### b) Implementation Methodology:

- Invite related stakeholders
- Preparation of key-note paper
- Proper documentation (presentation, documentary etc.)
- Organize Workshop

##### c) Outputs:

Output Indicators	Means of verification
– 1 workshop with recommendations from the stakeholders for organizing SME fairs.	– Report

##### d) Activity/Sub-activity Details and Time Schedule:

Name of the intervention:		Workshop on 'Preparation of Guidelines for Organizing Regional SME Product Fair-2018'																
Sl.	Name of Sub-activity	Activity Type	Time Schedule (in month)															
			J	A	S	O	N	D	J	F	M	A	M	J				
1	Invite stakeholders	Desk work																
2	Prepare key-note paper	Desk Work																
3	Workshop materials preparation (printing, photocopy etc.)	Desk Work																
4	Video documentary preparation	Desk Work																
5	Preparatory works for organizing workshop	Desk work																
6	Organize workshop	Workshop																

##### e) Estimated Budget:

Sl.	Items	Unit	No. of unit	Unit cost	Total cost	Remarks
1	Allowance of local representative		120	8000.00	960,000.00	DC office BSCIC NASCIB Chamber
2	Honorarium for fair committee (Dhaka)		4	5000	20,000.00	
3	Honorarium for BSS Working Committee Members		5	5000	25,000.00	
4	Allowance for other members		20	2,000.00	40,000.00	EPB, BSCIC, MoI and others
5	Venue			100,000	100,000.00	
6	Food			200,000	200,000.00	

7	Banner, Festoon			15,000	15,000.00	
8	Photocopy			10,000	10,000.00	
9	Multimedia Projector		3	3,000	9,000.00	
10	Printing materials & Stationery			10,000	10,000.00	
11	Crest		2	3,500	7,000.00	
12	Video Documentary	DVD	1	90,000.00	90,000.00	
13	Miscellaneous				14,000.00	
				<b>Total</b>	<b>15,00,000.00</b>	

**f) Risk/Challenges:**

Risk/Challenges	Ways of Mitigation
Proper recommendations from the workshop	Proper design and plan of organizing workshop
Poor participation of the stakeholders	Effective communication

## 05. Participation in Dhaka International Trade Fair (DITF)-2019

### a) Rationale:

Export Promotion and the Ministry of Commerce, Government of Bangladesh organize Dhaka International Trade Fair (DITF) each year. Most of the SMEs do not have financial strength to participate in International trade fair. Also, it is difficult for them to participate in the DITF with high stall fee. SME Foundation could help them to participate in this fair with cost sharing basis. Thus they will get the opportunity to display and sale their products to the buyer from home and abroad by participating in this fair through SME Foundation. Besides, the participants will be able to identify business contacts with prospect of entering into subsequent business negotiations. Foundation participated in the Dhaka International Trade Fair (DITF)-2018 last year with SME entrepreneurs.

This activity is in line with:

- Time bound Action Plan in Industrial Policy-2016, Sl#13, para-5.2.3, market linkage and market expansion
- SDG, Target 8.1 (per capita income growth), 9.2 (promote inclusive and sustainable industrialization)
- 7<sup>th</sup> Five Year Plan 2016-20, Chapter-2, Para 2.5, Page-203, Strategy of SME Development with Export Orientation: Entry of SMEs into the export market easier

### b) Implementation Methodology:

- Apply for pavilion in Dhaka International Trade Fair (DITF)
- Invite application by sending letter to trade bodies/ Associations, Notice in SMEF website etc.
- Selection committee for selecting enterprises and stall allocation
- Selection of firm for stall decoration

### c) Outputs:

Output Indicators	Means of verification
<ul style="list-style-type: none"> <li>- About 20 SME entrepreneurs will get opportunity to display and sale of their products</li> <li>- New markets for SME products will be enhanced</li> <li>- Sales through participation in the fair will be increased</li> </ul>	<ul style="list-style-type: none"> <li>- Participant profiles</li> <li>- Total sales turnover in the fair</li> </ul>

### d) Outcome/Impact

Performance Indicators	Unit	Total	Remarks
New entrepreneurs creation and development of existing entrepreneurs	Person	20	
Employment generation	Person	5	
Enabling business environment for the SMEs	Number	-	

### e) Activity/Sub-activity Details and Time Schedule:

Sl	Detail Activities	Activity Type	Time Required (Person Days)	Time Schedule (in month)													
				J	A	S	O	N	D	J	F	M	A	M	J		
1	Apply for pavilion	Desk work	2														

2	Invite application by sending letter to trade bodies/ Associations	Desk work	4															
3	Service Procurement (Stall decoration by the entrepreneurs)	Desk work	7															
4	Enterprise selection and Stall allocation	Desk work	4															
5	Participation in the fair		2															

**f) Estimated Budget:**

Sl.	Items	Unit	No. of unit	Unit cost	Total cost	Remarks
1	Pavilion from EPB (Fee)	1			1900000.00	
2	Security in the pavilion				60000.00	
3	Publicity				170000.00	
4	Food (duty in fair)				50000.00	
5	Miscellaneous				20000.00	
<b>Total</b>					<b>22,00,000.00</b>	

**g) Risk/Challenges:**

Risk/Challenges	Ways of Mitigation
Suitable location of the SMEF pavilion in the fair.	Negotiation with EPB regarding suitable location of the pavilion considering contribution of SMEs in the economy. The SMEF pavilion should be located in front of the DITF fair and not in the back side as positioned in the last DITF fair.
Financial contribution SME entrepreneurs in participation of the fair.	Participation in cost-sharing basis. SME Foundation could bear the pavilion fee whereas the entrepreneurs could bear the cost for stall decoration.
Selection of SME enterprises	<ul style="list-style-type: none"> <li>▪ Strictly follow the criteria for selection</li> <li>▪ Inform all SME related associations</li> <li>▪ Effective communication</li> </ul>

## 06. Training on `Preparatory Works for Participation in the International Fairs`

### a) Rationale:

Participation in the international fairs plays a significant role in collecting market information, assessing market opportunities and getting export order for the SME Entrepreneurs. However, due to knowledge gap, many entrepreneurs face difficulty when participate in the international fairs. Training program on export readiness through participation in the international fairs, identify demand of exportable products, export procedures and legal documentation, certification, communication with the buyers, international market research, different rules and regulations for participation in fairs, sending products, hotel booking, visa processing, purchase air ticket, display product, collect order and related issues will be very much helpful for those entrepreneurs.

This activity is in line with:

- 7<sup>th</sup> Five Year Plan 2016-20, Chapter-2, Para 2.5, Page-203, Strategy of SME Development with Export Orientation: Entry of SMEs into the export market easier
- SDG, Goal-17, Para: 17.11, Page-29, Trade: Increase the exports of developing countries

### b) Implementation Methodology:

- Sending letter to different trade bodies/ associations for registration
- Notice on SMEF web portal
- Selection of Resource Persons with knowledge on international fairs and export
- Participant selection
- Preparation of a complete handouts on participation in international fair
- Organize 3-day training program

### c) Outputs:

Output Indicators	Means of verification
– At least 20 SME entrepreneurs will be trained on various issues regarding participation in the international fairs.	– Training report

### d) Activity/Sub-activity Details and Time Schedule:

Name of the intervention:		Training on `Preparatory Works for Participation in the International Fairs`																
Sl.	Name of Sub-activity	Activity Type	Time Schedule (in month)															
			J	A	S	O	N	D	J	F	M	A	M	J				
1	Sending letter to different trade bodies/ associations	Liaison																
2	Notice on SMEF web portal	Desk work																
3	Selection of Resource Persons	Desk Work																
4	Participant selection	Desk Work																
5	Preparation of handouts	Desk work																
6	Organize 3-day training program	training																

### e) Estimated Budget:

Sl.	Items	Unit	No. of unit	Unit cost	Total cost	Remarks
1	Venue	Day	3	-	-	Conference Room of SMEF

2	Food	persons	30	1500	45000.00	3 days @500.00
3	Honorarium for Resource Person	person	2	15000	30000.00	3 days @5000.00, 2 persons
4	Banner	Banner	1	1000	1000.00	
5	Training Materials Photocopy	Set			15000.00	
6	Miscellaneous	Lump-sum			9000.00	
<b>Total</b>					<b>100000.00</b>	

**f) Risk/Challenges:**

Risk/Challenges	Ways of Mitigation
Selection of participants of the training program	Effective communication

## 07. Participation of SME Foundation in International Fair (3)

### a) Rationale:

Trade fairs are an important tool in the international promotion strategy of the small and medium-sized firms. For SME's trade fairs play a unique role, because they take company personnel to foreign markets, allowing firms to collect market information, and assess market opportunities. Many contact activities take place during the fair which becomes very much helpful to the SMEs who wants to export in future. SME Foundation could participate in international fairs in three countries (2 Asia and 1 Non Asia) to display some selected Bangladeshi SME products. SME Foundation participated in 2017 Guangdong Maritime Silk Road International Expo, China, India international Mega Trade Fair-2017 and International Industrial Trade Fair' Tripura, India last year.

This activity is in line with:

- 7<sup>th</sup> Five Year Plan 2016-20, Chapter-2, Para 2.5, Page-203, Strategy of SME Development with Export Orientation: Entry of SMEs into the export market easier
- SDG, Goal-17, Para: 17.11, Page-29, Trade: Increase the exports of developing countries

### b) Implementation Methodology:

- Selection of exhibitor(s)
- Submit application to EPB for participation in the Fair
- Selection of product for display and communication with the manufacturers.
- Collect products with details information.
- Prepare a brochure.
- Sending products to the festival.

### c) Outputs:

Output Indicators	Means of verification
10 SMEs participated in the fair	Report
300 visitors visited in SMEF stall.	Attendance Register
Provide product information to the visiting buyers	Product profile

### d) Outcome/Impact

Performance Indicators	Unit	Total	Remarks
New entrepreneurs creation and development of existing entrepreneurs	Person	15	
Employment generation	Person	2.8	
Enabling business environment for the SMEs	Number	-	

### e) Activity/Sub-activity Details and Time Schedule:

Name of the intervention:		Participation of SME Foundation in International Fair															
Sl.	Name of Sub-activity	Activity Type	Time Schedule (in month)														
			J	A	S	O	N	D	J	F	M	A	M	J			
1	Selection of exhibiting staff	Desk work															
2	Submission Application																
3	Product Selection	Desk work															
4	Communication with the product manufacturers	Desk work															
5	Collect products with details information	Communication															
6	Printing brochure	Desk work															
7	Sending products to fair premises	Desk work															
8	Participation in fair																

**f) Estimated Budget:**

Sl.	Items	Unit	No. of unit	Unit cost	Total cost	Remarks
1	Stall fee	2 stalls in each fair			900000.00	3 fairs
3	Printing Brochure				100000.00	
4	Travel, accommodation and other cost of the SMEF staff (1person from SMEF)	3 days+2 days (for travel), 3 fairs			450000.00	3 fairs
6	Miscellaneous				50000.00	
<b>Total</b>					<b>15,00,000.00</b>	

**g) Risk/Challenges:**

Risk/Challenges	Ways of Mitigation
Selection of product and manufacturer	Select participants from National and Regional SME Product Fair/ Awardee of National SME Award with good quality products.



## 08. Heritage handloom and Jute Products Fair

### a) Rationale:

There is a demand of quality SME products in Bangladesh and outside the country. But, due to absence of desired marketing facilities, our local manufacturers are facing difficulty in marketing their products. Through participation in fair at national level, SME's get an opportunity to promote their products and interact with customers. SME Entrepreneurs can easily share & compare their products quality with their competitors, try to find out the new markets and enhance sales through participation in the fair. SME Foundation and Association of Fashion Development Bangladesh will jointly organize 2 fairs: i. Heritage handloom product fair and ii. Jute Products fair.

This activity is in line with:

- Time bound Action Plan in Industrial Policy-2016, Sl#13, para-5.2.3, market linkage and market expansion
- 7<sup>th</sup> Five Year Plan 2016-20, Chapter-2, Para-2.6, Page-206, SME product fair for women entrepreneurs
- SDG, Target 8.1 (per capita income growth), 9.2 (promote inclusive and sustainable industrialization)
- Recommendation from Entrepreneurship Development Working Committee Meeting (To be finalized by Board Meeting).

### b) Implementation Methodology:

- Invite application through website, Email, Facebook etc.
- Selection committee for selecting enterprises and stall allocation
- Venue booking
- Promotional activities
- Organize the fair

### c) Outputs:

Output Indicators	Means of verification
<ul style="list-style-type: none"> <li>- About 40 SME entrepreneurs will get opportunity to display and sale of their products</li> <li>- New markets for SME products will be enhanced.</li> </ul>	<ul style="list-style-type: none"> <li>- Participant profiles</li> <li>- Approximate number of commercial &amp; individual buyers visited the fair</li> <li>- Total sales turnover and order in the fair</li> <li>- Media coverage</li> <li>- Report on fair</li> </ul>

### d) Outcome/Impact

Performance Indicators	Unit	Total	Remarks
New entrepreneurs creation and development of existing entrepreneurs	Person	20	
Employment generation	Person	05	
Enabling business environment for the SMEs	Number	-	

### e) Activity/Sub-activity Details and Time Schedule:

Name of the intervention:		Promotion of SMEs through National SME Fair (1)																
Sl.	Name of Sub-activity	Activity Type	Time Schedule (in month)															
			J	A	S	O	N	D	J	F	M	A	M	J				
1	E-Marketing (Invite application through SMS, Email etc.)	Desk Work																



## 09. Participate in Ekushey Book Fair with SMEF Publications

### a) Rationale:

SME Foundation has published many publications for the stakeholders in SME sector. Important publications are: National consultations on SME development, SME clusters in Bangladesh, Business Guide, Tax/Vat guide etc. But a large portion of the entrepreneurs/ stakeholders doesn't get the benefit from these publications because they are not aware of these publications. So the basic objective of these publications is not fulfilled yet. Participation in Ekushey Book Fair with SMEF publications can make the entrepreneurs and other stakeholders aware of these publications. SME Foundation participated in the Omar Ekushey Grontho Mela-2018.

### b) Implementation Methodology:

- Booking Stall
- Appoint a firm for decorating the stall
- Outsourcing of two salespersons

### c) Outputs:

Output Indicators	Means of verification
– All the publications of SME Foundation will displayed in the fair	– Approximate number of existing and new entrepreneur visited the stall
– Create awareness among the entrepreneur	– No. of publications sold in the fair

### d) Outcome/Impact

Performance Indicators	Unit	Total	Remarks
New entrepreneurs creation and development of existing entrepreneurs	Person	-	
Employment generation	Person	0.2	
Enabling business environment for the SMEs	Number	-	

### e) Activity/Sub-activity Details and Time Schedule:

Name of the intervention:		Participate in Ekushey Book Fair with SMEF Publications																
Sl.	Name of Sub-activity*	Activity Type	Time Schedule (in month)															
			J	A	S	O	N	D	J	F	M	A	M	J				
1	Booking Stall	Desk work																
2	Appoint firm for decorating the stall	Desk work																
3	Appoint salesperson in the Stall and orientation	Desk work																
4	Participation in fair																	

### f) Estimated Budget:

Sl.	Items	Unit	No. of unit	Unit cost	Total cost	Remarks
1	Stall fee				20,000.00	
2	Stall decoration				100,000.00	
3	Appointment of salesmen	2			30,000.00	
<b>Total</b>					<b>1,50,000.00</b>	

### g) Risk/Challenges:

Risk/Challenges	Ways of Mitigation
Stall allocation by Bangla Academy	Effective communication

## 10. Study Visit Program (Foreign)

### a) Rationale:

Board Members, General body members and staffs of SME Foundation will visit selected countries to gather experience of those countries in the area of SME development. The members of the study visit will gain practical experience from best entrepreneurial practices, acquire and become knowledgeable about different types of SMEs development services used in those countries.

This activity is in line with:

Recommendation from Business Development Working Committee

### b) Implementation Methodology:

- Communicate with different SME development organizations
- Organize meeting
- On-site visit
- Report preparation

### c) Outputs:

Output Indicators	Means of verification
– 1 or 2 countries visited and gather knowledge and experience on SME development	– Report

### d) Activity/Sub-activity Details and Time Schedule:

Name of the intervention:		Participate in Ekushey Book Fair with SMEF Publications															
Sl.	Name of Sub-activity*	Activity Type	Time Schedule (in month)														
			J	A	S	O	N	D	J	F	M	A	M	J			
1	Communicate with different SME development organization	Desk work															
2	Organize meeting	Desk work															
3	On-site visit	Visit															
4	Report preparation																

### e) Estimated Budget:

#### i. Visit to India

SI No	Item	Unit	No of Unit	Unit cost	Total (US\$)	Total (taka)	83
1	Air Fair	nos	8	175	1,400	116,200	
2	Visa Fees	nos	8	10	80	6,640	
3	Hotel (8 persons 7 nights)	Night	56	196	10,976	911,008	at actual
4	per diem (8 persons 8 days)	Day	64	77	4,928	409,024	
5	Vehicles (Two)	Day	16	185	2,960	245,680	
6	Honorarium (Two Guides from FACSI)	LS	2	300	600	49,800	
7	Dinner for the officials of WBSIDC, Ministry of MSME, FACSI etc.	Persons	25	50	1,250	103,750	
8	Gifts/Crests for officials of WBSIDC, Ministry of MSME, FACSI etc.	nos	6	50	300	24,900	
9	Hotel (at outside Kolkata) & food for the guides/drivers during visit	LS	2	300	600	49,800	at actual
10	Misc	LS				83,198	
	<b>TOTAL</b>				<b>23,094</b>	<b>2,000,000</b>	

**ii. Visit to Turkey**

SI No	Item	Unit	No of Unit	Unit cost	Total (US\$)	Total (taka)	83
1	Air Fair	nos	5	2,000	10,000	830,000	
2	Visa Fees	nos	5	60	300	24,900	
3	Hotel (5 persons 7 nights)	Night	35	250	8,750	726,250	at actual
4	per diem (5 persons 8 days)	Day	40	80	3,200	265,600	
5	Vehicles (Two)	Day	10	300	3,000	249,000	
6	Honorarium (Two Guides)	LS	2	400	800	66,400	
7	Dinner	Persons	25	80	2,000	166,000	
8	Gifts/Crests	nos	6	60	360	29,880	
9	Hotel & food for the guides/drivers during visit	LS	2	400	800	66,400	at actual
10	Misc	LS				75,570	
	<b>TOTAL</b>				<b>29,210</b>	<b>2,500,000</b>	

**f) Risk/Challenges:**

Risk/Challenges	Ways of Mitigation
Cooperation from different SME development organizations	Effective communication

## 11. Provide Advice and Information Support through the Advisory Service Center

### a) Rationale:

SME Advisory Service Centre managed by Business Support Service Wing is a Centre for advice, information and support for SMEs and those who aspire to become entrepreneurs. The Centre provides information and support regarding technology, capacity building, marketing, business start up, access to finance and other key aspects of business development of SMEs. SME Advisory Service Centre should be more informative. Still there is a scope for strengthening the advisory service center of SME Foundation. In this connection, some activities have been planned on priority basis for its development.

This activity is in line with:

- Industrial Policy-2016, Chapter-5, Para 5.13

### b) Implementation Methodology:

- Provide Reference materials and information on how to start SME business. SME Foundation has published a **business guide** to help the entrepreneurs who want to start up the business.
- Assist in formulating **business plan** of the entrepreneurs.
- Provide advice and information regarding **SME access to finance**.
- Provide advice and information support on **technology development**. The entrepreneurs will get different information regarding technology like raw materials, machineries, process technology, source of machinery etc. using **Technology profile**.
- According to the need of the entrepreneurs, the Centre will link up them with the **training programs** like entrepreneurship development, skill development, Technology development, productivity and quality improvement, marketing, management, ICT etc. organized by SME Foundation.
- Establish **linkage with relevant organizations** who provide advice and different services to the SME entrepreneurs. The organizations (at least 5) will be visited and recommendations from those visits will be provided to the SMEF management for the development of the advisory service center of SMEF.
- Help the entrepreneurs to attend different **trade fairs/ exhibitions** organized by SME Foundation and other organizations and promote their product & services at national and international level.
- Linkage with **different services of SME Foundation** like web page development, e-catalogue, enlistment in SME product directory etc.

### c) Outputs:

Output Indicators	Means of verification
400 entrepreneurs visited Advisory Service Centre	Attendance Register
Advice and information to the visiting entrepreneurs	Report
200 business guide to be sold	Sales report/ money receipt

### d) Outcome/Impact

Performance Indicators	Unit	Total	Remarks
New entrepreneurs creation and development of existing entrepreneurs	Person	50	
Employment generation	Person	-	
Enabling business environment for the SMEs	Number	-	

**e) Activity/Sub-activity Details and Time Schedule:**

Name of the intervention:		Provide Advice and Information Support through the Advisory Service Center														
Sl.	Name of Sub-activity	Activity Type	Time Schedule (in month)													
			J	A	S	O	N	D	J	F	M	A	M	J		
1	Provide advice and information support to the entrepreneurs	Desk work														

**f) Estimated Budget:**

Sl.	Items	Unit	No. of unit	Unit cost	Total cost	Remarks
1	Advertisement				100000	In-house
<b>Total</b>					<b>100000</b>	

**g) Risk/Challenges:**

Risk/Challenges	Ways of Mitigation
Update information	Updated information to be collected
Availability of different category of business advices according to the need of the entrepreneurs	Need based business advices should be available
Lack of awareness	Create awareness on advisory service centre
Quality of sectoral experts/ business advisors are not certified by any authority	SMEF not liable for any advice by the sectoral experts/ business advisors

## 12. SME Foundation Archive & Library Management

### a) Rationale:

An archive has been established in SME Foundation office to preserve all the published documents, video documentary, and other essential documents of SME Foundation permanently in a disciplined manner for future use. Documents should be preserved in manual and digital systems in the archives.

### b) Implementation Methodology:

- To collect whole SME related documents & papers (hard & soft copies) from different wing of SMEF.
- To arrange the whole documents in a disciplined manner to find out the documents easily.
- **To assign an official** dedicated to look after the library and archive.

### c) Outputs:

Output Indicators	Means of verification
<ul style="list-style-type: none"> <li>– Preserve important documents (MoU, minutes, seminar reports, program reports, policy etc.) of SME Foundation (manual and digital form)</li> <li>– Preserve video documentary, pictures, videos etc.</li> <li>– Books, journals, reports, publications in the library.</li> </ul>	<ul style="list-style-type: none"> <li>– Record file of all necessary documents.</li> <li>– Arrangement of books and documents in the shelves and almirah following library management.</li> </ul>

### d) Activity/Sub-activity Details and Time Schedule:

Name of the intervention:		Establishment of SME Foundation Archive & Library														
Sl.	Name of Sub-activity	Activity Type	Time Schedule (in month)													
			J	A	S	O	N	D	J	F	M	A	M	J		
1	Necessary documents from different wings and a list of the documents	Desk Work														
2	Procurement of computer, IT equipment, shelf etc.															
3	Procurement of books, journals, publications etc.															

### e) Estimated Budget:

Sl.	Items	Unit	No. of unit	Unit cost	Total cost	Remarks
1	Purchase of books, journal, publications etc.	Lump-sum			50,000.00	
2	Standard Computer	Lump-sum			100,000.00	
3	Server	Lump-sum			300,000.00	
4	Terabyte	3 pcs			20,000.00	
5	DVD	100 pcs			15,000.00	
7	Miscellaneous				30,000.00	
	<b>Total</b>				<b>500,000.00</b>	



**f) Risk/Challenges:**

Risk/Challenges	Ways of Mitigation
Presence of a full-time dedicated official in the library.	To assign an official dedicated to maintain the archive-cum-library.
Maintain both manual & digital system to preserve documents.	Cooperation from different wings of SME Foundation.

### **13. Success story presentation to the students of Dhaka University as a pilot program**

#### **a) Rationale:**

New and innovative entrepreneurship is highly regarded for economic development of any country. Such development should focus on creating new business and promoting youth into entrepreneurship. With a view to inspire the University graduates to be entrepreneurs, SME Foundation will arrange to present the success story to the students of Dhaka University as a pilot program. In addition, the students will learn how to start a business and which supports are provided by SME Foundation and other organizations to the entrepreneurs from this program.

This activity is in line with:

Recommendations of the Working Committee meeting of Entrepreneurship Development.

#### **b) Implementation Methodology:**

- To be discussed with the business faculty of Dhaka University to set the implementation methodology and other details of the program.

### **14. Monitoring & Evaluation of the programs**

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**Human Resource Development (HRD)**  
**Wing**

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## HRD Wing

### Annual Action Plan: 2018-19 FY

Sl.	Proposed Program	Number of Events	Estimated Budget (Tk.)	Reference		Measurable Output
				Government Policies	SDG	
1.	Organize demand driven training programs (As per request from the trade bodies /sector etc).	40	58,00,000.00	I. P-2016 (5.2.3)	SDG (Goal-1,8)	1,200 participants trained.
2.	Entrepreneurship Development Focusing on	20	40,00,000.00	I. P-2016 (5.2.3)	SDG (Goal-1,8)	600 participants trained.
	Fashion Design (5 trainings)					
	Beautification and Parlor Management (5 trainings)					
	Diversified Leather Goods (5 trainings)					
	Diversified Jute Goods Production (5 trainings)					
3.	SME Business Management Related Training Program (New Business Creation, Business Management, Bankable Project Proposal, Basic Accounting, Basic Marketing, Sales Management, Export- Import, Business Communication) etc.	10	14,50,000.00	I. P-2016 (5.2.3)	SDG (Goal-1,8)	300 participants trained.
4.	Skill Development Training Program (Diversified Jute, Leather, Handicrafts, Jewelry, Natural Dying, Dry Flower, Thai Clay, Beautification, Handicrafts, Block and BATIK) etc.	8	12,80,000.00	I. P-2016 (5.2.3)	SDG (Goal-1,8)	240 participants trained.
5.	MoU with Stakeholders (NASCIB,, WEAB, BWCCI, CWCCI, BFWE, Grassroots, Banglacraft, BMSS, BEIOA, BEEMA, BPGMEA, WEA, All women Chambers, AGWED etc)	1	70,000.00	--	--	Mou signed
6.	Capacity Building of the employees of Trade bodies/ Association.	1	3,00,000.00	IP-2016 (5.2.3)	SDG (Goal-1,8)	30 participants trained.
7.	Enlistment of Resource Persons.	1	2,00,000.00	--	--	Number of resource person enlisted.
8.	ToT on Presentation Skills for the Selected Resource Persons.	1	8,00,000.00	IP-2016 (5.2.3)	SDG (Goal-1,8)	30 resource persons trained.
9.	Stock Taking of Entrepreneurship Development in Bangladesh.	1	5,00,000.00	--	--	--
10.	Training Manual Development. (Management and Skill Related)	1	20,00,000.00	--	SDG (Goal-1,8)	05 Training Manuals prepared.
11.	Monitoring and Evaluation (Around the Year).	--	--	--	--	--
<b>Total</b>		<b>84</b>	<b>1,64,00,000.00</b>			

**01. Organize demand driven training programs (As per request from the trade bodies/sector etc.)**

**a) Rationale:**

To meet the changing business circumstances, trade bodies/sectors often request SMEF to provide state of art training to their entrepreneurs. To meet the demand, SMEF will organize trainings at different regions of the country including Chattogram, Sylhet, Dhaka, Barishal, Khulna, Rajshahi and Rangpur division.

**a.i) Industrial Policy-2016 (5.2.3),(SDG) Goal-1, Goal-8**

**b) Implementation Methodology:**

- Trade bodies / Association take all the responsibilities to organize the training.
- SMEF provide the financial support.

**c) Outputs:**

Output Indicators	Means of verification
– About 40 trainings will be organized as per request from the concern trade bodies/ Chambers/ Associations. – About 1200 entrepreneurs will be trained by those trainings	– Number of trainings organized – Number of entrepreneurs trained

**d) Outcome/Impact**

Performance Indicators	Unit	Total	Remarks
New entrepreneurs creation and development of existing entrepreneurs	Person	1,200	
Employment generation	Person	20	
Enabling business environment for the SMEs	Number	-	

**e) Activity/Sub-activity Details and Time Schedule:**

Name of the Intervention		Organize demand driven training programs (As per request from the trade bodies/sector etc.)																
Sl.	Detail Activities	Activity Type	Time Required (Person Days)	Time Schedule (in month)														
				J	A	S	O	N	D	J	F	M	A	M	J			
1	Send a letter to the Trade bodies / Association. Participant selection and finalize the participant list.	Desk work	--															
2	Select the appropriate resource person.	Liaison	--															
3	Finalize the course contents, manual, session plan, training materials, venue etc.	Desk work	--															
4	Implementation	Training	--															
5	Monitoring & Evaluation	M & E	--															
6	Training Schedule		--															

**f) Estimated Budget:**

Sl.	Items	Unit	No. of unit	Unit cost	Total cost	Remarks
1.	Photocopy and Stationaries		Lump- sum		2,00,000.00	
2.	Training Materials/ Multimedia, Sound System/ Video		Lump-sum		6,00,000.00	
3.	Resource Person Honorarium		Lump-sum		16,00,000.00	
4	Entertainment/ Food		Lump-sum		21,00,000.00	
5.	Venue, Banner, Course Coordinator, Support Service, Courier etc.		Lump-sum		11,60,000.00	
6.	Miscellaneous		Lump-sum		1,40,000.00	
<b>Total</b>					<b>58,00,000.00</b>	

**g) Risk/Challenges:**

Risk/Challenges	Ways of Mitigation
Quality of participants.	Interviewing the participants.
Quality of Resource Person	Prepare a Resource Person pool.
Trade bodies Coordination	Trained the trade bodies' personnel.

**02. Entrepreneurship Development Focusing on Fashion Design, Beautification and Parlor Management, Diversified Leather goods Production and Diversified Jute Goods Production.**

**a) Rationale:**

Having insufficient institutional background, small entrepreneurs facing the problem to compete in price, design and quality with large industries. To meet the demand and create the new employment, SMEF organize series of entrepreneurship development training programs for the participants in a year to make them expert and competitive in the fashion design, beautification, leather goods, diversified jute goods sector etc.

**a.ii) Industrial Policy-2016 (5.2.3), SDG) Goal-8, 9**

**b) Implementation Methodology:**

- Concern Association/Tradebodies/chambers and SMEF take the initiatives to organize the training.

**c) Outputs:**

Output Indicators	Means of verification
– 20 Training programs organized. – About 600 new participants will be trained	– Number of entrepreneurs trained

**d) Outcome/Impact**

Performance Indicators	Unit	Total	Remarks
New entrepreneurs creation and development of existing entrepreneurs	Person	600	
Employment generation	Person	20	
Enabling business environment for the SMEs	Number	0	

**e) Activity/Sub-activity Details and Time Schedule:**

Name of the Intervention		Develop Fashion Designers Preferable from outside of Dhaka.																				
Sl.	Detail Activities	Activity Type	Time Required (Person Days)	Time Schedule (in month)																		
				J	A	S	O	N	D	J	F	M	A	M	J							
1	Published advertisement and Contact with all the participants and finalize the participants.	Desk work	--																			
2	Communicate with the resource person(s) to finalize the date.	Desk work																				
3	Finalize the course contents, manual, session plan, training materials, venue etc.	Desk work																				
4	Implementation	Training																				
5	Monitoring & Evaluation	M&E																				

**f) Estimated Budget:**

Sl .	Items	Unit	No. of unit	Unit cost	Total cost	Remark
1.	Photocopy and stationaries	Lump-sum			1,50,000.00	
2.	Training Materials/ multimedia/video/ sound system	Lump-sum			4,00,000.00	
3.	Resource Person Honorarium	Lump-sum			16,00,000.00	
4	Entertainment/Food	Lump-sum			12,68,000.00	
5.	Venue Rent, Banner, Support Service, Courier etc.	Lump-sum			5,22,000.00	
6.	Miscellaneous	Lump-sum			60,000.00	
<b>Total</b>					<b>40,00,000.00</b>	

**g) Risk/Challenges:**

Risk/Challenges	Ways of Mitigation
Quality of participants.	Published advertisement in the national and local newspaper and interviewing the participants.
Trade bodies Coordination	Trained the trade bodies' personnel.



**3. SME Business Management Related Training Program (New Business Creation, Business Management, Bankable Project Proposal, Basic Accounting, Basic Marketing) etc.**

**a) Rationale:**

In Bangladesh the youth population is expected to reach upwards of 60 million by 2020. Recognizing the fact, a disciplined, organized, trained and educated youth community can make significant contribution to the development process, the government has taken up various measures for reducing unemployment and to shape its socio-economic uplift. One of the key national targets under Bangladesh's Vision 2021 is to reduce youth unemployment rate by 15%. Facilitating young entrepreneurship through new business start-up training, Business Management training, Basic Accounting, Basic Marketing, Bankable Project Proposal, Export Import Procedure, Business Communication for SMEs training will contribute to the national agenda of reducing youth unemployment by creating self-employment.

**a.ii) Industrial Policy-2016 (5.2.3), Goal-1, 4,8,9**

**b) Implementation Methodology:**

- HRD wing organize these trainings.
- Participants will be selected through newspaper advertisement and trade associations.

**c) Outputs:**

Output Indicators	Means of verification
- 10 trainings will be organized - About 300 young entrepreneurs will be trained on starting and operating a new business.	- Number of trainings organized - Number of entrepreneurs trained - Number of women trained

**d) Outcome/Impact**

Performance Indicators	Unit	Total	Remarks
New entrepreneurs creation and development of existing entrepreneurs	Person	300	
Employment generation	Person	05	
Enabling business environment for the SMEs	Number	0	

**e) Activity/Sub-activity Details and Time Schedule:**

Name of the Intervention		Organize training on "How to Start a New Business" to facilitate young women entrepreneurship development.															
Sl.	Detail Activities	Activity Type	Time Required (Person Days)	Time Schedule (in month)													
				J	A	S	O	N	D	J	F	M	A	M	J		
1	Advertisement and Participants selection	Desk work	--														
2	Trainer selection	Desk work	--														
3	Venue selection	Desk work	--														
4	Training Schedule	Field work	--														
5	Monitoring & Evaluation	M&E	--														

**f) Estimated Budget:**

Sl.	Items	Unit	No. of unit	Unit cost	Total cost	Remarks
1	Photocopy and others	Photocopy and others		Lump-sum	50,000.00	
2	Honorarium for trainers	Sessions		Lump-sum	4,00,000.00	
3	Training materials/ multimedia/video/sound system	participant		Lump-sum	1,50,000.00	
4	Food (including closing)	participant		Lump-sum	5,25,000.00	
5	Venue/Banner/ Support Service/ Courier	Lump-sum			2,90,000.00	
6	Miscellaneous	Lump-sum			35,000.00	
<b>Total</b>					<b>14,50,000.00</b>	

**g) Risk/Challenges:**

Risk/Challenges	Ways of Mitigation
Ensure participation from all over the country.	Advertisement on National and local newspaper, sending letter to different organizations for participants nomination.
Adjustment of suitable time with the participants	Value the opinion of maximum participants.

**04. Skill Development Training Program (Diversified Jute, Leather, Handicrafts, Jewelry, Natural Dying, Dry Flower, Thai Clay, Beautification, Handicrafts, Block-BATIK, Screen Print,) etc.**

**a) Rationale:**

Findings reveal that handicrafts and other related businesses are sustainable in the local and international market. In Bangladesh prospective entrepreneurs are generally engaged with handicrafts and other related sectors. Existing entrepreneurs are facing shortage of skilled manpower and they have a demand of skill development training for them as well as their workers. This skill development training programs will develop skilled manpower for the targeted industry.

**a.ii) Industrial Policy-2016 (5.2.3), Goal-1, 8**

**b) Implementation Methodology:**

- HRD wing could implement this trainings in consultation with WED wing.
- Participants will be selected through association and paper advertisement.

**c) Outputs:**

Output Indicators	Means of verification
- 8 trainings will be organized - About 240 entrepreneurs and workers will be trained on different skills.	- Number of owners and workers trained.

**d) Outcome/Impact**

Performance Indicators	Unit	Total	Remarks
New entrepreneurs creation and development of existing entrepreneurs	Person	240	
Employment generation	Person	05	
Enabling business environment for the SMEs	Number	0	

**e) Activity/Sub-activity Details and Time Schedule:**

Name of the Intervention		Organize Skill Development Training on Jute/Leather/Handicrafts/Jewelry etc. for the Owners and Workers of Women Owned Enterprises as per demand.													
Sl.	Detail Activities	Activity Type	Time Required (Person Days)	Time Schedule (in month)											
				J	A	S	O	N	D	J	F	M	A	M	J
1	Advertisement and Participants selection.	Desk work	--												
2	Trainer selection	Desk work	--												
3	Venue selection	Desk work	--												
4	Training schedule	Training	--												
5	Monitoring & Evaluation	M&E	-												

**f) Estimated Budget:**

Sl.	Items	Unit	No. of unit	Unit cost	Total cost	Remark
1.	Photocopy and stationaries	Lump-sum			40,000.00	
2.	Training Materials/	Lump-sum			1,60,000.00	

	multimedia/video/ sound system			
3.	Resource Person Honorarium	Lump-sum	4,40,000.00	
4	Entertainment/Food (including closing)	Lump-sum	4,20,000.00	
5.	Venue Rent, Banner, Support Service, Courier etc.	Lump-sum	1,92,000.00	
6.	Miscellaneous	Lump-sum	28,000.00	
<b>Total</b>			<b>12,80,000.00</b>	

**g) Risk/Challenges:**

<b>Risk/Challenges</b>	<b>Ways of Mitigation</b>
Ensure participation from all over the country	Advertisement on National level Newspaper, Sending letter to different organization for participant nomination.
Adjustment of suitable time with the participants	Value the opinion of maximum participants.

## 05. MoU with Stakeholders.

### a) Rationale:

To meet the changing business circumstances, trade bodies/sectors often request SMEF to provide the training to their members. SMEF conduct number of training programs through the support of trade bodies/ chamber/association all over the country. To continue the training program successfully, SMEF take the initiatives to renew the existing MoU with all trade bodies/chamber/association.

### b) Implementation Methodology:

- HRD wing could prepare the clause, terms and conditions of MoU and signed the MoU.

### c) Outputs:

Output Indicators	Means of verification
- MoU signed with selected trade bodies /chambers/associations etc.	- Jointly activities taken.

### d) Activity/Sub-activity Details and Time Schedule:

Name of the Intervention		Organize Skill Development Training on Jute/Leather/ Handicrafts/Jewelry etc. for the Owners and Workers of Women Owned Enterprises as per demand.													
Sl.	Detail Activities	Activity Type	Time Required (Person Days)	Time Schedule (in month)											
				J	A	S	0	N	D	J	F	M	A	M	J
1.	MoU Draft Preparation	Desk work	--												
2.	Venue selection														

### e) Estimated Budget:

Sl.	Items	Unit	No. of unit	Unit cost	Total cost	Remarks
1	Stamp Paper and Cartridge	--		Lump-sum	20,000.00	
2	Food			Lump-sum	50,000.00	
<b>Total</b>					<b>70,00,000.00</b>	

### f) Risk/Challenges:

Risk/Challenges	Ways of Mitigation
Cooperation of trade bodies/ association/ chambers.	Communicate with the concern person.
Adjustment of suitable time.	Discuss and respect the opinion of leaders.

## 6.Capacity Building of the employees of trade bodies/Association/ Chambers.

### a) Rationale:

To increase the employee's capacity of the trade bodies/associations/chambers, SMEF take the initiatives to organize the training program of office management and communication. This training program will help them to increase their skills in office management and communication.

### a.ii) Industrial Policy-2016 (5.6)

### b) Implementation Methodology:

- SMEF take all the initiatives to organize this event.
- SMEF will provide all the financial supports regarding this program.

### c) Outputs:

Output Indicators	Means of verification
– About 30employees will be trained by this trainings.	– Number of trainings organized – Number of employee's trained

### d) Outcome/Impact

Performance Indicators	Unit	Total	Remarks
New entrepreneurs creation and development of existing entrepreneurs	Person	30	
Employment generation	Person	-	
Enabling business environment for the SMEs	Number	08	

### e) Activity/Sub-activity Details and Time Schedule:

Name of the Intervention		Exhibition & Catalogue Development for the Fashion Design training participants.															
Sl .	Detail Activities	Activity Type	Time Required (Person Days)	Time Schedule (in month)													
				J	A	S	0	N	D	J	F	M	A	M	J		
1	Venue Booking	Desk Work	90 days														
2	Communicate with the participants & resource persons.	Liaison															
3	Participants finalization	Desk work															
4	Implementation	HRD wing															
5	Monitoring Evaluation	M&E															

### f) Estimated Budget:

Sl .	Items	Unit	No. of unit	Unit cost	Total cost	Remark
1.	Photocopy and stationaries	Lump-sum			10,000.00	
	Training materials/ multimedia/sound system etc	Lump-sum			30,000.00	
2.	Venue				50,000.00	
3.	Honorarium	Lump-sum			1,00,000.00	
4	Food (including closing)	Lump-sum			1,00,000.00	
5.	Banner/ support service/courier	Lump-sum			5,000.00	

6.	Miscellaneous	Lump-sum	5,000.00	
<b>Total</b>			<b>3,00,000.00</b>	

**g) Risk/Challenges:**

<b>Risk/Challenges</b>	<b>Ways of Mitigation</b>
-Availability of suitable venue in convenient time period. -Cooperation of concern authorities.	-Prepare a database of all venue and contact with them in proper time. -Contact with the concern person.

## 07. Enrichment of Resource Persons

### a) Rationale:

SMEF conduct number of training programs all over the country throughout the year. To conduct the program successfully, SMEF take an initiatives to enlist the resource persons region wise. It will help us to organize the training program on time.

### b) Implementation Methodology:

- HRD wing could prepare the advertisement and other necessary things in this regards.

### c) Outputs:

Output Indicators	Means of verification
- A database will be prepared for selecting the resource persons to conduct the training program on time.	- Number of resource persons enlisted.

### d) Activity/Sub-activity Details and Time Schedule:

Name of the Intervention		Organize demand driven training programs (As per request from the trade bodies/sector etc.)																
Sl.	Detail Activities	Activity Type	Time Required (Person Days)	Time Schedule (in month)														
				J	A	S	O	N	D	J	F	M	A	M	J			
1	Publish an advertisement for selecting the consultants.	Desk work	--															
2	Compile the resource persons cv and other documents.																	

### e) Estimated Budget:

Sl.	Items	Unit	No. of unit	Unit cost	Total cost	Remarks
1.	Advertisements (National and local newspaper)		Lump- sum		1,80,000.00	
2.	Miscellaneous		Lump-sum		20,000.00	
3.						
<b>Total</b>					<b>2,00,000.00</b>	

### g) Risk/Challenges:

Risk/Challenges	Ways of Mitigation
Availability of resource persons.	Communicate with the concern persons and organization.



**08. ToT for Resource Persons.**

**a) Rationale:**

To increase the capacity and presentation skills of the resource persons those are conducting the training programs all over the county on behalf of SME Foundation.

**a.ii) Industrial Policy-2016 (5.2.3)**

**b) Implementation Methodology:**

-- SMEF will take all the responsibilities to complete the training program successfully.

**c) Outputs:**

Output Indicators	Means of verification
About 30 new resource persons will be trained in the general ToT to increase their capacity and presentation skills.	Number of instructors trained.

**d) Outcome/Impact**

Performance Indicators	Unit	Total	Remarks
New entrepreneurs creation and development of existing entrepreneurs	Person	30	
Employment generation	Person	-	
Enabling business environment for the SMEs	Number	-	

**e) Activity/Sub-activity Details and Time Schedule:**

Name of the Intervention		Organize Skill Development Training on Jute/Leather/Handicrafts/Jewelry etc. for the Owners and Workers of Women Owned Enterprises as per demand.																				
Sl.	Detail Activities	Activity Type	Time Required (Person Days)	Time Schedule (in month)																		
				J	A	S	O	N	D	J	F	M	A	M	J							
1	Resource Persons selection	Desk work	--																			
2	Trainer selection	Desk work	--																			
3	Venue selection	Desk work	--																			
4	Training	Training	--																			

**f) Estimated Budget:**

Sl.	Items	Unit	Unit cost	Total cost	Remarks
1.	Photocopy		Lump-sum	10,000.00	
2.	Training Materials		Lump-sum	20,000.00	
3.	Honorarium		Lump-sum	2,00,000.00	
4.	Food (including closing)		Lump-sum	2,62,000.00	
5.	Venue		Lump-sum	50,000.00	
6.	Banner/support service/courier		Lump-sum	5,000.00	
7.	Accommodation		Lump-sum	2,50,000.00	
8.	Miscellaneous		Lump-sum	3,000.00	
<b>Total</b>				<b>8,00,000.00</b>	

**g) Risk/Challenges:**

<b>Risk/Challenges</b>	<b>Ways of Mitigation</b>
Availability of Resource persons on time.	Prepare a general ToT course curriculum for the diversified resource persons.

## 09. Stock Taking of Entrepreneurship Development in Bangladesh.

### a) Rationale:

In Bangladesh, to promote the entrepreneurship development, different organizations provides different types of training program all over the country. SMEF take the initiatives to collect and compile all the information of the training programs including session plan, contents and other related documents of the entrepreneurship development program.

### b) Implementation Methodology:

- Consultant/expert will be hired to implement this activities.
- SMEF provide the financial support.

### c) Outputs:

Output Indicators	Means of verification
– A database will be prepared of training providing organization.	– Number of training organization

### d) Activity/Sub-activity Details and Time Schedule:

Name of the Intervention		Organize demand driven training programs (As per request from the trade bodies/sector etc.)																	
Sl.	Detail Activities	Activity Type	Time Required (Person Days)	Time Schedule (in month)															
				J	A	S	O	N	D	J	F	M	A	M	J				
1	Publish an advertisement and send a letter to the Trade bodies / Association.	Desk work	--																
2	Prepare the ToR and select the consultant.	Desk work	--																
3	Analyze the activities of Consultant	Desk work	--																
4	Implementation	--	--																
5	Monitoring & Evaluation	M & E	--																
6	Training Schedule		--																

### e) Estimated Budget:

Sl.	Items	Unit	No. of unit	Unit cost	Total cost	Remarks
1.	Advertisements		Lump-	sum	1,00,000.00	
2.	Consultant		Lump-	sum	3,50,000.00	
3.	Miscellaneous		Lump-	sum	50,000.00	
<b>Total</b>					<b>5,00,000.00</b>	

### f) Risk/Challenges:

Risk/Challenges	Ways of Mitigation
Quality of consultants.	Publish an advertisements in the national newspaper.
Lack of coordination from the training providing organization.	Communicate with them officially.

## 10. Training Manual Development (Management and Skill Related).

### a) Rationale:

SMEF conduct different types of management and skill related training program all over the country. To implement the training program smoothly SMEF take an initiatives to prepare the manual development of management and skill related training program.

### b) Implementation Methodology:

- Consultant/expert will be hired to implement this activities.
- SMEF provide the financial support.

### c) Outputs:

Output Indicators	Means of verification
– 4/5 training manual will be developed.	– Number of manual developed.

### d) Activity/Sub-activity Details and Time Schedule:

Name of the Intervention		Organize demand driven training programs (As per request from the trade bodies/sector etc.)																
Sl.	Detail Activities	Activity Type	Time Required (Person Days)	Time Schedule (in month)														
				J	A	S	O	N	D	J	F	M	A	M	J			
1	Publish an advertisement for selecting the consultants.	Desk work	--															
2	Prepare the ToR and select the consultant.	Desk work	--															
3	Analyze the activities of Consultant	Desk work	--															
4	Implementation	--	--															
5	Monitoring & Evaluation	M & E	--															
6	Training Schedule		--															

### e) Estimated Budget:

Sl.	Items	Unit	No. of unit	Unit cost	Total cost	Remarks
1.	Advertisements		Lump- sum		1,00,000.00	
2.	Manual Development (Consultants)		Lump-sum		18,00,000.00	
3.	Miscellaneous		Lump-sum		1,00,000.00	
<b>Total</b>					<b>20,00,000.00</b>	

### f) Risk/Challenges:

Risk/Challenges	Ways of Mitigation
Quality of consultants.	Publish an advertisements in the national newspaper.

## 11. Monitoring & Evaluation of Programs (Around the year)

### a) Rationale:

To monitor and evaluate the participants those are participate in the SMEF training program previously.

### b) Implementation Methodology:

-- SMEF (HRD wing) will take all the responsibilities to complete this activities.

### c) Outputs:

Output Indicators	Means of verification
Number of participants will be monitored to find out their present situation.	Number of participants will be evaluated.

### d) Activity/Sub-activity Details and Time Schedule:

Name of the Intervention		Organize Skill Development Training on Jute/Leather/Handicrafts/Jewelry etc. for the Owners and Workers of Women Owned Enterprises as per demand.																
Sl.	Detail Activities	Activity Type	Time Required (Person Days)	Time Schedule (in month)														
				J	A	S	O	N	D	J	F	MA	M	J				
1	Participants monitoring and evaluation	Desk work	--															

### e) Risk/Challenges:

Risk/Challenges	Ways of Mitigation
Availability of participants on time.	Communicate with the concern association/ trade bodies and training coordinator of specific training.

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## **Finance and Credit Services (F&CS) Wing**

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**Finance & Credit Services Wing  
Annual Action Plan: 2018-2019 FY**

Sl.	Proposed Program	Number of Events	Estimated Budget (Tk.)	Reference	
				Government Policies	SDG
1.	Expansion of SMEF Credit Wholesaling Program	5	6,00,000 (for signing agreements)	<ul style="list-style-type: none"> <li>▪ Industrial Policy 2016, Section 5.2.1; 5.2.2; 5.4; 10.3</li> <li>▪ National SME Development Strategy; Goal-02 (strategic instrument 1)</li> <li>▪ 7<sup>th</sup> Five year plan (page 205)</li> </ul>	SDG-01, 05, 08
2.	Organizing Workshop on 'Financial Literacy on SME Banking'	10	20,00,000	<ul style="list-style-type: none"> <li>▪ Industrial policy 2016, Section 5.1; 10.3</li> <li>▪ 7<sup>th</sup> Five year plan (page 205)</li> </ul>	SDG 05,08, 10
3.	Organizing Matchmaking Event for Financing SME Cluster/Sector	6	3,00,000	<ul style="list-style-type: none"> <li>▪ Industrial Policy 2016, Section 5.2.1; 5.2.2; 5.4; 10.5</li> </ul>	SDG-01, 05
4.	Organizing Seminar on SME Financing Issues	2	8,00,000	<ul style="list-style-type: none"> <li>▪ Industrial policy 2016, 5.4; 5.11</li> </ul>	-
5.	Organizing SME Bankers-Entrepreneurs Conference	3	18,00,000	<ul style="list-style-type: none"> <li>▪ Industrial policy 2016, Section 5.1; 10.3</li> <li>▪ National SME Development Strategy; Goal-02 (strategic instrument 2, 3)</li> </ul>	-
6.	Explore Effective Operation Model of Credit Guarantee Schemes for New and Women Entrepreneurs at SMEF (supported by SIDA)	1	1,00,000	<ul style="list-style-type: none"> <li>▪ Industrial Policy 2016, Section 5.1, 5.2.1, 5.11</li> </ul>	-
7.	Dissemination Workshop on Impact Assessment of SMEF Credit Wholesaling Program	1	4,00,000	-	-
8.	Monitoring of Credit Wholesaling Program	-	In-house	-	-
<b>Total</b>		<b>28</b>	<b>60,00,000</b>		

## 01. Expansion of SMEF Credit Wholesaling Program

### a) Rationale:

It is well said that SMEs particularly the micro & small entrepreneurs do not get loans from the formal sources due to lack of documentation, adequate collateral, capacity, experience etc. Entrepreneurs who are located outside Dhaka are facing the problem more. Considering the fact, SMEF designed the Credit Wholesaling Program through which collateral free, single digit interest loans are given to the targeted SME entrepreneurs of selected clusters, sectors and clientele groups through Banks and NBFIs. This program has been very popular among the entrepreneurs. And many new clusters/clientele groups are demanding finance under this program. By observing tremendous positive effect of this program and to meet up the growing demand SMEF should expand its credit wholesaling program.

### b) Implementation Methodology:

Entrepreneurs, clientele groups, clusters, sectors etc. are targeted and selected based on their scope & potentials, locations, need, demand etc. For financing in any cluster/clientele group F&CS wing officials would first visit the clusters/clientele group along with the representatives of interested Bank/NBFI to find out the status, scopes, opportunities, limitations, challenges etc. After visiting the cluster, if it is found satisfactory and Bank/NBFI shows their interest, Foundation prepares a draft concept note with modus operandi in consultation with the bank to make financial intervention to the groups/clusters. Foundation also earmarks a bulk amount of fund for the program and disburses the same after both parties are mutually and formally agreed. SMEF provides fund prior to disbursement by the Bank/NBFI. Bank follows the set terms and conditions as per agreed and SMEF officials monitors the compliance of the terms and conditions and also utilization of the loans after disbursement. All credit risks are taken by the bank. In FY 2018-2019 SMEF planning to finance in 5 clusters/sector/clientele group.

### c) Outputs

Output Indicators	Means of verification
05 New potential clusters/sector/clientele group will be Financed	Agreement signing status
200 Entrepreneurs (including 50 women entrepreneurs) will get loan	Loan disbursement statement

### d) Outcome/Impact:

Performance Indicators	Unit	Total	Remarks
New entrepreneurs creation and development of existing entrepreneurs	Person	200	
Employment generation	Person	300	
Enabling business environment for the SMEs	Number	-	



e) Activity/Sub-activity Details and Time Schedule:

Sl	Detail Activities	Activity Type	Time Required (Person Days)	Time Schedule (in month)													
				J	A	S	0	N	D	J	F	M	A	M	J		
1.	Select potential clusters/clientele group from the identified or new clusters.	Desk work	10														
2.	Visit clusters along with interested PFIs. (if needed)	Field visit	15														
3.	Taking board approval & signing agreement with PFIs. After signing agreement disburse the fund as per PFIs requisition.	Desk work	30														
<b>Total Time Required (Person Days)</b>			<b>55</b>														

f) Estimated Budget (for signing agreement): (cost per event)

Sl	Cost Elements	Unit Name	No. of Unit	Unit Cost	Total Cost	Remark
1.	Banner printings	Per square foot	40	25	1000	
2.	Dummy Cheque printings	per square foot	15	150	2250	
3.	Flowers		1	600	600	
4.	Legal paper	Per set	1	1,150	1150	
5.	Refreshment	Per person	20	250	5000	
Total Cost					10,000	
No of Events					5	
					50000	
<b>Costs for 05 Events</b>						
Agreement signing with Bangladesh Bank					550000	
Total Cost					6,00,000	

- Total disbursement target 20 crore
- 10 crore for clusters financing
- 5 crore for SME Sector/Region based financing
- 5 crore for women entrepreneurs financing

g) Risk/Challenges:

Risk/Challenges	Ways of Mitigation
Proper disbursement among	Regular monitoring by SMEF officials

targeted entrepreneurs	
Non recovery of loans	SMEF in cooperation with the PFIs and related associations shall regularly follow-up the loans for timely recovery

## 02. Organizing Workshop on SME Financial Literacy

### a) Rationale:

One of the major reasons for SMEs limited access to finance is that bankers and other stakeholders for SME development are not well aware of SME financing. Likewise Bankers and other stakeholder are not acquainted respecting the initiatives of Government, Bangladesh Bank and SME Foundation for accelerating the growth of SME sector. Bankers have a common perception that SME lending is risky undertaking. Also, bankers have not enough expertise, capacity or literacy on how SME clients are selected, loan risk could be reduced or other measures should be taken for SME financing. Considering the situation, SMEF has planned to conduct workshop on financial literacy to make the bankers & other stakeholders aware of SME financing with a view to increasing SME loan disbursement.

### b) Implementation Methodology:

The workshop on SME Financial Literacy will be organized in divisional/district level city outside Dhaka. Primarily 10 district have been selected for organizing the workshop; Jessore, Noakhali, Bandarban, Tangail, Moilvibazar, Dinajpur, Kushtia, Sylhet, Mymensingh & Comilla. Bankers & officials from other district/divisional stakeholder such as Department of Youth Development, Department of Women Affairs, Department of Social Services, BRDB, and BSCIC etc. shall participate the workshop as trainee. SMEF shall organize the Workshop on Financial Literacy in cooperation with Bangladesh Bank & Local Administration. The workshop will be comprised of 5-6 sessions related to SME financing. The sessions will be conducted by SME sector experts.

### c) Outputs:

Output Indicators	Means of verification
Around 400 Bankers & Stakeholders will be trained on MSME financing	Attendance Sheet

### d) Outcome/Impact:

Performance Indicators	Unit	Total	Remarks
New entrepreneurs creation and development of existing entrepreneurs	Person	0	
Employment generation	Person	0	
Enabling business environment for the SMEs	Number	50	

e) Activity/Sub-activity Details and Time Schedule:

Sl	Detail Activities	Activity Type	Time Required (Person Days)	Time Schedule (in month)													
				J	A	S	O	N	D	J	F	M	A	M	J		
1	Communicate with Bangladesh Bank & other stakeholder	Desk work	10*2=20														
2	Communicate with the Banks/NBFIs to select proper participants.	Desk work	10*2=20														
3	Confirm Guest & relevant resource persons.	Desk work	10*2=20														
4	Develop manual. Booking the venue and procure services and organize the program.	Desk work & Field visit	10*10=100														
<b>Total Time Required (Person Days)</b>			<b>160</b>														

f) Estimated Budget (per program):

Sl.	Cost Elements	Unit Name	No of Unit	Unit Cost	Total Cost	Remarks
1	Venue Fare	Per day	2	5,000	10,000	
2	Workshop Kits	File, Pad, Pen	60	850	51,000	
3	Resource Person	Honorarium	5	5,000	25,000	
4	Resource Person	Travel Allowances	2	10,000	20,000	
5	Food	Lunch & Snacks	120	600	72,000	
6	Photograph	no.	60	100	6,000	
7	Printings & decoration	banner, flowers	1	4,000	4,000	
8	Sound & Projector	Per day	2	5,000	10,000	
9	others		1	2,000	2,000	
<b>Total</b>					<b>200,000</b>	
<b>No. of Programs</b>					<b>10</b>	
<b>Total</b>					<b>2000000</b>	

g) Risk/Challenges:

Risk/Challenges	Ways of Mitigation
Participation of Bankers & other stakeholders	Cooperation of Bangladesh Bank and local administration
Resource person/Speakers in the districts level	Resource Person may be hired from Dhaka

### 03. Bankers-Entrepreneurs Matchmaking Programs for financing MSMEs Clusters/Sectors

#### a) Rationale:

Matchmaking meeting between the bankers and entrepreneurs could play a vital role in minimizing the gaps between the bankers and entrepreneurs which may eventually help in increasing SME lending. SMEF has been arranging such programs since last three years and got positive response from the entrepreneurs. Considering the demand and result, SMEF has planned to implement such programs in different clusters of the country in FY 2018-2019

#### b) Implementation Methodology:

In the FY 2018-2019 SMEF is planning to finance 5 new clusters under its credit wholesaling program. To make the cluster financing program successful SMEF shall organize Entrepreneurs-Bankers Matchmaking Program in those clusters. The program will be organized in association with the clusters leaders/association.

#### c) Outputs:

Output Indicators	Means of verification
250 entrepreneurs will attend and be aware about SME loan	Attendance Sheet
75 entrepreneurs will get loan through matchmaking program	Follow up & Monitoring

#### d) Outcome/Impact::

Performance Indicators	Unit	Total	Remarks
New entrepreneurs creation and development of existing entrepreneurs	Person	150	
Employment generation	Person	0	
Enabling business environment for the SMEs	Number	0	

#### e) Activity/Sub-activity Details and Time Schedule:

Sl.	Detail Activities	Activity Type	Time Required (Person Days)	Time Schedule (in month)																	
				J	A	S	0	N	D	J	F	M	A	M	J						
1.	Communication with association/trade bodies and with Banks/NBFIs for organizing the program	Desk work	10*6=60																		
2.	Venue booking & procure other required services for the program	Field visit	10*6=60																		
<b>Total Time Required (Person Days)</b>			<b>120</b>																		

**f) Estimated Budget (per program):**

Sl.	Cost Elements	Unit Name	No of Unit	Unit Cost	Total Cost	Remark
1	Venue Fare	Room /Hall	1	10,000	10,000	
3	Food		70	400	28,000	
3	Banner, Flower & Printings		1	10,000	10,000	
4	Others		1	2,000	2,000	
	<b>Total</b>				<b>50,000</b>	
	<b>No. of Programs</b>				<b>6</b>	
	<b>Total Cost For Four Matchmaking Program</b>				<b>3,00,000</b>	

**g) Risk/Challenges:**

<b>Risk/Challenges</b>	<b>Ways of Mitigation</b>
Mobilization of Entrepreneurs	Supports from Bank and local association
Cooperation from the local trade bodies and associations	Good relationship and linkage
Participation of bankers in lending to SMEs	Good relationship and linkage and support from Bangladesh Bank

#### 04. Organizing Seminar on SME Financing Issues

##### a) Rationale:

Lack of awareness, information, friendly/convenient loan products, risk mitigating instruments, attitudes, documentations and policy etc. are considered as the key constrains for access to finance by SMEs. SMEF can minimize the mentioned limitations/obstacles by organizing series of advocacy and awareness programs like workshops, seminars, discussions etc. Policy makers, senior bankers, central bankers, stakeholders etc. may be invited in the programs and based on the recommendations; SMEF may take necessary actions and pursue the respective authorities to overcome the problems.

##### b) Implementation Methodology:

With a view to lessen the impediments on the way to get loan for SMEs 02 different seminars will be organized. SMEF shall organize the seminars on different necessary issues as per convenient; one seminar will be organized during the SME Financing Fair (Credit Guarantee Scheme) and another one is in the National SME product Fair (alternatives Financing Tools for SMEs). SME Entrepreneurs, Bankers, representatives for trade bodies, chambers, association, government officials, and Bangladesh Bank officials will be invited to participate the seminar. However, SMEF may involve Bangladesh Bank as its strategic partner so that bankers would feel encouraged to attend the programs and make necessary changes as per recommendations.

##### c) Outputs:

Output Indicators	Means of verification
300 stakeholder will attend and be aware about SME loan	Attendance Sheet

##### d) Outcome/Impact::

Performance Indicators	Unit	Total	Remarks
New entrepreneurs creation and development of existing entrepreneurs	Person	0	
Employment generation	Person	0	
Enabling business environment for the SMEs	Number	40	

##### e) Activity/Sub-activity Details and Time Schedule:

Sl.	Detail Activities	Activity Type	Time Required (Person Days)	Time Schedule (in month)														
				J	A	S	0	N	D	J	F	M	A	M	J			
1.	Communication with the stakeholders, prepare key notes	Desk work	8*2=16															
2.	Guest List preparation and Invitation	Desk work	5*2=10															
3.	Contact with resource person and guest	Desk work	3*2=6															
4.	Venue booking and procure others services	Desk work & Field visit	5*2=10															
<b>Total Time Required (Person Days)</b>			<b>42</b>															

**f) Estimated Budget:**

<b>Sl.</b>	<b>Items</b>	<b>Unit</b>	<b>No. of unit</b>	<b>Unit cost</b>	<b>Total cost</b>
1	Venue	Per day rent	1	80,000	80,000
2	Program Kits	Pad, Ppen, Folder	500	85	42,500
3	Gift for Chief& Special guest	gift	2	5000	10,000
4	Key Note Speaker	Honorarium	1	10,000	10,000
5	Panel Speaker	Honorarium	4	5,000	20,000
6	Food	Lunch	250	550	137,500
7	Printings	Card, Souvenir	600	150	90,000
8	Others		1	10,000	10,000
<b>Total Cost</b>					<b>400,000</b>
<b>No. of Event</b>					<b>2</b>
<b>Total Cost for 02 Seminar</b>					<b>800000</b>

**f) Risk/Challenges:**

<b>Risk/Challenges</b>	<b>Ways of Mitigation</b>
Participation of relevant stakeholders	Formal communication



## 05. Organizing SME Bankers-Entrepreneurs Conference

### a) Rationale:

Daylong get together, sharing, discussions, consultations etc. between bankers, entrepreneurs, policy makers, service providers and stakeholders etc. could play significant role and create positive environment in SME financing. Considering this anticipation, SMEF has been organizing such get together termed as “SME Bankers Entrepreneurs Conference” in association of Bangladesh Bank in different divisional cities and all have become and treated successful. Now SMEF has planned to organize such conference in districts level and it is expected that the proposed programs shall create a significant role in rural SME development.

### b) Implementation Methodology:

SMEF shall organize the program in association of Bangladesh Bank. Bangladesh Bank may help and support SMEF in inviting and mobilizing the bankers. SMEF shall invite and mobilize the local entrepreneurs, trade body leaders, stakeholders, government and private sector representatives etc. with the help of local SME association or chamber.

### c) Outputs:

Output Indicators	Means of verification
SME entrepreneurs shall be able to meet the bankers and discuss and negotiate for loans	Around 300 entrepreneurs shall be able to meet the bankers
SMEs entrepreneurs shall be informed and get updated of the loans for them.	Around 50 entrepreneurs shall be able to get idea on SME loans products
SME Loans shall be increased	Around 30-40 entrepreneurs shall be able to get loans
Positive attitudes for SMEs shall be created among the lenders, stakeholders etc.	SME entrepreneurs shall be given attention and preference during SME services and loans.

### d) Activity/Sub-activity Details and Time Schedule:

Sl.	Detail Activities	Activity Type	Time Required (Person Days)	Time Schedule (in month)																		
				J	A	S	O	N	D	J	F	M	A	M	J							
1	Meeting with the regional Bangladesh Bank office, Banks, NBFIs, Chambers, Trade bodies, Associations, SME Entrepreneurs, formal communication, selecting venue and Procure services	Desk work and Physical visit	(25+25+25) = 75 days																			

**e) Estimated Budget:**

Sl.#	Cost Elements	Unit Name	No of Unit	Unit Cost	Total Cost
1	Venue	Room /Hall	1	30,000	30,000
2	Decoration	Venue & Others	1	50,000	50,000
4	Food	lunch & snacks	500	350	175,000
5	Printings	Leaflet, Souvenir, Invitation card etc.	600	400	240,000
	Publicity	Lum sum	1	80000	80,000
	Banner & Festoon	Sq. feet	400	25	10,000
6	Others		1	15000	15,000
	Total				600,000
	<b>No. of Programs</b>				<b>3</b>
	<b>Total cost for Program</b>				<b>1800000</b>

**f) Risk/Challenges:**

Risk/Challenges	Ways of Mitigation
Supports from Bangladesh Bank	Negotiation and good relationship
Participation of Banks and FIs	Role of Bangladesh Bank as pressurize group

**06. Explore Effective Operation Model of Credit Guarantee Schemes for New and Women Entrepreneurs at SMEF (supported by Swedish International Development Cooperation Agency, SIDA)**

**a) Rationale:**

Small and medium enterprises (SMEs) are inherently considered risky financing option for financial institutions (banks and non-bank financial institutions) around the world. This is due to their unstructured and low equity position and limited product mix. Thus they have a crowded market positioning. SMEs also lack collateral that most banks consider quintessential for any sort of loan exposure to its clientele. In many countries, Credit Guarantee Scheme (CGS) is deployed to nudge reluctant banks to enter the uncharted territories of SME markets that can further boost financial inclusion and spur economic growth alongside generating a sustainable revenue stream for banks. It also helps banks undertake higher risk by providing limited coverage and hence, helps financial institutions to penetrate higher risk premium market and reinforce its already razor-thin interest margin. But still there is hardly any organization in Bangladesh which providing credit guarantee scheme. So SMEF shall Explore Effective Operation Model of Credit Guarantee Schemes for New and Women Entrepreneurs at SMEF.

**b) Implementation Methodology:**

In Bangladesh, there had been a few attempts at launching credit guarantee scheme that did not work out as planned due to lack of proper planning, understanding and moral hazard. One of the major lessons was to educate borrowers and lenders not to treat funds under guarantee as a free fund or government subsidy since it is guaranteed. If the loan loss is properly shared with the lender (bank), the scheme is properly priced (guarantee fee), and borrower's funding need is properly assessed and monitored by both lender and guarantor, such pitfalls can be avoided. Therefore, a proper, well-thought-out and visionary approach is needed to develop a feasible and sustainable mechanism of credit guarantee scheme in Bangladesh for extracting its true benefits. To develop the model SMEF shall organize series of consultation meeting with consultants and organizations that are planning to develop a CGS. SMEF can take necessary assistance from Swedish International Development Cooperation Agency (SIDA) to develop the model.

**c) Output:**

Output Indicators	Means of verification
An effective operation model will be developed	operation model

**d) Activity/Sub-activity Details and Time Schedule:**

Name of the intervention: Impact Assessment of Credit Wholesaling Program															
Sl	Detail Activities	Activity Type	Time Required (Person Days)	Time Schedule (in month)											
				J	A	S	0	N	D	J	F	M	A	M	J
1.	Organizing series of meetings		15												
2.	Stocktaking, Analyzing & Reporting		20												
<b>Total Time Required (Person Days)</b>			35												

**e) Estimated Budget:**

<b>Sl.#</b>	<b>Cost Elements</b>	<b>No of Unit</b>	<b>Unit Cost</b>	<b>Total Cost</b>
1.	Organizing Meeting	3	20,000	60,000
2.	Stocktaking, Analyzing & Reporting			40,000
<b>Total</b>				<b>1,00,000</b>

**f) Risk/Challenges:**

<b>Risk/Challenges</b>	<b>Ways of Mitigation</b>
Organizing Meeting	Formal Communication

## 07. Dissemination Workshop on Impact Assessment of SMEF Credit Wholesaling Program

### a) Rationale:

SME Foundation has been operating Credit Wholesaling Program since 2009. Primary objective of the program is to channelize collateral free single digit (9%) rate of interest loan to targeted SME clusters/clientele group with a view to increasing their production as well as profit, expanding business and generating employment. During last 08 years 1200 entrepreneurs including 450 women entrepreneurs from 16 clusters and 3 clientele group have been given loan through 10 banks and 2 Non-bank Financial Institutions. The program is well expected and praised by stakeholders. The management of SME Foundation has planned to expand the program. That's why in FY 2017-2018 impact assessment of Credit Wholesaling Program is being done. After completing the assessment SMEF shall organize a dissemination workshop to inform the impact of CWS to the stakeholders.

### b) Implementation Methodology:

SMEF shall organize the event with the presence of SME stakeholder. The stakeholder shall include different association, Bank/NBFI, government officials etc. Representatives from Bangladesh Institute of Bank Management (BIBM) will present before the stakeholder.

### c) Output:

Output Indicators	Means of verification
A Dissemination Workshop will be organized	

### d) Activity/Sub-activity Details and Time Schedule:

Name of the intervention: Impact Assessment of Credit Wholesaling Program															
Sl	Detail Activities	Activity Type	Time Required (Person Days)	Time Schedule (in month)											
				J	A	S	0	N	D	J	F	M	A	M	J
1.	Contact with stakeholder		5												
2.	organizing workshop		5												
<b>Total Time Required (Person Days)</b>			10												

### e) Estimated Budget:

Sl.#	Cost Elements	Unit Name	No of Unit	Unit Cost	Total Cost
1	Venue	Room /Hall	1	50,000	50,000
2	Report	no.	1000	220	220,000
3	Food	lunch & snacks	250	320	80,000
4	Honorarium	Person	2	4000	8,000
5	Printings	Invitation card, etc.	600	50	30,000
6	Banner & Festoon	Sq. feet	250	20	5,000
7	Others		1	7000	7,000
	Total				400,000

**f) Risk/Challenges:**

<b>Risk/Challenges</b>	<b>Ways of Mitigation</b>
Presence of stakeholder	Formal Communication

## 08. Monitoring of Credit Wholesaling Program of SMEF

### a) Rationale:

SME Foundation has been operating Credit Wholesaling Program since 2009. The primary objective of this program is to channelize collateral free single digit (9%) rate of interest loan to the targeted cluster/clientele group with a view to increasing production and profit, business expansion, employment creation etc. This program is to appraise whether the fund has been duly used or diversified and also to determine the impact of Credit Wholesaling program on production, sales and employment creation etc. of beneficiary entrepreneurs and also taking corrective measures if needed.

### b) Implementation Methodology:

For monitoring the CWS beneficiaries SMEF shall use primary & secondary data. Partner Financial Institutions (PFI) shall provide secondary data & SMEF officials may also visit beneficiaries' entrepreneurs to get primary data. A pre described questionnaire shall be developed and successively filled up through interview of the benefited entrepreneurs for collecting the relevant data and analyzing the collected data.

### c) Output:

Output Indicators	Means of verification
Entrepreneurs will be visited	Visit Report

### d) Activity/Sub-activity Details and Time Schedule:

Name of the intervention: Impact Assessment of Credit Wholesaling Program															
Sl	Detail Activities	Activity Type	Time Required (Person Days)	Time Schedule (in month)											
				J	A	S	0	N	D	J	F	M	A	M	J
1	Indicator setup, questionnaire and mechanism development	Desk work & Filed visit	2												
2	Collection of data & information through field visit & offsite monitoring		25												
<b>Total Time Required (Person Days)</b>			<b>27</b>												

### e) Estimated Budget:

Cost will be incurred form the regular administrative expenditures of SMEF.

### f) Risk/Challenges:

Risk/Challenges	Ways of Mitigation
Indicator setup & questionnaire development for collecting required data	Understating the objective of Credit Wholesaling Program and get known about the best practices
Collection of data from beneficiary entrepreneurs	Through physical visit to the cluster/clientele groups

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**Information and Communication  
Technology (ICT) Wing**

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**Information and Communication Technology (ICT) Wing**  
**Annual Action Plan: 2018-19 FY**

Sl.	Program	No. of activities/ Events	Tentative Budget	Reference(s)
1.	Training Program on 'E-Business/E-Commerce for SMEs' 1.1 E-Commerce for SMEs 1.2 Social Commerce for SMEs 1.3 E-Marketing for SMEs	35	24,50,000/-	National ICT Policy 2015
2.	Seminar on 'The Future of Ecommerce: Engaging Today's Channel-less Customer'	01	4,00,000/-	National ICT Policy 2015
3.	Workshop on 'E-Commerce Setup and Marketing for SMEs'	06	5,20,000/-	National ICT Policy 2015
4.	ICT Capacity Building for Entrepreneur of SME Cluster	02	5,00,000/-	National ICT Policy 2015
5.	ICT Capacity Building for SME Association	03	2,00,000/-	National ICT Policy 2015
6.	Refresher Program on Advanced Guidance of e-Commerce Checkout Process Optimization for e-commerce trained SMEs from SMEF.	01	2,50,000/-	National ICT Policy 2015
7.	Participation of Digital World Fair or other Fair	01	1,00,000/-	
8.	Online Product Database of SMEs	01	6,00,000/-	National ICT Policy 2015
9.	Prepare a guideline and dissemination program on ICT based SME model.	01	4,80,000/-	National ICT Policy 2015
	<b>Total</b>	<b>50</b>	<b>55,00,000/-</b>	

## 01. Training Program on ‘E-Business/E-Commerce for SMEs’

- 1.1 E-Commerce for SMEs
- 1.2 Social Commerce for SMEs
- 1.3 E-Marketing for SMEs

### a) Rationale:

Online Business/e-Commerce is more popular and effective technique for SMEs to expand their business worldwide free or cheap way. SMEs are not aware of E-Business. So, an informative training will teach them about Online Business/e-Commerce. The training program will be inspiring them to adapt these new techniques. Also in National ICT Policy 2015 SME Foundation have the responsibility to promote e-commerce to SMEs. We organize training program for SMEs on 03 topics- a) E-Commerce for SMEs, b) Social Commerce for SMEs, c) E-Marketing for SMEs

### b) Reference(s): National ICT Policy 2015

### c) Implementation Methodology:

In this program, we do the following-

- Advertisement
- Communicate to SME Association
- Update Course Module
- Selection of Participant, Resource Person & Training Venue
- Organize Training Program

### d) Outputs:

Output Indicators	Means of verification
Training Program	35 nos.

### e) Outcome/Impact:

Performance Indicators	Unit	Total	Remarks
New entrepreneurs creation and development of existing entrepreneurs	Person	700	
Employment generation	Person	-	
Enabling business environment for the SMEs	Number	-	

### f) Activity/Sub-activity Details and Time Schedule:

Name of the intervention:		Training Program on ‘E-Business/E-Commerce for SMEs’												
SL	Detail Activities	Activity Type	Time Schedule (in month)											
			J	A	S	O	N	D	J	F	M	A	M	J
1.	Advertisement	Desk work												
2.	Communicate to SME Association													
3.	Update Course Module													
4.	Participant Selection													
5.	Resource Person Selection													
6.	Training Venue	Desk work												
7.	Organize Training Program	Desk work												

### g) Estimated Budget:

Sl.	Items	Unit	No. of unit	Unit cost	Total cost	Remarks
1	Advertisement	Paper Adv.	04	40,000	1,60,000/-	

2	Banner	Banner	25	1,000	25,000/-	
3	Venue Rent	Venue	20	20,000	4,00,000/-	Outside of Dhaka
4	Food	Food	35 x 25 x 03	300	7,87,500/-	
5	Stationary	-	35x20	300	2,10,000/-	
6	Resource Person Honorarium	Honorarium	35x20 Hour	1,000	7,00,000/-	
7	Closing Program	Honorarium	35	4,000	1,40,000/-	
8	Training Leaflet Printing	-	5000	4	20,000/-	
9	Miscellaneous				7,500/-	
Total					24,50,000/-	

**h) Risk/Challenges:**

Risk/Challenges	Ways of Mitigation
Expert Resource Person & Venue	Communicate with different training organization
Eligible Participant(Trade license holder)	Communicate with association, newspaper advertisement

## 02. Seminar on ‘the Future of Ecommerce: Engaging Today's Channel-less Customer’

### a) Rationale:

In our country SMEs are not aware about the benefits of e-commerce, e-business. They are doing traditional offline business. SME Foundation wants to motivate them and create interest in ecommerce. An awareness seminar on E-Commerce will help them to learn more about the E-Commerce. Then they will be interested to do e-business.

### b) Reference(s):

National ICT Policy 2015

### c) Implementation Methodology:

In this program, we do the following-

- Selection of keynote speaker
- Communication with Stakeholder & SMEs
- Prepare Guest List
- Venue Selection
- Organize Seminar

### d) Outputs:

Output Indicators	Means of verification
Awareness Seminar	01 no. seminar

### e) Outcome/Impact:

Performance Indicators	Unit	Total	Remarks
New entrepreneurs creation and development of existing entrepreneurs	Person	100	
Employment generation	Person	-	
Enabling business environment for the SMEs	Number	-	

### f) Activity/Sub-activity Details and Time Schedule:

Name of the Intervention:		Seminar on ‘The Future of Ecommerce: Engaging Today's Channel-less Customer’														
SL	Detail Activities	Activity Type	Time Schedule (in month)													
			J	A	S	O	N	D	J	F	M	A	M	J		
1.	Selection of keynote Speaker Selection	Desk work														
2.	Communication with Stakeholder & SMEs	Desk work														
3.	Prepare Guest List	Desk work														
4.	Venue Selection	Desk work														
5.	Organize Seminar	Desk work														

### g) Estimated Budget:

Sl.	Items	Unit	No. of unit	Unit cost	Total cost	Remarks
1	Banner and Festoon	Banner / festoon	03	1000	3,000/-	
2	Venue Rent	Venue	01	1,00,000	2,00,000/-	
3	Food	Food	200	700	1,40,000/-	
4	Stationary Item	-	200	-	17,000/-	
5	Resource Person Honorarium	Honorarium	01	10,000	10,000/-	
6	Guest Honorarium	Honorarium	04	5000	20,000/-	
6	Miscellaneous	Lump sum	01	10,000	10,000/-	

Total	<b>4,00,000/-</b>
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**h) Risk/Challenges:**

Risk/Challenges	Ways of Mitigation
Expert Resource Person & Venue	Communicate with different organization

### 03. Workshop on 'E-Commerce Setup and Marketing for SMEs'

#### a) Rationale:

In our country SMEs are not aware about the benefits of e-commerce, e-business. They are doing traditional offline business. SME Foundation wants to motivate them and create interest in ecommerce. An awareness seminar on E-Commerce will help them to learn more about the E-Commerce. Then they will be interested to do e-business.

#### b) Reference(s):

National ICT Policy 2015

#### c) Implementation Methodology:

In this program, we do the following-

- Selection of keynote speaker
- Communication with Stakeholder & SMEs
- Prepare Guest List
- Venue Selection
- Organize Seminar

#### d) Outputs:

Output Indicators	Means of verification
Awareness Seminar	06 no. Workshop

#### e) Outcome/Impact:

Performance Indicators	Unit	Total	Remarks
New entrepreneurs creation and development of existing entrepreneurs	Person	420	
Employment generation	Person	-	
Enabling business environment for the SMEs	Number	-	

#### f) Activity/Sub-activity Details and Time Schedule:

Name of the intervention:		Workshop on 'E-Commerce Setup and Marketing for SMEs'													
SL	Detail Activities	Activity Type	Time Schedule (in month)												
			J	A	S	O	N	D	J	F	M	A	M	J	
1.	Selection of keynote speaker Selection	Desk work													
2.	Communication with Stakeholder & SMEs	Desk work													
3.	Prepare Guest List	Desk work													
4.	Venue Selection	Desk work													
5.	Organize Seminar	Desk work													

#### g) Estimated Budget:

Sl.	Items	Unit	No. of unit	Unit cost	Total Cost	Remarks
1	Banner and Festoon	Banner	06	2000	12,000/-	
2	Venue Rent	Venue	06	40,000	2,40,000/-	
3	Food	Food	06	30,000	1,80,000/-	
4	Stationary Item	-	06	5,000	30,000/-	
5	Resource Person Honorarium	Honorarium	06	5,000	30,000/-	
6	Miscellaneous	Lump sum	06	-	28,000/-	
Total					<b>5,20,000/-</b>	

#### h) Risk/Challenges:

Risk/Challenges	Ways of Mitigation
Expert Resource Person & Venue	Communicate with different organization

#### 04. ICT Capacity Building for Entrepreneur of SME Cluster

**a) Rationale:**

Lack of ICT awareness is found in SME cluster. So, SME Foundation will providing support in ICT capacity building, such as: ecommerce seminar, website, online product marketing etc.

**b) Implementation Methodology:**

We will communicating with cluster's focal point, Selection of Potential Cluster, capacity building and organize a Training session.

**c) Outputs:**

Output Indicators	Means of verification
ICT capacity building for Cluster	2 Program

**d) Outcome/Impact:**

Performance Indicators	Unit	Total	Remarks
New entrepreneurs creation and development of existing entrepreneurs	Person	30	
Employment generation	Person	-	
Enabling business environment for the SMEs	Number	-	

**e) Activity/Sub-activity Details and Time Schedule:**

Name of the intervention:			ICT Capacity Building for Entrepreneur of SME Cluster											
Sl.	Detail Activities	Activity Type	Time Schedule (in month)											
			J	A	S	O	N	D	J	F	M	A	M	J
1.	SME Cluster Selection	Desk work												
2.	Content Prepare	Desk work												
3.	Organize Program	Desk work												

**f) Estimated Budget:**

Sl.	Items	Unit	No. of unit	Unit cost	Total cost	Remarks
1	Banner	Banner	2	2,000	4,000/-	
2	Food	Food	2 x 30 x 2	400	48,000/-	
3	Honorarium for Resource Person	Honorarium	2	30,000	60,000/-	
4	Honorarium for Cluster Representative	Honorarium	15 x 2 x 2	4,000	2,40,000/-	
5	Venue Rent	Venue	2	50,000	1,00,000/-	
6	Stationary Item	Stationary	2 x 30	400	24,000/-	
7	Closing/Opening Program	Honorarium	2	10,000	20,000/-	
8	Miscellaneous	-	2	2,000	4,000/-	
<b>Total</b>					<b>5,00,000/-</b>	

**g) Risk/Challenges:**

Risk/Challenges	Ways of Mitigation
SME Cluster are reluctance to use ICT tools	Aware them to use ICT tools.



## 05. ICT Capacity Building for SME Association

### a) Rationale:

SME associations are the representatives of the respective SME sectors. These associations are lacking ICT services. To improve SME Associations service delivery capacity by adopting ICT and to make them ready to use ICT tools to manage the office, communication and accounts, SME Foundation will help them establish their ICT automation by providing support in ICT capacity building, such as: ICT training, organize awareness program for the staff/representative of association.

### b) Implementation Methodology:

We Communicating with Association, Selection of Potential Association, capacity building and organize a training/awareness program.

### c) Outputs:

Output Indicators	Means of verification
ICT capacity building Program	Organize 03 program (as per demand)

### d) Outcome/Impact:

Performance Indicators	Unit	Total	Remarks
New entrepreneurs creation and development of existing entrepreneurs	Person	60	
Employment generation	Person	-	
Enabling business environment for the SMEs	Number	-	

### e) Activity/Sub-activity Details and Time Schedule:

Name of the intervention:			ICT Capacity Building for SME Association													
Sl.	Detail Activities	Activity Type	Time Schedule (in month)													
			J	A	S	O	N	D	J	F	M	A	M	J		
1.	SME Association Selection	Desk work														
2.	Venue Selection															
3.	Information Collection	Desk work														
4.	ICT capacity building Program	Desk work														

### f) Estimated Budget:

Sl.	Items	Unit	No. of unit	Unit cost	Total cost	Remarks
1	Banner and/or Festoon	Banner	3	2000	6,000/-	
2	Venue Rent	Venue	3	20,000	60,000/-	
3	Food	Food	3 x 30 x 2	400	72,000/-	
4	Resource Person Honorarium	Honorarium	3	10,000	30,000/-	
5	Manual Prepare & Stationary Item	Manual	3 x 20	400	24,000/-	
6	Miscellaneous	Lump sum	3	-	8,000/-	
<b>Total</b>					<b>2,00,000/-</b>	

### g) Risk/Challenges:

Risk/Challenges	Ways of Mitigation
SME associations are reluctance to use ICT tools	Aware them to use ICT tools.

**06. Refresher Program on ‘Advanced Guidance of e-Commerce Checkout Process Optimization for e-commerce trained SMEs from SMEF’.**

**a) Rationale:**

SME Foundation has provided E-commerce related training to the SME entrepreneur and related person in last few years. A follow up program for the SME entrepreneur will enable the SMEs to convey their views on the usages of the e-commerce training practical experience. Besides, there would be some presentation on new functionalities of ecommerce.

**b) Implementation Methodology:**

In this program we do following-

- Selection of keynote speaker
- Communication with SMEs
- Prepare Guest List
- Venue Selection
- Organize follow up program

**c) Outputs:**

Output Indicators	Means of verification
Refresher Program	01 Number of Program

**d) Outcome/Impact:**

Performance Indicators	Unit	Total	Remarks
New entrepreneurs creation and development of existing entrepreneurs	Person	100	
Employment generation	Person	-	
Enabling business environment for the SMEs	Number	-	

**d) Activity/Sub-activity Details and Time Schedule:**

Name of the intervention:		Refresher program for e-commerce trained SMEs from SMEF															
SL	Detail Activities	Activity Type	Time Schedule (in month)														
			J	A	S	O	N	D	J	F	M	A	M	J			
1.	Keynote Speaker Selection	Desk work															
2.	Communication with Stakeholder & SMEs	Desk work															
3.	Prepare Guest List																
4.	Venue Selection																
5.	Organize follow up programs																

**e) Estimated Budget:**

Sl.	Items	Unit	No. of unit	Unit cost	Total cost	Remarks
1.	Banner and Festoon	Banner	1	3,000	3,000/-	
2.	Venue	Venue	1	1,00,000	1,00,000/-	
2.	Food	-	150	500	75,000/-	
3.	Keynote Speaker Honorarium	Honorarium	1	10,000	10,000/-	
4.	Guest Speaker Honorarium	Honorarium			2,000/-	
5.	Stationary	Item	-	-	20,000/-	
6.	Miscellaneous	Lump sum	-	40,000	40,000/-	
<b>Total</b>					<b>2,50,000/-</b>	

**f) Risk/Challenges:**

Risk/Challenges	Ways of Mitigation
Expert resource person.	Communicate with different university.
Slow Response from SMEs	Timely and Effective communication

## 07. Participation of Digital World Fair or other Fair

### a) Rationale:

Every year many ICT related fair are held in our country. It provides a platform to the community to interact with ICT Resellers, Training Institutions and IT based Companies. ICT related Fair, a regional event which aims at creating more awareness on emerging technologies and bringing ICT closer to the citizens. SME Foundation will communicate with related Ministry to get invitation to participate in ICT related fair. Participation in this type of Fair can make the entrepreneurs, other stakeholders and rest of the citizens aware of our activity.

### b) Implementation Methodology:

In this program we do the following-

- Communicate with related Ministry to get invitation to participate in ICT related fair
- Booking Stall
- Decorating the stall

### c) Outputs:

Output Indicators	Means of verification
Participation in Fair	At least participate in 01 Fair and share our ICT based activity to SMEs.

### d) Outcome/Impact:

Performance Indicators	Unit	Total	Remarks
New entrepreneurs creation and development of existing entrepreneurs	Person	70	
Employment generation	Person	-	
Enabling business environment for the SMEs	Number	-	

### e) Activity/Sub-activity Details and Time Schedule:

Name of the intervention:			Participation of Digital World Fair or other Fair											
SL	Detail Activities	Activity Type	Time Schedule (in month)											
			J	A	S	O	N	D	J	F	M	A	M	J
1.	Communicate with ICT Division	Desk work												
2.	Booking Stall	Desk work												
3.	Appoint firm for decorating the stall	Desk work												
4.	Participation in fair													

### f) Estimated Budget:

Sl.	Items	Unit	No. of unit	Unit cost	Total cost	Remarks
1.	Banner and Festoon	Banner	-	5,000	5,000/-	
2.	Leaflet Printing	Leaflet	-	20,000	20,000/-	
3.	Display Monitor Rent	Monitor	-	15,000	15,000/-	
4.	Stall Decoration	Stall	-	50,000	50,000/-	
5.	Entertainment Food for SMEF Representative in Stall	Entertainment	-	5,000	5,000/-	
6.	Miscellaneous	-	-		5,000/-	
<b>Grand Total</b>					<b>1,00,000/-</b>	

### g) Risk/Challenges:

Risk/Challenges	Ways of Mitigation
Get invitation from related ministry to participate in fair	Effective communication

## 08. Online Product Database of SMEs

### a) Rationale:

Products of SMEs are need to be more marketing and reach as many people as possible. For this purpose, we already develop an online product database of SMEs. Now we are going to inform SMEs to register to Product Database, SMEs can put their product information.

### b) Reference(s):

National ICT Policy 2015

### c) Implementation Methodology:

In this program, we do the following-

- Information Collection from SMEs
- Digitize the information
- Developed a Web based Application

### d) Outputs:

Output Indicators	Means of verification
Online Product Database	SME's Product Information

### e) Outcome/Impact:

Performance Indicators	Unit	Total	Remarks
New entrepreneurs creation and development of existing entrepreneurs	Person	-	
Employment generation	Person	-	
Enabling business environment for the SMEs	Number	1	

### f) Activity/Sub-activity Details and Time Schedule:

Name of the intervention:		Online Product Database of SMEs													
Sl	Detail Activities	Activity Type	Time Schedule (in month)												
			J	A	S	O	N	D	J	F	M	A	M	J	
1.	Software Enhancement	Desk work													
2.	Installation of server and configuration	Desk work													
3.	SMEs Product Information Gathering	Desk work													
4.	Communication with SMEs	Desk work													

### g) Estimated Budget:

Sl.	Items	Unit	No. of unit	Unit cost	Total cost	Remarks
1	Advertisement	Paper Adv.	02	35,000	70,000/-	
2.	Server, Storage System, and other IT Support	-	01	5,00,000/-	5,00,000/-	
3.	Training For Entrepreneurs	-	01	30,000/-	30,000/-	
<b>Grand Total</b>					<b>6,00,000/-</b>	

### h) Risk/Challenges:

Risk/Challenges	Ways of Mitigation
SMEs to use it	Aware them about benefit

**09. Prepare a guideline and dissemination program on ICT based SME model.**

**a) Rationale:**

According to the National ICT Policy 2015, there is an activity related to Identifying and establishing ICT based SMME model. Now, there is no well-known ICT based SMME model in Bangladesh. So SME Foundation is going to Prepare a guideline for ICT based SME Model and building awareness among SMEs about SME Model.

**b) Reference(s):**

National ICT Policy 2015

**c) Implementation Methodology:**

In this program we do the following-

- Preparing a guideline for ICT based SME Model
- Organize seminar to dissemination.

**d) Outputs:**

Output Indicators	Means of verification
Guideline	a guideline for ICT based SME Model

**e) Outcome/Impact:**

Performance Indicators	Unit	Total	Remarks
New entrepreneurs creation and development of existing entrepreneurs	Person	-	
Employment generation	Person	-	
Enabling business environment for the SMEs	Number	1	

**f) Activity/Sub-activity Details and Time Schedule:**

Name of the intervention:		Establishing ICT based SMME.														
SL	Detail Activities	Activity Type	Time Schedule (in month)													
			J	A	S	O	N	D	J	F	M	A	M	J		
1.	Preparing an ICT based SME model	Desk work														
2.	Dissemination Program															

**g) Estimated Budget:**

Sl.	Items	Unit	No. of unit	Unit cost	Total cost	Remarks
1	ICT based SME model Dissemination Program	-	01	4,00,000	4,00,000/-	
2.	Publication	-	01	80,000/-	80,000/-	
<b>Grand Total</b>					<b>4,80,000/-</b>	

**h) Risk/Challenges:**

Risk/Challenges	Ways of Mitigation
Expert Resource Person	Communicate with different organization/university

**10. Monitoring & Evaluation of Programs**

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## **Policy Advocacy (PA) Wing**

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**Policy Advocacy (PA) Wing  
Annual Action Plan: 2018-2019 FY**

Sl.	Proposed Program	Number of Events	Estimated Budget(TK)	Reference		Measurable Output
				Government Policies	SDG	
1.	International Seminar on ‘SME Development: Challenges & Opportunities in Asia’	01	30,00,000/-	-	SDG-08 & 09	a. No. of Paper presentations: 6 b. No of sessions organized: 6 c. No. of Participants: 400
2.	Preparation of SME Friendly Budget Proposals: FY 2019-20	18	5,00,000/-	Industrial Policy -2016 & 7 <sup>th</sup> FYP	SDG-08	No of budget recommendations to be submitted to the NBR and other agencies: <b>40 (Estimated)</b>
3.	Seminar on ‘Green SMEs for Sustainable Economic Development’	04	1,50,000/-	Industrial Policy -2016	7 <sup>th</sup> FYP, SDG-09, 12 & 13	No. of Participants & Beneficiaries: 80
4.	Workshop on ‘Identifying Actions for SME Development: To overcome challenges in LDC graduation of Bangladesh’	02	1,50,000/-	LDC Graduation	SDG-08	a. No. of action identification:5 b. No. of Participants & Beneficiaries: 50
5.	MoU Implementation Follow-up Program (for the existing MoUs)	01	10,00,000/-	-	SDG -17	a. No. of documents exchanged:5 b. No. of event organized: 1 c. No. of study visits /foreign tours organized: 1
6.	Signing New Memorandum of Understanding for the Promotion and Development of SMEs (Probably with India, Iran & Malaysia)	01	12,00,000/-	-	SDG -17	No. of MoU signed: 1
7.	Policy Advocacy for ‘Domestic Protection of SMEs by the Public Procurement Act through upcoming National SME Policy’.	01	In-House	Industrial Policy -2016 & Draft SME Policy	-	No. of Policy Paper: 1
8.	Monitoring & Evaluation	01	In-House	-	-	-----
<b>Total: Sixty Lac only</b>		<b>29</b>	<b>60,00,000/-</b>			



**01. International Seminar on ‘SME Development: Challenges & Opportunities in Asia’**

**a) Rationale:**

To sustain in today’s competitive global environment, continuous learning is essential. As the importance of SME sector is becoming increasingly evident, policymakers and development practitioners around the world have to learn about new innovations, best practices, and the success stories. An international seminar on SME development would create an opportunity to gain expert knowledge and offer networking opportunities with counterparts from different Asian corners.

**b) Implementation Methodology:**

- Selection/communication with resource person
- Preparation of seminar paper/ Call for paper
- Communication with Participants
- Organize seminar

**c) Outputs:**

Output Indicators	Means of Verification
– No of seminars organized: 1 – No of Sessions run: 1	– Seminar paper(s) prepared – Seminar report

**d) Activity/Sub-activity Details and Time Schedule:**

Sl.	Detail Activities	Activity Type	Time Schedule (in month)														
			J	A	S	O	N	D	J	F	M	A	M	J			
1	Selection of resource person	Desk Work															
2	Preparation of seminar paper	Desk Work															
3	Communication with Participants	Desk Work															
4	Organize the seminar	Seminar															
5	Report writing	Desk Work															

**e) Estimated Budget:**

Sl.	Items	Unit	No. of unit	Unit cost	Total cost	Remarks
1	Organizing Seminar	Seminar	1	30,00,000/-	30,00,000/-	Lump-sum
Total					<b>30,00,000/-</b>	

**f) Risk/Challenges:**

Risk/Challenges	Ways of Mitigation
Availability of Resource Persons	Rigorous communication
Stakeholders Participation	Rigorous communication

## 02. Preparation of SME Friendly Budget Proposals: FY 2019-20

### a) Rationale:

Tax/VAT policies of the government have multifold impacts on SMEs. An SME-friendly Tax/VAT policy can significantly boost profitability of these businesses, and at the same time attract potential entrepreneurs. For that reason, providing recommendations on Tax & VAT regime to National Board of Revenue (NBR) for upcoming national budgets on behalf of local SMEs is a critical task of SMEF.

➤ *Relevant Policies: Industrial Policy 2016, 7<sup>th</sup> Five Year Plan, SDG*

### b) Implementation Methodology:

- Sending letter to the SME associations and trade bodies for roadmap meeting
- Organizing roadmap meeting with the SME associations and trade bodies
- Hiring Consultant
- Organizing more (at least 15) consultation meetings with the associations
- Collecting SME-friendly recommendations for the National Budget 2019-2020
- Prioritizing collected recommendations based on their justifications
- Presenting draft recommendations to the stakeholder groups in a validation meeting
- Submitting final recommendations to the National Board of Revenue (NBR).

### c) Outputs:

Output Indicators	Means of Verification
– Number of meetings/events organized	– Meeting attendance records
– Report prepared for NBR	– Proposals received from associations and stakeholders

### d) Outcome/Impact:

Performance Indicators	Unit	Total	Remarks
New entrepreneurs creation and development of existing entrepreneurs	Person	-	
Employment generation	Person	-	
Enabling business environment for the SMEs	Number	05	

### e) Activity/Sub-activity Details and Time Schedule:

S L.	Detail Activities	Activity Type	Time Schedule (in month)												
			J	A	S	O	N	D	J	F	M	A	M	J	
1	Sending letter to the SME associations and trade bodies for roadmap meeting	Desk Work													
2	Roadmap meeting with the associations	Meeting													
3	Hiring Consultant	Desk Work													
4	Collecting Recommendations	Desk Work													
5	Organizing consultation meetings	Meeting													
6	Prioritizing collected recommendations	Desk Work													
7	Organizing validation meeting	Meeting													
8	Finalizing and presenting recommendations to NBR	Meeting													

### f) Estimated Budget:

Sl.	Items	Unit	No. of unit	Unit Cost	Total Cost
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Sl.	Items	Unit	No. of unit	Unit Cost	Total Cost
1.	Consultant Fees	Workdays	20	15,000	4,00,000
2.	Roadmap Meeting	Meeting	1	50,000	50,000
3.	Validation workshop	Meeting	1	25,000	25,000
4.	Paper Advertisement	No. of Ad.	1	25,000	25,000
				<b>Total</b>	<b>5,00,000</b>

**g) Risk/Challenges:**

Risk/Challenges	Ways of Mitigation
The number of recommendations NBR will accept and implement can vary	<ol style="list-style-type: none"> <li>1. Scrutinizing and prioritizing the recommendations received from different associations with in-depth research</li> <li>2. Avoiding recommendations which are conflicting in nature</li> </ol>

### 03. Seminar on ‘Green SMEs for Sustainable Economic Development’

#### (a) Rationale:

Reducing the environmental impact of small and medium-sized enterprises (SMEs) in both manufacturing and services is a key success factor in greening the economy. Improving the environmental performance is also a significant business opportunity for SMEs themselves as important suppliers of goods and services. Green SMEs can seize the new jobs, new market opportunities as well as be more resource efficient. However, the willingness and capability of SMEs to adopt sustainable practices and seize green business opportunities generally face size-related resource constraints, skill deficit and knowledge limitations. SMEs are often unaware of many financially attractive opportunities for environmental improvement. Even when they are aware of the potential of better environmental performance to improve a firm’s competitiveness, a lack of appropriate skills and expertise commonly prevents firms from acting upon win-win opportunities. The objective of this seminar is to concern the relevant stakeholders to design and implement key instruments to promote environmental compliance and green business practices among SMEs using the existing good practices.

*Relevant Policies: 7<sup>th</sup> FYP, SDG -09, 12 & 13 and Industrial Policy-2016*

#### b) Implementation Methodology:

- Conduct primary/action research.
- Prepare policy brief
- Organize 1 seminar at SMEF office and other 3 at divisional area.
- Send proceedings to stakeholders

#### c) Outputs:

Output Indicators	Means of Verification
– Sensitizing stakeholders about the concerned issue.	– Number of briefs prepared – Number of seminar organized

#### d) Outcome/Impact:

Performance Indicators	Unit	Total	Remarks
New entrepreneurs creation and development of existing entrepreneurs	Person	100	
Employment generation	Person	-	
Enabling business environment for the SMEs	Number	01	

#### e) Activity/Sub-activity Details and Time Schedule:

Sl.	Detail Activities	Activity Type	Time Schedule (in month)													
			J	A	S	O	N	D	J	F	M	A	M	J		
1	In house action research	Desk Work	■													
2	Paper prepared by PA team	Desk Work														
3	Communication with Stakeholders	Desk Work	■	■		■				■						
4	Organize Seminars	Seminar			1.		2.		3.		4.					
5	Report preparation	Desk Work		■					■							
5	Dissemination of Outputs	Desk Work														

#### f) Estimated Budget:

Sl.	Items	No. of unit	Unit cost	Total cost	Remarks
1	Organize seminar	4	37,500	150,000/-	Lump-sum
<b>Total</b>				<b>1,50,000/-</b>	

#### g) Risk/Challenges:

Risk/Challenges	Ways of Mitigation
Stakeholders participation	Rigorous communication.

#### 04. Workshop on ‘Identifying Actions for SME Development: To overcome challenges in LDC graduation of Bangladesh’

##### a) Rationale:

The Committee for Development Policy (CDP) has formally announced that Bangladesh now has the eligibility to graduate to the status of a developing country from that of a least developed country (LDC). It is understood that the CDP will review Bangladesh's progress in 2021, and the country's official graduation from the LDC category will take place after a three-year transition period. If the country maintains its position in all the three categories for the next six years, it will eventually graduate from the LDC bloc. There will be two more reviews in 2021 and 2024 to ensure graduation from the LDC list. Bangladesh needs to comply with stringent conditions such as improved work conditions, higher poverty alleviation efforts, women’s empowerment, and the reduction of carbon emission. SMEs are the key drivers of the economy of Bangladesh. So, in order to overcome the challenges, Bangladesh has to undertake certain SME based initiatives. Policy Advocacy wing takes the program to initiate an action research for Identifying Actions for SME Development to overcome challenges in LDC graduation of Bangladesh.

##### b) Implementation Methodology:

- Conduct primary/action research.
- Prepare policy brief
- Organize Workshops
- Prepare Actions for SME Development

##### c) Outputs:

Output Indicators	Means of Verification
– Sensitizing stakeholders about the concerned policy issue.	– Number of policy briefs prepared – Number of workshop organized

##### d) Activity/Sub-activity Details and Time Schedule:

Sl.	Detail Activities	Activity Type	Time Schedule (in month)													
			J	A	S	O	N	D	J	F	M	A	M	J		
1	In house action research	Desk Work														
3	Preparation of Policy Brief	Desk Work														
4	Organize workshops	Workshop							1.					2.		
5	Dissemination of Outputs through policy paper	Desk Work														

##### e) Estimated Budget:

Sl.	Items	No. of unit	Unit cost	Total cost	Remarks
1	Organize workshop	2	75,000/-	1,50,000/-	Lump-sum
<b>Total</b>				<b>1,50,000/-</b>	

##### f) Risk/Challenges:

Risk/Challenges	Ways of Mitigation
Preparation of Policy Brief	Continuous trying

## 05. MoU Implementation Follow-up program (for the existing MoUs)

### a) Rationale:

SME Foundation has signed 2 Memorandum of Understanding (MoU) with Bulgarian SME Promotion Agency (BSMEPA), Bulgaria (20 May 2016) and Small and Medium Enterprises Development Organization (KOSGEB), Turkey (19 December 2017). The objective of the MoU with Bulgarian SME Promotion Agency is to promote the trade and investment cooperation between enterprises and in particular small and medium enterprises (SMEs) of Bangladesh & Bulgaria and the objective of the MoU with KOSGEB is to improve economic and commercial cooperation between Turkish and Bangladeshi SMEs and contribute to the Turkish & Bangladeshi SMEs for improving their competitive power in global market. SME Foundation has already taken some initiatives to implement the MoUs. As a part of this, Policy Advocacy wing takes the MoU Implementation Follow-up program to explore the area of activities and opportunities that could be beneficial to the SMEs of Bangladesh.

### b) Implementation Methodology:

1. Communicate with the BSMEPA and KOSGEB
2. Exchange different SME related documents with the BSMEPA and KOSGEB
3. Arrange/facilitate study visits of Bangladeshi SME team to Bulgaria and Turkey
4. Prepare reports and organize events, as needed.

### c) Outputs:

Output Indicators	Means of verification
- Number of documents exchanged	- Event reports
- Number of events organized	- Communication with different organizations

### d) Activity/Sub-activity Details and Time Schedule:

SL	Detail Activities	Activity Type	Time Schedule (in month)														
			J	A	S	O	N	D	J	F	M	A	M	J			
1	Communicate with the BSMEPA and KOSGEB	Liaison															
2	Exchange different SME related documents	Desk Work															
3	Arrange/facilitate study visits	Meeting															
4	Prepare reports	Desk Work															

### e) Estimated Budget:

Sl.	Items	No. of unit	Unit cost	Total cost	Remarks
1	Arrange/facilitate study visits of Bangladeshi SME team to Bulgaria and Turkey	2 (4 member team)	4,00,000/-	8,00,000/-	Lump-sum
2	Others	-	-	2,00,000/-	-
<b>Total</b>				<b>10,00,000/-</b>	

### f) Risk/Challenges:

Risk/Challenges	Ways of Mitigation
Stakeholders Response	Rigorous communication

**06. Signing New Memorandums of Understandings for the promotion and Development of SMEs (Probably with India, Iran & Malaysia)**

**a) Rationale:**

SMEs play a pivotal role in the developing world for poverty reduction through employment generation. In order to better understand the status of SMEs, particularly in the Indian Ocean Rim Association (IORA) context, developing institutional relationship is essential to foster rapport-building with similar international organizations involved in SME development, technological innovations, education etc.

**b) Implementation Methodology:**

1. Communicate and coordinate with the SME related organizations of India, Malaysia & Iran.
2. Arrange MoU signings with SME-oriented organizations of the 3 countries.
3. Arrange/facilitate study visits of Bangladeshi SME team to India, Malaysia & Iran.
4. Prepare reports and organize events, as needed.

**c) Outputs:**

Output Indicators	Means of verification
<ul style="list-style-type: none"> <li>- Number of MoUs signed</li> <li>- Number of events organized</li> </ul>	<ul style="list-style-type: none"> <li>- Signed MoUs</li> <li>- Event reports</li> <li>- Communication with different organizations</li> </ul>

**d) Outcome/Impact:**

Performance Indicators	Unit	Total	Remarks
New entrepreneurs creation and development of existing entrepreneurs	Person	-	
Employment generation	Person	-	
Enabling business environment for the SMEs	Number	02	

**e) Activity/Sub-activity Details and Time Schedule:**

Sl.	Detail Activities	Activity Type	Time Schedule (in month)													
			J	A	S	O	N	D	J	F	M	A	M	J		
1	Communication with the SME related organizations	Liaison														
2	Signing Memorandums of Understanding	Desk Work & Meeting														

**f) Estimated Budget:**

Sl.	Items	No. of unit	Unit cost	Total cost	Remarks
1	Arrange/facilitate study visits of Bangladeshi SME team to India, Malaysia & Iran.	3 (4 member team)	3,00,000/-	9,00,000/-	Lump-sum
2	Others	-	-	3,00,000/-	
<b>Total</b>				<b>12,00,000/-</b>	

**g) Risk/Challenges:**

Risk/Challenges	Ways of Mitigation
Stakeholders Response	Rigorous communication

**07. Policy Advocacy for ‘Domestic Protection of SMEs by the Public Procurement Act through upcoming National SME Policy’.**

**(a) Rationale:**

Development of small and medium enterprises (SMEs) is envisaged as a key element in the development strategy of Bangladesh. For achieving double digit growth in manufacturing, matching development of SMEs is considered critical. Enhanced micro, small and medium enterprise activities in the rural and backward regions constitute a key component of the strategy for rural development and reduction of poverty and regional disparity. But due to the lack of domestic protection of SMEs in Bangladesh, many SMEs could not explore themselves in proper way. Policy Advocacy wing takes the program with a view to including a separate section of special domestic protection of SMEs in the upcoming Public Procurement Act. Here, the main task of Policy Advocacy Wing is to run advocacy for placing a separate strategic goal of domestic protection of SMEs in the National SME Policy.

*Relevant Policies: Industrial Policy 2016 & Draft National SME policy*

**b) Implementation Methodology:**

- Conduct primary/action research.
- Prepare policy brief
- Send proceedings to the Ministry of Industries

**c) Outputs:**

Output Indicators	Means of Verification
– Sensitizing stakeholders about the concerned policy issue.	– Number of policy briefs prepared

**d) Outcome/Impact:**

Performance Indicators	Unit	Total	Remarks
New entrepreneurs creation and development of existing entrepreneurs	Person	-	
Employment generation	Person	-	
Enabling business environment for the SMEs	Number	10	

**e) Activity/Sub-activity Details and Time Schedule:**

Sl.	Detail Activities	Activity Type	Time Schedule (in month)													
			J	A	S	O	N	D	J	F	M	A	M	J		
1	In house action research	Desk Work														
2	Resource person confirmation	Desk Work														
3	Preparation of Policy Brief	Desk Work														
4	Send policy paper to the Ministry of Industries	Desk Work														

**f) Estimated Budget:**

Sl.	Items	Unit	No. of unit	Unit cost	Total cost	Remarks
1	Prepare policy brief	1	1	In-house	-	-
Total					-	

**g) Risk/Challenges:**

Risk/Challenges	Ways of Mitigation
Preparation of Policy Brief	Continuous studies

**08. Monitoring & Evaluation of programs**



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## **Public Relations (PR) Section**

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**Public Relations (PR) Wing**  
**Annual Action Plan: 2018 – 19 FY**

Sl.	Proposed Program	Number of Event	Estimated Budget (Tk.)
1.	Publication of quarterly newsletter	4	1,00,000.00
2.	Journalist's visit to SME clusters for publishing clusters strengths and weaknesses	2	2,00,000.00
3.	Pre- budget meeting with Journalist& stake holders	1	1,00,000.00
4.	Update foreign countries SME organization list to distribute SMEF documents including the organization MoU signed	1	In-house
5.	SME Journalist Award (Best SME reporter of the year)	1	6,00,000.00
6.	Telecast SME Foundation's activity through Channel I 'Uddogta' (After Signing of MoU)		12,00,000.00
<b>Total</b>		<b>9</b>	<b>22,00,000.00</b>

**01. Publication of quarterly newsletter (SME News) (4)**

**a) Rationale:**

A fourpages (coloured) Newsletter of 6000 copies are being published and to be distributed among the stakeholder, important persons, govt. and non govt. organizations, institutions and trade-bodies related to SMEF & SMEs. Publication of the 'News Letter' is a schedule work of the Foundation.

**b) Implementation Methodology:**

The News Letter (SME News)is reporting to the stakeholders and the SMEs about the activities (done) by the Foundation, keeping them up-to date about the activities of SMEF and are creating an inspiring image of the Foundation.

**c) Outputs:**

Output Indicators	Means of verification
More than 6000 stakeholders will be updated about the activities of the SMEF.	News Letter.

**d) Activity/Sub-activity Details and Time Schedule:**

Needs Assessment for Cluster Development.														
Sl.	Name of Sub-activity	Activity Type	Time Schedule (in month)											
			J	A	S	0	N	D	J	F	M	A	M	J
1	Date Collection	Desk Job												
2	Script Writing	Desk Job												
3	Print out let preparation	Desk Job												
4	Sending to Press	Desk Job												
5	Printing													
6	Dissemination													

**e) Estimated Budget:**

Sl.	Items	Unit	No. of unit	Unit cost	Total cost	Remarks
1.	News Letter Q-1	pc	1500	16.50	25000	
2.	News Letter Q-2	pc	1500	16.50	25000	
3.	News Letter Q-3	pc	1500	16.50	25000	
4.	News Letter Q-4	pc	1500	16.50	25000	
<b>Total</b>					<b>1,00,000/-</b>	

**f) Risk/Challenges:**

Risk/Challenges	Ways of Mitigation
Collect information, pictures, need accommodation, Editing & Corrections, Selection of printing houses etc.	Continues Monitoring

## 02. Journalist's visit to SME clusters for publishing clusters strengths and weaknesses

### a) Rationale:

SME Foundation is trying to make people more attentive towards SME entrepreneurship. It is proved, that field visit along with a group of Journalists can make the Foundation's desire be fulfilled. These types of visit Programme can be organized in those areas –the SME Foundation put bold steps for their overall development. (the areas like: Syedpur, Kaluhati, Bhairab, Pabna, Jessoreetc).

### b) Implementation Methodology:

Visit will bring reports / news, features in the Newspaper & TV Channels easily and that will help drawing the attention of the SMEs of other areas, Govt. authorities and the concerned people.

### c) Outputs:

Output Indicators	Means of verification
All least 10 reports may be published in different newspapers of the country.	Report after Cluster Visit.

### d) Activity/Sub-activity Details and Time Schedule:

Needs Assessment for Cluster Development.														
Sl.	Name of Sub-activity	Activity Type	Time Schedule (in month)											
			J	A	S	0	N	D	J	F	M	A	M	J
1	Cluster Visit	Field visit												

### e) Estimated Budget:

Sl.	Items	Unit	No. of unit	Unit cost	Total cost	Remarks
1.	Visit Cluster-1	-	1	1,00,000/-	1,00,000/-	
2.	Visit Cluster-2	-	1	1,00,000/-	1,00,000/-	
<b>Total</b>					<b>2,00,000/-</b>	

### f) Risk/Challenges:

Risk/Challenges	Ways of Mitigation
Invitation, arrangement/ selection of areas (based on the SMEF intervention) etc.	Consultation with other Departments

### 03. Pre-budget meeting with Journalist & stakeholders

**a) Rationale:**

To share the views with journalists for SME friendly budget

**b) Implementation Methodology:**

1. Communicating Journalists
2. Communicating Stakeholders
3. Organize meeting

**c) Outputs:**

Output Indicators	Means of verification
Stakeholders will be benefited.	Reports in Media

**d) Activity/Sub-activity Details and Time Schedule:**

Needs Assessment for Cluster Development.														
Sl.	Name of Sub-activity	Activity Type	Time Schedule (in month)											
			J	A	S	0	N	D	J	F	M	A	M	J
1	Communicating Journalists	Desk Job												
2	Communicating Stakeholders	Desk Job												
3	Organize meeting	Desk Job												

**e) Estimated Budget:**

Sl.	Items	Unit	No. of unit	Unit cost	Total cost	Remarks
1.	Meeting (including venue rent and entertainment)	-	1	1,00,000/-	1,00,000/-	
<b>Total</b>					<b>1,00,000/-</b>	

**f) Risk/Challenges:**

Risk/Challenges	Ways of Mitigation
Invitation, arrangement/ selection of areas etc.	Consultation with other Departments

**04. Updating foreign countries SME organization list to distribute SMEF documents including the organization MoU signed**

**a) Rationale:**

To aware the foreign countries SME organization about SMEs of Bangladesh and activities of SME Foundation.

**b) Implementation Methodology:**

1. Search the organization through website
2. Making the list of organization

**c) Outputs:**

<b>Output Indicators</b>	<b>Means of verification</b>
Data base of SME organization	List of organization

**d) Activity/Sub-activity Details and Time Schedule:**

<b>Needs Assessment for Cluster Development.</b>														
<b>Sl.</b>	<b>Name of Sub-activity</b>	<b>Activity Type</b>	<b>Time Schedule (in month)</b>											
			<b>J</b>	<b>A</b>	<b>S</b>	<b>0</b>	<b>N</b>	<b>D</b>	<b>J</b>	<b>F</b>	<b>M</b>	<b>A</b>	<b>M</b>	<b>J</b>
1	Search the organization through website	Desk work												
2	Making the list of organization	Desk work												

**e) Risk/Challenges:**

<b>Risk/Challenges</b>	<b>Ways of Mitigation</b>
Searching the SME organization	Consultation with ICT wing

## 05. SME Journalist Award (Best SME reporter of the year)

### a) Rationale:

SME Journalist Award will be organized to recognize the journalist whose report encourage the SME entrepreneurs. The award will also create a greater awareness of the role journalist to encourage and inspire potential SME entrepreneurs.

### b) Implementation Methodology:

- Invite application through advertisement
- The applicant should submit the application in a given period.
- Advertisement and application form will be published in the SMEF website. The applicants may submit their application online.
- Primary selection by the selection committee
- Video and power point presentation to the selection committee
- Judgment by selection committee and submit a short list of the candidates to the Jury Board with presentation.
- Final selection by the Jury Board

### Award giving ceremony)Outputs:

Output Indicators	Means of verification
1 Journalist will be awarded .	<ul style="list-style-type: none"> <li>• List of participants</li> <li>• Recognition certificate to 6 awardees</li> </ul>

### c)Activity/Sub-activity Details and Time Schedule:

Needs Assessment for Cluster Development.														
Sl.	Name of Sub-activity	Activity Type	Time Schedule (in month)											
			J	A	S	O	N	D	J	F	M	A	M	J
1	Concept development and approval	Desk Work												
2	Invite application through advertisement	Desk work												
3	Publish a website of the award program	Desk Work												
4	Formation of selection committee and Jury Board	Liaison												
5	Application collection	Communication												
6	Application screening and shortlisting	Desk work												
7	Primary selection by the selection committee	Meeting												
8	Primary judgment by the selection committee	Meeting												
9	Winner selection by the Jury Board	Meeting												
10	Service provider organization selection (Tender for video clippings)	Desk work												
11	Organize Award Giving Ceremony	Event												

### d) Estimated Budget:

Sl.	Items	Unit	No. of unit	Unit cost	Total cost	Remarks
1.	Advertisement		4	25,000.00	1,00,000.00	
2.	Honorarium of Jury Board members				50,000.00	
3.	Video Clippings		1	50,000.00	50,000.00	
4.	Venue rent and entertainment		1	2,00,000.00	2,00,000.00	
5.	Prize for winners		1	2,00,000.00	2,00,000.00	
<b>Total</b>					<b>6,00,000.00</b>	

**e) Risk/Challenges:**

<b>Risk/Challenges</b>	<b>Ways of Mitigation</b>
Participation of SME Journalist from all over the country	▪ Intensive communication and advertisement
Selection of appropriate Journalist for the award	▪ Evaluation properly

**06. Telecast SME Foundation's activity through Channel I 'Uddogta' (After Signing of MoU)**

**07. Monitoring & Evaluation of Programs**



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## **Research Wing**

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**Research Wing**  
**Annual Action Plan: 2018-2019 FY**

Sl.	Program	No. of activities	No. of beneficiary	Tentative Budget (Tk.)	Reference(s)
1.	Publication of International Journal of SME Development (4th issue).	01	-	6,00,000.00	<ul style="list-style-type: none"> <li>▪ SDG's (9.5)</li> <li>▪ Working Committee's Recommendation</li> </ul>
2.	A study on the Business Opportunities of Plastics Recycling Industries in Bangladesh.	01	-	30,00,000.00	<ul style="list-style-type: none"> <li>▪ In line with SDG</li> <li>▪ 7<sup>th</sup> Five year plan (2.5)</li> </ul>
3.	Recommending actions for SME Development on the basis of secondary research reports.	01	-	In-house	<ul style="list-style-type: none"> <li>▪ In line with SDG's (9.5)</li> </ul>
4.	Conduct Case Studies of successful Entrepreneurs from the intervention of SME Foundation.	03	-	3,00,000.00	<ul style="list-style-type: none"> <li>▪ In line with SDG's (9.5)</li> </ul>
5.	A study on Prospects of Garments/Textile Waste to Create Innovative Entrepreneurs.	01	-	30,00,000.00	<ul style="list-style-type: none"> <li>▪ In line with SDG 5, 9, 10, 12</li> </ul>
6.	A joint study on SME Development in Bangladesh with Friedrich Ebert Stiftung (FES), Germany.	01	-	FES Funded	<ul style="list-style-type: none"> <li>▪ In line with SDG's (9.5)</li> <li>▪ 7<sup>th</sup> Five year plan</li> </ul>
7.	A Comparative Study on Clusters and non-clusters Based SME Development in Bangladesh (Carry forward).	01	-	-	<ul style="list-style-type: none"> <li>▪ In line with Industrial Policy-2016</li> <li>▪ 7<sup>th</sup> Five year plan</li> <li>▪ Working Committee's Recommendation</li> </ul>
8.	Conduct Sector Study on the Furniture Sector in Bangladesh (Carry forward).	01	-	-	<ul style="list-style-type: none"> <li>▪ In line with Industrial Policy 2016</li> </ul>
9.	Monitoring and Evaluation of Programs.	01			
	<b>Total</b>	<b>11</b>		<b>69,00,000.00</b>	

**01. Name of Activity: Publication of International Journal of SME Development (4th issue).**

**a) Rationale:**

The International Journal of SME Development (IJSMED) provides a venue for quality papers including theoretical research articles, evidence-based case studies and practical applications seeking to explore best practice and investigate strategies for rapid growth management in SMEs. IJSMED aimed to contribute to the academic literature, providing conceptual and practical insights and generating innovative ideas for the SME sector of Bangladesh.

**Linked with:**

- I. Sustainable Development Goals (9.5)
- II. Working Committee's Recommendation

**b) Implementation Methodology:**

Publishing a double stage peer review journal.

**c) Outputs:**

Output Indicators	Means of verification
Publishing the Journal.	Printed copy of the Journal.

**d) Activity/Sub-activity Details and Time Schedule:**

Sl.	Sub-Activities	Activity Type	Time Schedule (in month)														
			J	A	S	O	N	D	J	F	M	A	M	J			
1.	Preparation of 'Call for Papers' for the 4 <sup>th</sup> issue	Desk Work															
2.	1 <sup>st</sup> Meeting of the Editorial Board	Preparatory meeting for the 4 <sup>th</sup> issue															
3.	Call for Papers	Publishing adv. & sending letters with Call for Papers															
4.	Receiving/ Collection of Papers	Desk Work & Communication															
5.	2 <sup>nd</sup> Meeting of the Editorial Board	Event (Papers & Primary Reviewer Selection)															
6.	Sending papers to the Reviewers (1 <sup>st</sup> Review)	Desk work															
7.	Receiving Reviewers comments	Desk work and Sending comments to the authors															
8.	3 <sup>rd</sup> meeting of the editorial board	Event (Reviewer and Paper Selection)															
9.	Sending papers to the reviewers (2 <sup>nd</sup> Review)	Desk Work															

10.	Receiving Reviewers comments	Desk Work																	
11.	4 <sup>th</sup> meeting of the editorial board	Event																	
12.	Call for edited papers	Desk Work																	
13.	Sending edited papers to the reviewers	Desk Work																	
14.	Receiving Reviewers comments	Desk Work																	
15.	5 <sup>th</sup> meeting of the editorial board	Meeting																	
16.	Sending papers for final edition	Desk Work																	
17.	Call for final papers	Receiving final edited papers																	
18.	6 <sup>th</sup> meeting of the editorial board	Event (Selection of Final Papers)																	
19.	Compiling, Editing and proof reading	Desk Work (sending to proof reader)																	
20.	Press Selection through bid	Desk Work (Sending to the Press)																	
21.	Distribution of Journal	Desk Work																	

**e) Estimated Budget:**

Sl.	Items	Unit	No. of unit	Unit cost	Total cost
1.	Printing Leaflets	1	700	10	7,000.00
2.	Distribution of Leaflets	1	700	20	14,000.00
3.	Remuneration for Editorial Board members	7	6	5000	2,10,000.00
4.	Remuneration for Reviewers	2	15	5000	1,50,000.00
5.	Remuneration for Linguistic Expert	1	10	2,500	25,000.00
6.	Entertainment in the Meeting	6	10	250	15,000.00
7.	Printing the Journal (4 Color)	1	1000	160	1,60,000.00
8.	Distribution of the Journal	1	500	38	19,000.00
<b>Total</b>					<b>6,00,000.00</b>

**f) Risk/Challenges:**

Risk/Challenges	Ways of Mitigation
Getting quality papers	Wide coverage in respective media

**02. Name of Activity: A Study on the Business opportunities of Plastics Recycling Industries in Bangladesh.**

**a) Rationale:**

Plastics is regarded a thrust sector having around 20% growth. Per capita consumption of plastic around 5 kg comparing to 20 kg of any developing countries. The potentiality of the sector is yet to tap properly. To support this sector, recycling of the plastic is critical at this moment. This is important for both environment and business as well. Plastic recycling can create many new entrepreneurs and export in different forms. Plastics recycling industries could be a new business opportunities for micro, small and medium enterprises by engaging actively in turning waste into reusable products. In this concern, a study on the business opportunities of plastics recycling industries has been undertaken to address the issue. This study will provide updated business information of plastic recycling industry to the enthusiastic entrepreneurs, researchers, academicians, SME expert and other stakeholders.

**Linked with:**

- I. In line with the SDG.
- II. 7<sup>th</sup> Five year plan.

**b) Implementation Methodology:**

- Outsourcing of Research Firm.

**c) Outputs:**

Output Indicators	Means of verification
Study Findings	Report

**d) Activity/Sub-activity Details and Time Schedule:**

Sl.	Detail Activities	Activity Type	Time Schedule (in month)													
			J	A	S	O	N	D	J	F	M	A	M	J		
1.	Awarding the task	Desk work and Event														
2.	Inception report presentation	Event														
3.	Survey, KII & FGDs	Field works														
4.	Interim Report Collection	Communication														
5.	Draft report Collection	Communication														
6.	Validation Workshop	Presentation														
7.	Final Report Collection	Communication														

**e) Estimated Budget:**

Sl.	Items	Unit	No. of unit	Unit cost	Total cost	Remarks
1.	Advertisement for firm selection		2	50,000/-	1,00,000/-	

2.	Research firm hiring		1	29,00,000/-	29,00,000/-	
3.	Inception Report Presentation	Meeting	1	-	-	All cost for the meetings/workshops will be Borne by the Research Firm.
4.	Validation Workshop	Workshop	1	-	-	
<b>Total</b>					<b>30,00,000/-</b>	

**f) Risk/Challenges:**

Risk/Challenges	Ways of Mitigation
Awarding the task in time	<ul style="list-style-type: none"> <li>▪ Procurement in-time.</li> </ul>
Finding appropriate Consulting Firm	<ul style="list-style-type: none"> <li>▪ Advertised through at least two reputed dailies.</li> <li>▪ Direct contact with the potential consulting firm.</li> <li>▪ Selecting a firm with track record.</li> </ul>
Completion of the task in time	<ul style="list-style-type: none"> <li>▪ Continuous Monitoring</li> </ul>

**03. Name of Activity: Recommending actions for SME Development on the basis of secondary research reports.**

**a) Rationale:**

There are many SME development related research papers available in the journals published by various organizations like BUET, DU, BCSIR, BAU and so forth, where actions or way forward are directed for the development of SMEs. This activity will enable to recommend SME Development actions after reviewing those research articles. This activity will also help to prepare action plan for the development of micro, small and medium enterprises.

**Linked with:**

I. SDG (9.5)

**b) Implementation Methodology:**

- Visiting organization library and websites.
- Research articles collection and analysis.
- Report Preparation.

**c) Outputs:**

Output Indicators	Means of verification
Compiled document (Recommended actions)	Report

**d) Activity/Sub-activity Details and Time Schedule:**

Sl.	Sub-Activities	Type	Time Schedule (in month)													
			J	A	S	0	N	D	J	F	M	A	M	J		
1.	Secondary research papers Collection	Desk Work & field visit														
2.	Review of Secondary papers	Desk Work														
3.	Report preparation	Desk Work														

**e) Estimated Budget:** In-house.

**f) Risk/Challenges:**

Risk/Challenges	Ways of Mitigation
Completion of the task in time	Continuous Monitoring and Evaluation

**04. Name of Activity: Conduct Case Studies of three successful Entrepreneurs from the intervention of SME Foundation.**

**(a) Rationale:**

Development of Small and Medium Enterprises (SMEs) is a fundamental theme towards achieving Sustainable Development Goals in Bangladesh. SME Foundation has been working to promote small and medium enterprises (SMEs) for alleviating poverty, generating employment and thereby accelerating economic growth. As part of its mission, Foundation has been working for the development of SMEs throughout the country especially in identified MSME clusters by designing various development interventions. The proposed activity will find out the story behind the successful entrepreneurs inside or outside the clusters. The cases will act as a ready reference for the researchers, academicians especially for the new entrepreneurs who want to be a successful entrepreneurs in SME sector.

**Linked with:**

- In line with the SDG (9.5)

**b) Implementation Methodology:** Outsourcing of Consultants/Experts.

**c) Outputs:**

Output Indicators	Means of verification
Case Study Documents	Reports

**d) Activity/Sub-activity Details and Time Schedule:**

Sl.	Detail Activities	Activity Type	Time Schedule (in month)														
			J	A	S	O	N	D	J	F	M	A	M	J			
1.	Concept Note Preparation	Desk Work															
2.	ToR for Consultants/Experts	Desk Work															
3.	Hiring Consultants/Experts	Desk Work & Communication															
4.	Draft Report Collection	Communication															
5.	Final Report Collection	Communication															

**e) Estimated Budget:**

Sl.	Items	No. of Unit	Unit cost	Total cost	Remarks
1.	Honorarium for Experts	3	1,00,000/-	3,00,000/-	
<b>Total</b>				<b>3,00,000/-</b>	

**f) Risk/Challenges:**

Risk/Challenges	Ways of Mitigation
Finding suitable experts	Rigorous Communication



**05. Name of Activity: A study on Prospects of Garments/Textile Waste to Create Innovative Entrepreneurs.**

**a) Rationale:**

Bangladesh textile/RMG sector releasing more than 2 million bale of Jhute or scraps every year, which is mostly burned or used in making low end products. It is estimated about \$4 billion of the scraps that are misused around the country that could be turned into value added products by SMEs. Using these waste thousands of new and innovative entrepreneurs could be developed and earned huge foreign currency. SME Foundation can identify garment waste as a new thrust sector that could be added in future industrial policy. The study could be supportive for NBR for future incentive in this sector.

**Linked with:**

- In line with SDGs 1, 3, 5, 6, 7, 8, 9, 10, 11, 12, 13

**b) Implementation Methodology:**

- Outsourcing of Research Firm.

**c) Outputs:**

Output Indicators	Means of verification
Study Report	Printed copy

**d) Activity/Sub-activity Details and Time Schedule:**

Sl.	Detail Activities	Activity Type	Time Schedule (in month)											
			J	A	S	O	N	D	J	F	M	A	M	J
1.	Awarding the task	Desk work and Event												
2.	Inception Report Presentation	Event												
3.	Survey, KII & FGDs	Field works												
4.	Interim Report Collection	Communication												
5.	Draft Report Collection	Communication												
6.	Validation Workshop	Event												
7.	Final Report Collection	Communication												

**e) Estimated Budget:**

Sl.	Items	Unit	No. of unit	Unit cost	Total cost	Remarks
1.	Advertisement for firm selection		2	50,000/-	1,00,000/-	
2.	Research firm		1	29,00,000/-	29,00,000/-	

	hiring					
3.	Inception Report Presentation	Meeting	1	-	-	All cost for the meetings/workshops will be Borne by the Research Firm.
4.	Validation Workshop	Workshop	1	-	-	
<b>Total</b>					<b>30,00,000/-</b>	

**f) Risk/Challenges:**

<b>Risk/Challenges</b>	<b>Ways of Mitigation</b>
Awarding the task in time	<ul style="list-style-type: none"> <li>▪ Procurement in-time.</li> </ul>
Finding appropriate Consulting Firm	<ul style="list-style-type: none"> <li>▪ Advertised through at least two reputed dailies.</li> <li>▪ Direct contact with the potential consulting firm.</li> <li>▪ Selecting a firm with track record.</li> <li>▪ International firm could be hired.</li> <li>▪ Joint study with international organization</li> </ul>
Completion of the task in time	<ul style="list-style-type: none"> <li>▪ Continuous Monitoring</li> </ul>

**06. Name of Activity: A joint study on SME Development in Bangladesh with Friedrich Ebert Stiftung (FES), Germany.**

**a) Rationale:**

Small and medium enterprises (SMEs) play a vital role in the overall production networks and they are core to achieve the sustainable economic growth of developing countries. Thus, it is necessary to understand the requirements of SME sector and design development intervention following the SME developed countries experiences. This study has been undertaken in light with German Model for SME development to identify the situations of SMEs in Bangladesh, policies and especially industrial policies to support SMEs, economic and social upgrading of SMEs in Bangladesh and major constraints for SME development. This program will attempt to explore the strategies, directions and recommendations for SME development in Bangladesh.

**Linked with:**

- I. In line with SDG
- II. Industrial Policy 2016

**b) Implementation Methodology:**

- Outsourcing of Research Firm.

**c) Outputs:**

Output Indicators	Means of verification
Findings on SME Development.	Study report

**d) Activity/Sub-activity Details and Time Schedule:**

Sl.	Sub Activities	Type	Time Schedule (in month)													
			J	A	S	0	N	D	J	F	M	A	M	J		
1.	Awarding the task	Desk work and Event														
2.	Inception Report Presentation	Event														
3.	Survey, KII & FGDs	Field works														
4.	Interim Report Collection	Communication														
5.	Draft Report Collection	Communication														
6.	Validation Workshop	Event														
7.	Final Report Collection	Communication														

**e) Estimated Budget:** Friedrich Ebert Stiftung (FES) funded program.

**f) Risk/Challenges:**

Risk/Challenges	Ways of Mitigation
Awarding the task in time	▪ Procurement in-time.
Finding appropriate Consulting Firm	▪ Selecting a firm with track record.
Support and cooperation to FES	▪ Rigorous Communication.

**07. Name of Activity: A Comparative Study on Clusters and non-clusters Based SME Development in Bangladesh (Carry Forward).**

**a) Rationale:**

This study will deliver the detailed and updated information about the present status of the SME Clusters in Bangladesh. One of the major interventions of this study will be the in-depth examination of cluster based approach vs. non-cluster based approach for SME development in the country. The study will enable to find out impediments, opportunities & recommendations with intervention plan for SME development in Bangladesh.

**Linked with:**

- III. Working Committee's Recommendation
- IV. Industrial Policy 2016 (5.1, 5.9, 6.8)

**b) Implementation Methodology:**

- Outsourcing of Research Firm.

**c) Outputs:**

Output Indicators	Means of verification
Present status, export potential, Challenges, opportunities, recommendations with action plan and cluster vs. non-cluster approach analysis.	Study report

**d) Activity/Sub-activity Details and Time Schedule:**

Sl.	Sub Activities	Type	Time Schedule (in month)												
			J	A	S	O	N	D	J	F	M	A	M	J	
1.	Awarding the task	Desk work and Event													
2.	Inception Report Presentation	Event													
3.	Survey, KII & FGDs	Field works													
4.	Interim Report Collection	Communication													
5.	Draft Report Collection	Communication													
6.	Validation Workshop	Event													
7.	Final Report Collection	Communication													

**e) Estimated Budget:**

Sl.	Items	Unit	No. of unit	Unit cost	Total cost	Remarks
1.	Advertisement for firm selection		2	-	53,550.00	*Already Incurred
2.	Research firm hiring		1	31,98,000/-	31,98,000/-	
3.	Inception Report Presentation	Meeting	1	-	-	
4.	Validation Workshop	Workshop	1	-	-	All cost for the workshops will be Borne by the Research Firm.
<b>Total</b>					<b>32,51,550/-</b>	

**f) Risk/Challenges:**

Risk/Challenges	Ways of Mitigation
Awarding the task in time	<ul style="list-style-type: none"> <li>▪ Procurement in-time.</li> </ul>
Finding appropriate Consulting Firm	<ul style="list-style-type: none"> <li>▪ Advertised through at least two reputed dailies.</li> <li>▪ Direct contact with the potential consulting firm.</li> <li>▪ Selecting a firm with track record.</li> </ul>
Getting enough and relevant data from the field	<ul style="list-style-type: none"> <li>▪ Motivation to the trade bodies to cooperate.</li> </ul>

**08. Name of Activity: Sector Study on the Furniture Sector in Bangladesh (Carry Forward).**

**a) Rationale:**

The proposed study is aimed at getting detailed and updated information about the size of the sector, number of firms operating, production and market demand analysis, contribution to the GDP, total employment, export potential, existing impediments hindering growth and way forward for the furniture sector in the country.

**Linked with:**

- Industrial policy-2016

**b) Implementation Methodology:**

- Outsourcing of Research Firm.

**c) Outputs:**

Output Indicators	Means of verification
Present status, export potential, production and market demand analysis, challenges, opportunities, recommendations and so forth.	Study report

**d) Activity/Sub-activity Details and Time Schedule:**

Sl.	Sub Activities	Type	Time Schedule (in month)													
			J	A	S	O	N	D	J	F	M	A	M	J		
1.	Awarding the task	Desk work and Event														
2.	Inception Report Presentation	Event														
3.	Survey, KII & FGDs	Field works														
4.	Interim Report Collection	Communication														
5.	Draft Report Collection	Communication														
6.	Validation Workshop	Event														
7.	Final Report Collection	Communication														

**e) Estimated Budget:**

Sl.	Items	Unit	No. of unit	Unit cost	Total cost	Remarks
1.	Advertisement for firm selection		-	-	-	
2.	Research firm hiring		1	19,55,000/-	19,55,000/-	
3.	Inception Report	Meeting	1	-	-	

	Presentation					
4.	Validation Workshop	Workshop	1	-	-	
<b>Total</b>					<b>19,55,000/-</b>	

**f) Risk/Challenges:**

Risk/Challenges	Ways of Mitigation
Awarding the task in time	<ul style="list-style-type: none"> <li>▪ Procurement in-time.</li> </ul>
Finding appropriate Consulting Firm	<ul style="list-style-type: none"> <li>▪ Advertised through at least two reputed dailies.</li> <li>▪ Direct contact with the potential consulting firm.</li> <li>▪ Selecting a firm with track record.</li> </ul>
Getting enough and relevant data from the field	<ul style="list-style-type: none"> <li>▪ Motivation to the trade bodies to cooperate.</li> </ul>

**09. Monitoring and Evaluation of Programs.**

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## **Cluster Development**

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## Cluster Development Annual Action Plan: 2018-2019 FY

Sl.	Program	No. of activities	No. of Participants (approx.)	Budget	Reference	
1.	Development Interventions in SME Clusters	I) Interventions in specially focused 5 clusters	9	270	18,50000.00	a. SDG 1st, 8th and 10th Goal. b. 7th Five year Plan c. NIP-2016
		II) Interventions in other 10 clusters	19	545	38,80,000.00	
		III) Meeting with stakeholders of the clusters regarding the problems and prospects of respective clusters and also to identify the next annual action plan activities	2	60	5,00000.00	
		Total	30	875	57,80,000.00	
2.	Exposure Visit of cluster stakeholders in Similar Clusters of Foreign countries.	2	9	10,00,000.00	1. SDG 1st, 8th and 10th Goal. 2. 7th Five year Plan NIP-2016	
3.	Seminar on “Sharing SMEF Cluster Development Initiatives”	1	30	50,000.00		
4.	Needs Assessment of 10 SME Clusters (outsourcing) (Carry Forward)	10	---		a. 7th Five year Plan	
5.	Documentary on Current Status and Potential of 13 SME Clusters of Bangladesh (Carry Forward)	13	13	-	a. 7th Five year Plan	
6.	Monitoring and Evaluation	01		In house		
	<b>Total</b>	<b>57</b>	<b>927</b>	<b>68,30,000.00</b>		

**01. Name of Intervention: Development Interventions in SME Clusters**

**a) Rationale:**

SME Foundation has been conducting needs assessment of SME clusters program. As a part of the next development plan, SME Foundation has already begun development interventions in selected clusters. This year Foundation will focus and amplify its implementation of interventions in SME Clusters. Based on the reports of the Needs Assessment and meeting with cluster representatives, interventions will be taken to achieve the desired outputs, outcomes and goal.

**b) Implementation Methodology:**

- Vision building workshops (to be held in respective cluster area)
- Capacity building trainings
- Exposure visits to similar clusters (National)
- Follow up

SMEF will provide the following supports:

- Capacity building training
- Marketing
- Financing
- ICT
- Technology
- Policy Advocacy
- Linkage and Networking
- Promotion and Publicity
- Others (as per needs like office equipment etc.)

**I) Interventions in specially focused 5 clusters and intervention plan:**

Sl.	Sector of the cluster	Name of the Cluster	Name of intervention
1	Recycling	Saidpur RMG Cluster	a) Training on Export Procedures b) Leadership Training c) Participation in National SME Fair d) Participation in Regional Fair
2	Recycling	Pabna Hosiery Cluster	a) Training on Export Procedures b) Training on Sewing Techniques c) Product Design Development d) Leadership Training e) Participation in National SME Fair f) Participation in Regional Fair
3	Handloom	Saoil Handloom Cluster	a) Training on Basic Accounting b) Training on Product Design c) Leadership Training d) Participation in National SME Fair e) Participation in Regional SME Fair
4	Leather	Bhoirob Shoe Cluster	a) Training on Basic Accounting b) Training on Product Diversification c) Leadership Training d) Participation in National SME Fair e) Participation in Regional SME Fair
5	Light Engineering	Bogra Light Engineering Cluster	a) Training on Awareness of Modern Machine Techniques and Demonstration b) Leadership Training

			c) Participation in National SME Fair d) Participation in Regional SME Fair
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**II) Interventions in other 10 clusters and intervention plan:**

Sl.	Name of the Cluster	Name of intervention
1.	Agor Ator Cluster, Moulovibazaar	a) Training on E-marketing b) Leadership Training c) Participation in National SME Fair d) Participation in Regional SME Fair
2.	Bolodia Cricket Bat Cluster	a) Training on Marketing b) Training on Business Management c) Training on Basic Accounting d) Leadership Training e) Participation in National SME Fair f) Participation in Regional Fair
3.	Nakshikatha Cluster, Jamalpur	a) Training on Fashion Design and sewing Techniques b) Exposure visit to Chapainwabganj Nakshikatha Cluster c) Leadership Training d) Participation in National SME Fair e) Participation in Regional SME Fair
4.	Nakshikatha Cluster, Chapainawabganj	a) Training on Fashion Design and sewing Techniques b) Leadership Training c) Participation in National SME Fair d) Participation in Regional SME Fair
5.	Kumarkhali Textile Cluster	a) Training on Business Management b) Leadership Training c) Participation in National SME Fair d) Participation in Regional Fair
6.	Pabna Light Engineering Cluster	a) Training on Business Management b) Training on Basic Accounting c) Leadership Training d) Participation in National SME Fair e) Participation in Regional Fair
7.	Gobindagonj Hosiery Cluster	a) Training on Business Management b) Training on Basic Accounting c) Training on Marketing d) Leadership Training e) Participation in National SME Fair f) Participation in Regional SME Fair
8.	Purba Madarbari Shoe Cluster	a) Training on Product Diversification b) Training on Basic Accounting c) Leadership Training d) Participation in National SME Fair e) Participation in Regional Fair

Sl.	Name of the Cluster	Name of intervention
9.	Kaluhati Shoe Cluster	a) Training on Product Diversification b) Leadership Training c) Participation in National SME Fair d) Participation in Regional SME Fair
10.	Nisbetganj Sotronji Cluster	a) Leadership Training b) Participation in National SME Fair c) Participation in Regional SME Fair

**c) Outputs and outcomes (in next five years):**

Output Indicators	Means of verification
<ul style="list-style-type: none"> <li>- One or more active associations/cooperative to play the facilitating and supporting role</li> <li>- Entrepreneurs from 15 clusters shall be trained</li> </ul>	- Capacity building programs

**d) Outcome/Impact:**

Performance Indicators	Unit	Total	Remarks
New entrepreneurs creation and development of existing entrepreneurs	Person	800	
Employment generation	Person	28	
Enabling business environment for the SMEs	Number	14	

**e) Activity/Sub-activity Details and Time Schedule:**

S L.	Cluster	J	A	S	O	N	D	J	F	M	A	M	J
<b>Interventions in specially focused 5 clusters</b>													
1.	Saidpur RMG Cluster												
2.	Pabna Hosiery Cluster												
3.	Saoil Handloom Cluster												
4.	Bogra Light Engineering Cluster												
5.	Bhoirob Shoe Cluster												
<b>Interventions in specially other 10 clusters</b>													
6.	Kaluhati Shoe Cluster												
7.	Nakshikatha Cluster, Chapainawabganj												
8.	Gobindagonj Hosiery Cluster												
9.	Bolodia Cricket Bat Cluster												

S L.	Cluster	J	A	S	O	N	D	J	F	M	A	M	J
<b>Interventions in specially focused 5 clusters</b>													
10.	Nakshikatha Cluster, Jamalpur												
11.	Kumarkhali Textile Cluster												
12.	Agor Ator Cluster, Moulvibazaar												
13.	Purba Madarbari Shoe Cluster												
14.	Pabna Light Engineering Cluster												
15.	Nisbetganj Sotronji Cluster												

**\*\* The schedule above is subject to change according to the approval of the authority.**

Sl.	Subject of the Training	Legend
a.	Training on Business Management	
b.	Training on Basic Accounting	
c.	Training on Export procedures	
d.	Specific skill enhancement training	
e.	Training on Marketing Techniques	
f.	Training on Product Design Development	
g.	Training on Product Diversification	
h.	Training on E-marketing	
i.	Exposure Visit to Similar Cluster	
j.	Training on Awareness of Modern Machine Techniques and Demonstration	
k.	Participation in National SME Fair	
l.	Participation in Regional SME Fair	
m.	Leadership Training	

**f) Estimated Budget:**

Sl	Subject of the intervention	Duration of the Program	Lump-sum	No of Programs	Total (tk.)
1.	Training on Business Management	3	150000	4	600000
2.	Training on Basic Accounting	3	100000	5	500000
3.	Training on Export procedures	3	150000	2	300000
4.	Specific skill enhancement training	3	300000	3	900000
5.	Training on Marketing Techniques	3	300000	2	600000
6.	Training on Product Design Development	3	300000	3	900000

7.	Training on Product Diversification	3	300000	3	900000
8.	Training on E-marketing	3	150000	1	150000
9.	Training on Awareness of Modern Machine Techniques and Demonstration	3	150000	1	150000
10.	Leadership Training	2	250000	1	250000
11.	Exposure Visit To Similar Cluster	1	30000	1	30000
12.	Participation in National SME Fair			1	
13.	Participation in Regional SME Fair			1	
<b>Total Program</b>				<b>28</b>	
<b>Total Budget</b>					<b>52,80,000.00</b>

**g) Risk/Challenges:**

Risk/Challenges	Ways of Mitigation
Quality of participants.	Collection of Trade License
Best Resource Person	Share HRD Wings Resource Person pool.
Trade bodies Coordination	Maintain rigorous communication with the trade bodies

**III) Meeting with stakeholders of the cluster regarding the problems and prospects of respective clusters and also to identify the next annual action plan activities.**

**a) Rationale:**

Small and Medium Enterprise Foundation has conducted need assessment of 66 clusters out of 177 clusters and started development interventions in selected clusters. Based on the assessment, training programs, financing, technological support and policy supports are given to the selected clusters. SME Foundation plans to organize meetings with the stakeholders to evaluate the scope of services required for development interventions.

**b) Implementation Methodology:**

- Identifying the stakeholders
- Selection of participants from the stakeholders
- Arranging meeting to discuss the prospects and scope of future interventions
- Preparing reports on the discussion

**c) Outputs:**

Output Indicators	Means of verification
2 meetings with stakeholder	Meeting reports

**d) Estimated Budget:**

Sl.	Items	Unit & cost	Total cost
1.	2 Meetings	Lump sum	5,00,000
<b>Total</b>			<b>5,00,000.00</b>

**e) Risk/Challenges:**

Risk/Challenges	Ways of Mitigation
Cooperation from the clusters representative	Rigorous communication with cluster leaders

**02. Name of Intervention: Exposure Visit to Foreign countries in the Similar Cluster (Leather And Recycling Clusters)**

**a) Rationale:**

During the Meeting with stakeholders of the cluster, representatives of some cluster addressed the need of visiting similar clusters in foreign countries. It is envisaged that such visits will help them to understand the current international business scenario and production techniques as well as technology used in production and address the possibility of growth in their respective clusters.

**b) Implementation Methodology:**

- Identifying the stakeholders
- Selection of participants from the stakeholders of selected clusters
- Arranging foreign tour through contacting with the representative (SME Organization) in the foreign country.
- Preparing reports on the exposure visit by the stakeholders

**c) Outputs:**

Output Indicators	Means of verification
Exposure visits of the entrepreneurs.	Exposure visit reports

**d) Outcome/Impact:**

Performance Indicators	Unit	Total	Remarks
New entrepreneurs creation and development of existing entrepreneurs	Person	6	
Employment generation	Person	-	
Enabling business environment for the SMEs	Number	-	

**e) Activity/Sub-activity Details and Time Schedule:**

Sl.	Detail Activities	Activity Type	Time Schedule (in month)													
			J	A	S	O	N	D	J	F	M	A	M	J		
1.	Communication with potential stakeholder	Desk Work														
2.	Team Finalization	Desk Work														
3.	Tour Plan finalization and approval	Desk /Field														
4.	Accommodation, Visa, air ticket, arrangement	Desk /Field														
5.	Cluster visit	Desk /Field														
6.	Report Submission															

**f) Estimated Budget:**

Sl.	Items	Unit & cost	Total cost
1.	2 Foreign Visits	Lump sum	10,00,000
<b>Total</b>			<b>10,00,000.00</b>

**g) Risk/Challenges:**

Risk/Challenges	Ways of Mitigation
Cooperation from the clusters representative	Rigorous communication with foreign cluster leaders of association



### 03. Seminar on “Sharing SMEF Cluster Development Initiatives”

#### a)Rationale:

The objective of this seminar is to create awareness on the concept of SME cluster and present SME cluster based development initiatives of SME Foundation.

#### b) Implementation Methodology:

- Prepare Presentation
- Organize seminar
- Send proceedings to stakeholders

#### c) Outputs:

Output Indicators	Means of Verification
– Sensitizing stakeholders about the concerned issue.	– Number of seminar organized

#### d) Activity/Sub-activity Details and Time Schedule:

Sl.	Detail Activities	Activity Type	Time Schedule (in month)													
			J	A	S	O	N	D	J	F	M	A	M	J		
1	Presentation preparation	Desk Work														
2	Communication with Stakeholders	Desk Work														
3	Organize Seminar	Seminar														
4	Report preparation	Desk Work														
5	Dissemination of Outputs	Desk Work														

#### e) Estimated Budget:

Sl.	Items	No. of unit	Unit cost	Total cost	Remarks
1	Organize seminar	1	50,000/-	50,000/-	Lump-sum
<b>Total</b>				<b>50,000/-</b>	

#### f) Risk/Challenges:

Risk/Challenges	Ways of Mitigation
Stakeholders participation	Rigorous communication.

**04. Name of Intervention: Needs Assessment of 10 SME Clusters (Outsourcing) (Carry Forward)**

**a) Rationale:**

Problems and opportunities of clusters can be known through meticulous discussion and communication with the entrepreneurs of those clusters. At the same time it will help us to know about the number of enterprises, location, employment size, economic situation, products, raw materials used and so forth, which in turn will help design development interventions for those clusters.

**b) Implementation Methodology:**

Outsourcing of needs assessment of 10 clusters will be conducted by awarding the task to a department/ institute of a reputed university. The step includes:

- Negotiation with the prospective Educational Institutions
- Awarding the task
- Monitoring the activities
- Draft report collection
- Final report collection

**c) Outputs:**

Output Indicators	Means of verification
- 10 clusters' needs will be assessed.	- 10 cluster needs assessment reports

**d) Activity/Sub-activity Details and Time Schedule:**

Sl.	Detail Activities	Activity Type	Time Required (Person Days)	Time Schedule (in month)														
				J	A	S	O	N	D	J	F	M	A	M	J			
7.	Negotiation with the Educational Institutions	Desk Work	10															
8.	Awarding the task	Desk Work	05															
9.	Cluster visits	Field Visits	20															
10.	Draft report submission																	
11.	Validation workshop for report finalization	Desk Work	10															
<b>Total</b>			<b>45</b>															

**e) Estimated Budget:**

Sl.	Items	Unit	No. of unit	Unit cost	Total cost	Remarks
5.	Outsourcing of needs assessment of 10 clusters	1	10	-	30,00,000.00	
<b>Total</b>					<b>30,00,000.00</b>	

**f) Risk/Challenges:**

Risk/Challenges	Ways of Mitigation
Cooperation from the entrepreneurs and Association leaders	Rigorous communication and networking
Awarding the task timely	Timely processing

**05. Documentary on Current Status and Potential of 13 SME Clusters of Bangladesh (Carry Forward)**

**a) Rationale:**

There is no video documentary on any cluster. Documentary on cluster will be helpful to give donors and stakeholders better knowledge on current status and potentials of cluster. The documentary will present an overall condition of the clusters. The documentary on each cluster will be less than 05 minutes.

**b) Implementation Methodology:**

- Awarding the task
- Documentary making

**c) Outputs:**

Output Indicators	Means of verification
– Documentary will be made.	– 1 documentary on 13 clusters.

**d) Activity/Sub-activity Details and Time Schedule:**

Sl.	Detail Activities	Activity Type	Time Required (Person Days)	Time Schedule (in month)														
				J	A	S	0	N	D	J	F	M	A	M	J			
1.	Awarding the task	Desk Work	05															
2.	Documentary making	Field work	15															
<b>Total</b>			<b>20</b>															

**e) Estimated Budget:**

Sl.	Items	Unit	No. of unit	Unit cost	Total cost	Remarks
1.	Outsourcing of the program		Lump-sum		8,00,000.00	
<b>Total</b>					<b>8,00,000.00</b>	

**f) Risk/Challenges:**

Risk/Challenges	Ways of Mitigation
Cooperation from the entrepreneurs and Association leaders	Rigorous communication and networking
Awarding the task timely	Timely processing

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## **Technology Development (TD) Wing**

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## Technology Development Annual Action Plan: 2018-2019 FY

Sl.	Activities	No. of Events	No. of Beneficiary	Budget	Reference
1.	Study on 'Stock Taking of Existing Technologies and Potential Modernization Opportunities in Priority Clusters' (6 clusters/ 300 beneficiaries)	6	300	0/-	NIP-16-5.2.3, 4.20
2.	Dissemination on 'Technology Modernization Opportunities in Priority Clusters' (4 clusters/ 120 beneficiaries)	4	120	5,10,000/-	NIP-16-12 (5.1, 5.8)
3.	Design Interventions for Technology Development in Priority Clusters Based on Existing Needs Assessment Reports and Other Studies (3 interventions/ 3 clusters/ 150 beneficiaries)	3	150	0/-	NIP-16-5.2.3, 4.20
4.	Productivity & Quality (P&Q) Enhancement of SMEs through KAIZEN (4 Consultancies/ 4 beneficiaries)	4	4	3,00,000/-	NIP-16-8.3 , SDG-8.2
5.	Workshop on 'Product value addition through Innovative Design and Process Technologies in SME Leather Cluster' (1 Workshop/ 30 beneficiaries)	1	30	1,05,000/-	NIP-16-4.20,5.8 and NIP-16-5.1
6.	Skill development program on Good Manufacturing Practice (GMP) for Bakery Industries (6 trainings/ 150 beneficiaries)	6	150	7,70,000/-	NIP-16-5.1
7.	Seminar on 'Patent Design, Trademark and BSTI Certification Procedure for SMEs (6 Seminars/ 150 beneficiaries)	6	150	6,00,000/-	NIP-16-5.2.3
8.	Seminar on 'Introducing Good Agricultural Practice (GAP) for Export Promotion (Mainstream and Ethnic Market)' (2 Seminars/ 60 beneficiaries)	2	60	1,70,000/-	SDG goal-2
9.	Facilitate the SMEs from technology support programs in participating Exhibition/Fair (2 Exhibition/Fair)	2	10	2,00,000/-	-
10.	Skill Enhancement Program on 'Operation, Maintenance and Safety of Industrial Boilers' for Agro-processing Industries (3 trainings/ 90 beneficiaries)	3	90	7,75,000/-	NIP-16-5.2.3, 8.3
11.	Skill Enhancement Program for Foundry Industries on- a) 'Appropriate Practice of Sand Molding' (4 trainings/ 40 beneficiaries) b) 'Appropriate Practice of Induction Melting' (1 training/ 10 beneficiaries)	5	50	11,15,000/-	NIP-16-5.2.3, 8.3
12.	Study on 'Exploring the Capability and Identifying the Skill & Technology Gap of Jashore Light Engineering SMEs' (1 Study/ 50 beneficiaries)	1	50	9,55,000/-	NIP-16-5.2.3, 8.3
13. p	Monitoring and Evaluation of AWP 2018-19 of Technology Wing	-	-	0/-	-
<b>Total (Fifty-Five Lakh Taka Only)</b>		<b>43</b>	<b>1164</b>	<b>55,00,000/-</b>	

**01. Study on ‘Stock Taking of Existing Technologies and Potential Modernization Opportunities in Priority Clusters’ (6 clusters/ 300 beneficiaries)**

**a. Rationale**

I. Micro, Small and Medium Enterprises (MSMEs) are the engine of economic growth. SME Foundation has identified 177 naturally grown MSME clusters in Bangladesh as a part of its cluster-based development strategy. The MSMEs are manufacturing products using traditional and indigenous technologies. SME Foundation is mandated to facilitate MSMEs in becoming technologically sound, adopting modern technologies, inventing new products & services and developing existing ones and enabling efficient use of resources. It is important to facilitate potential or new entrepreneurs as well as policy-makers/ development planners to acquire knowledge on the standard and local practice of manufacturing.

A stocktaking activity will document the existing technology in use and critical issues affecting technological advancement will be identified in selected priority clusters identified by SME Foundation.

II. National Industry Policy-2016, Section: 5.2.3 and 4.20

**b. Implementation Methodology**

*Major Steps of this program:*

- i) Updating report structure, data collection fields and strategy
- ii) Communication, identify zones and schedule cluster visits
- iii) Visit clusters, collect data and prepare reports
- iv) Arrange expert consultation meeting for further validation of the reports

**c. Outputs**

Output Indicators	Means of verification
- Number of reports generated on visited clusters	- Study reports

**d. Activity/Sub-activity Details and Time Schedule**

Name		Study on ‘Stock Taking of Existing Technologies and Potential Modernization Opportunities in Priority Clusters’													
Sl.	Task	Task Type	Time Schedule (in month)												
			J	A	S	O	N	D	J	F	M	A	M	J	
1.	Finalize reporting structure	Desk													
2.	Finalize visit zones	Desk													
3.	Contact & schedule Visits	Desk													
4.	Cluster visit & data collection	Field					x		x		x				
5.	Draft report preparation	Desk													

**e. Estimated Budget**

(In-house activity)

**f. Risk/Challenges**

<b>Sl.</b>	<b>Risk/Challenges</b>	<b>Ways of Mitigation</b>
1.	Lack of cooperation from cluster actors	Early correspondence and regular communication
2.	Improper data collection	Follow proper method and take necessary time

**02. Dissemination on ‘Technology Modernization Opportunities in Priority Clusters’ (4 clusters/ 120 beneficiaries)**

**a. Rationale**

- I. Micro, Small and Medium Enterprises (MSMEs) are considered worldwide as engine of economic growth. The MSMEs operating in most of the 177 identified clusters employ indigenous technologies which have not only become obsolete; but also lack capability to mass produce quality products productively and at affordable cost. SME Foundation (SMEF) undertook an activity in fiscal year 2017-18 to document existing manufacturing technology in 8 priority clusters alongside comparison with modern available technologies and application of associated machinery, equipment and tool. Although SMEF’s initiative of introducing modern efficient technologies and measures gained significant acceptance; the demand of practical demonstration of suggested modifications is yet to materialize.

In this regard, SMEF has undertaken a dissemination activity titled ‘Technology Modernization Opportunities in Priority Clusters’ for 4 priority clusters. In this activity, the findings/ suggestions/ recommendations will be disseminated through a seminar/ workshop. Some of the recommendations will be selected for practical demonstration in local BITAC Office or industry/ workshop of interested entrepreneurs. The expenditure of demonstration will be borne by SMEF.

- II. National Industry Policy-2016, Time-bound Action Plan, Serial 12, Section: 5.1, 5.8.

**b. Implementation Methodology**

*Major Steps of this program:*

- i) Stakeholder discussion and concept development
- ii) Resource person/ Resource organization selection
- iii) Seminar/workshop arrangement and Feedback collection
- iv) Demonstration event arrangement and Feedback collection

**c. Outputs**

<b>Output Indicators</b>	<b>Means of verification</b>
- Number of workshops held	- Event photographs
- Number of entrepreneurs aware	- Attendance sheet & feedback form
- Number of demonstrations	- Event photographs and report

**d. Outcome/Impact**

<b>Performance Indicators</b>	<b>Unit</b>	<b>Total</b>	<b>Remarks</b>
New entrepreneurs creation and development of existing entrepreneurs	Person	120	
Employment generation	Person	-	
Enabling business environment for the SMEs	Number	-	



**e. Activity/Sub-activity Details and Time Schedule**

Name		Dissemination on 'Technology Modernization Opportunities in Priority Clusters'												
Sl.	Task	Task Type	Time Schedule (in month)											
			J	A	S	O	N	D	J	F	M	A	M	J
1.	Concept paper preparation	Desk												
2.	Communication & pre-visit	Field												
3.	Resource person selection	Desk												
4.	Prepare Keynote paper	Desk												
5.	Banner design	Desk												
6.	Venue selection	Desk												
7.	Entertainment arrangement	Desk												
8.	Workshop/ Demonstration arrangement	Field			1		1			1		1		

**f. Estimated Budget**

Sl.	Items	Unit	No. of unit	Unit cost	Total cost
1.	Banner printing cost (4 nos. x 10 ft. x 4 ft.)	sq ft.	160	25/-	4,000/-
2.	Seminar Venue decoration & others (5,000/-/day x 1 day x 4 seminars)	Lot	4	5,000/-	20,000/-
3.	Stationery cost (folder/bag, notebook, pen, etc.) (40 participants x 4 seminars)	Lot	160	200/-	32,000/-
4.	Keynote photocopy (color, single side, 2 slide /page, 20 page/ set, 5/- page, 40 participants, 4 Seminars)	Lot	160	100/-	16,000/-
5.	Presentation equipment rent (Projector, Screen, Laptop, etc., 1 day x 4 seminars)	Lot	4	3,000/-	12,000/-
6.	Entertainment Cost (40 participants x 4 Seminars)	Pcs	160	350/-	56,000/-
7.	Keynote person remuneration- Development & Lecture	Lot	4	35,000/-	1,40,000/-
8.	Guest speaker remuneration (2 persons x 4 seminar)	Lot	8	15,000/-	1,20,000/-
9.	Demonstration Cost (inclusive of consumable items, tool & equipment rent, facility rent, etc. x 4 events)	Lot	4	25,000/-	1,00,000/-
10.	Miscellaneous Cost	L/S	4	2,500/-	10,000/-
				<b>Total</b>	<b>5,10,000/-</b>
<b>In words: Five Lakh and Ten Thousand Taka Only</b>					

**g. Risk/Challenges**

Sl.	Risk/Challenges	Ways of Mitigation
1.	Availability of adequate number of appropriate participants	Early correspondence and regular communication with target association and participants.
2.	Cooperation from resource persons/ organization	Early correspondence and maintaining schedule

### 03. Design Interventions for Technology Development in Priority Clusters Based on Existing Needs Assessment Reports and Other Studies (3 interventions/3 clusters/ 150 beneficiaries)

#### a. Rationale

- I. SME Foundation has identified 177 MSME clusters in Bangladesh as a part of its cluster-based development strategy. Foundation already completed several studies on priority clusters. There are scope of intervention for technology development in some clusters. The reports and studies generated is undoubtedly a good source of designing the intervention plans for upgradation of SMEs within clusters. The study shall be conducted in-house to prepare suitable development interventions priority clusters.
- II. National Industry Policy-2016, Section: 5.2.3 and 4.20

#### b. Implementation Methodology

*Major Steps of this program:*

- i) Finalize clusters for technology development
- ii) Study all reports/studies related selected clusters
- iii) Draft plan preparation
- iv) Meeting with cluster representatives
- v) Final plan preparation

#### c. Outputs

Output Indicators	Means of verification
- Number of interventions designed	- Intervention plan

#### d. Activity/Sub-activity Details and Time Schedule

Name		Design Interventions for Technology Development in Priority Clusters Based on Existing Needs Assessment Reports and Other Studies														
Sl.	Task	Task Type	Time Schedule (in month)													
			J	A	S	O	N	D	J	F	M	A	M	J		
1.	Finalize cluster for intervention	Desk														
2.	Study on finalized cluster related studies	Desk														
3.	Draft plan preparation	Desk											X			

#### e. Estimated Budget

(In-house activity)

#### f. Risk/Challenges

Sl.	Risk/Challenges	Ways of Mitigation
1.	Selection of clusters for intervention	Need basis selection
2.	Identify perfect technology for intervention	Study sincerely
3.	Lack of cooperation from cluster actors	Regular communication

#### 04. Productivity & Quality (P&Q) Enhancement of SMEs through KAIZEN (4 Consultancies/ 4 beneficiaries)

##### a. Rationale

- I. Productivity & Quality (P&Q) is very crucial for economic growth of any economy. In our country, more than 90% industries are SMEs and following KAIZEN method would improve their P&Q resulting added competitiveness for both local and international market. Hence the activity has been necessarily inducted by the Foundation for facilitating the adoption of advanced production management principles at SME scale firms to ensure better workplace, reduced wastes and losses, enhanced efficiency, improved quality of products and services with required standardization.
- II. This program is linked with Industry Policy 2016, Action plan: Section 8.3 and SDG 8.2.

##### b. Implementation Methodology

*Major Steps of this activity:*

- i) Promotion and Selection of SMEs
- ii) Pre-visits at selected SMEs followed by inception report
- iii) Conduct diagnosis visits and prepare diagnosis report
- iv) Prepare Kaizen Small Improvement Projects for each SMEs
- v) Implement Kaizen projects as per the proposals
- vi) Document success stories and repeat procedure for next batch.

##### c. Outputs

Output Indicators	Means of verification
- Number of kaizen projects implemented	- Documents, Photographs
- Measure of improvements through kaizen projects	- KAIZEN A3 Reports

##### d. Outcome/Impact

Performance Indicators	Unit	Total	Remarks
New entrepreneurs creation and development of existing entrepreneurs	Person	4	
Employment generation	Person	-	
Enabling business environment for the SMEs	Number	-	

##### e. Activity/Sub-activity Details and Time Schedule

Name	Productivity & Quality (P&Q) Enhancement of SMEs through KAIZEN													
Sl	Tasks	Type	Time Schedule (in month)											
			J	A	S	O	N	D	J	F	M	A	M	J
1.	Promotion and Selection of SMEs	Desk	█	█										
2.	Pre-visit and prepare reports	Field		█	█									
3.	Diagnosis visit & gather data	Field			█	█	█							

4.	Kaizen project formulation	Desk																
5.	Training on Kaizen projects	Field																
6.	Implement & Monitor by visits	Field																
7.	Prepare PCR reports	Desk																x
8.	Recruit new batch	Desk																

**f. Estimated Budget**

Sl.	Items	Unit	No of units	Unit cost	Total cost
1.	Organize trainings (Kaizen Projects)				
a.	Training supplies	Lot	4	3,000	12,000
b.	Projector, screen, laptop	Man-Days	4	2,000	8,000
c.	Entertainment	Lot	4	4,500	18,000
d.	Printing of Module	Lot	4	4,000	16,000
e.	Banner & other accessories	Lot	4	1,500	6,000
2.	Kaizen Implementation Subsidy	L/S	4	20,000	80,000
3.	External Consultancy Fee	L/S	-	-	1,50,000
4.	Miscellaneous	L/S	-	-	10,000
<b>Total</b>					<b>3,00,000</b>
<b>In Words: Three Lac Taka Only</b>					

**g. Risk/Challenges**

Sl.	Risks/Challenges	Ways of Mitigation
1.	Improper selection of SMEs	Proper promotion and consultation
2.	Low motivation for Kaizen change	Proper training and subsidy
3.	Slow or no implementation of kaizen projects	Proper planning, training and team-up

**05. Workshop on ‘Product value addition through Innovative Design and Process Technologies in SME Leather Cluster’ (1 Workshop/ 30 beneficiaries)**

**a. Rationale**

- I. SME clusters in our country play very important role in local economy. Greater portion of the produce of those clusters are consumed by local and national community. But with the advancement of production technology, product architecture and manufacturing techniques, many imported products are featured with lower price and convenient applications are continuously replacing those local products. SME leather clusters producing small leather goods like sandal, wallet, bags and purse, belting items, handicrafts etc. are traditionally lack in innovation and process upgradation. Hence, they couldn't grab the opportunity for extra value addition to their products. This is where they need support to guide them to find opportunities for additional profit and compete with similar imported products.
- II. This activity is linked with Industry Policy' 16, Time bound action plan: Section 5.1

**b. Implementation Methodology**

*Major Steps of this activity:*

- i) Concept note Preparation
- ii) Communication with Leather cluster association
- iii) Participants/ resource person finalization
- iv) Finalization of Guests and Keynote papers
- v) Organize the Workshop and evaluate on-site

**c. Outputs**

<b>Output Indicators</b>	<b>Means of verification</b>
- Number of participants attended	- Attendance, Event photographs

**d. Outcome/Impact**

<b>Performance Indicators</b>	<b>Unit</b>	<b>Total</b>	<b>Remarks</b>
New entrepreneurs creation and development of existing entrepreneurs	Person	30	
Employment generation	Person	-	
Enabling business environment for the SMEs	Number	-	

**e. Activity/Sub-activity Details and Time Schedule**

<b>Name</b>		<b>Workshop on ‘Product value addition through Innovative Design and Process Technologies in SME Leather Cluster’</b>													
<b>Sl</b>	<b>Tasks</b>	<b>Type</b>	<b>Time Schedule (in month)</b>												
			<b>J</b>	<b>A</b>	<b>S</b>	<b>O</b>	<b>N</b>	<b>D</b>	<b>J</b>	<b>F</b>	<b>M</b>	<b>A</b>	<b>M</b>	<b>J</b>	
1.	Prepare concept note	Desk													
2.	Finalize Resource Persons & Paper	Desk													
3.	Finalize Participants and Guests	Field													
4.	Arrange venue and materials	Field													

5.	Conduct the Workshop	Field							x					
6.	Evaluate & Documentation	Desk												

**f. Estimated Budget**

SI	Items	Unit	No of units	Unit cost	Total cost
1.	Venue Decoration				
a.	Banner	Pcs	1	1,000	1,000
b.	Projector, Screen & Laptop	Use-Days	1	3,000	3,000
c.	Seating & Accessories	Lot	1	2,000	2,000
2.	Resource Person (2 Persons)	Man-Days	2	25,000	50,000
3.	Workshop Materials				
a.	Workshop Paper Printing	Pcs	50	250	12,500
b.	Stationary Items	Lot	1	7,000	7,000
c.	Shipping Cost	Lot	1	1,000	1,000
4.	Entertainment	Person	50	500	25,000
5.	Miscellaneous	L/S	-	-	3,500
				<b>Total</b>	<b>1,05,000</b>
<b>In Words: One Lac Five Thousand Taka Only</b>					

**g. Risk/Challenges**

SI	Risk/Challenges	Ways of Mitigation
1.	Lack of cooperation from Cluster association	Proper motivation and communication
2.	Delay in finalization of workshop Date	Early communication with all stakeholders
3.	Lack of Participation of SMEs	Proper buy-in and enriched workshop contents

**06. Skill development program on Good Manufacturing Practice (GMP) for Bakery Industries (06 trainings/ 150 beneficiaries)**

**a. Rationale**

- I. Good manufacturing practice (GMP) is the basic step for bakery industry to ensure products being free from contamination and any food safety hazards. There are numerous bakery SMEs across the country that are producing daily food products for the respective local community. But in most of the cases GMP principles are not followed that risks the consumer health in greater scale. The program is necessary to aware the SMEs as well as add skills to follow GMP principles which will gradually ensure national food safety.
- II. This program is linked with Industry Policy-2016, Time bound action plan: Section 5.1

**b. Implementation Methodology**

*Major Steps of this program:*

- i) Communicate with Stakeholders outside Dhaka
- ii) Participants, Resource person & venue finalization
- iii) Conduct 3 days training and instant feedback

**c. Outputs**

Output Indicators	Means of verification
- Number of trainings held	- Event photographs
- Number of entrepreneurs trained	- Attendance, Evaluation form

**d. Outcome/Impact**

Performance Indicators	Unit	Total	Remarks
New entrepreneurs creation and development of existing entrepreneurs	Person	150	
Employment generation	Person	-	
Enabling business environment for the SMEs	Number	-	

**e. Activity/Sub-activity Details and Time Schedule:**

Name		Skill development program on Good Manufacturing Practice (GMP) for Bakery Industries														
Sl.	Tasks	Type	Time Schedule (in month)													
			J	A	S	O	N	D	J	F	M	A	M	J		
1.	Communicate with Divisional Bakery Associations	Desk/Field														
2.	Participant List Collection	Desk/Field														
3.	Resource gather (Venue, Material, Trainer)	Desk/Field														
4.	Conduct Trainings	Field		x	x	x	x					x	x			

**f. Estimated Budget**

<b>Sl.</b>	<b>Items</b>	<b>Unit</b>	<b>No. of unit</b>	<b>Unit cost</b>	<b>Total cost</b>
1.	Banner printing (3ft.x8ft.)	Pcs	6	600/-	2,400/-
2.	Entertainment cost (3dayx30personx400tk/person)	Lot	6	36,000/-	1,44,000/-
3.	Stationary Items (300/-x28pcs)	Lot	6	8,400/-	33,600/-
4.	Training Module printing	Pcs	160	250/-	40,000/-
5.	Transportation cost for factory visit	Lot	6	10,000/-	60,000/-
6.	Resource Person Remuneration (30,000/-x2+10,000/-)	No.	6	70,000/-	4,20,000/-
7.	Coordination cost (1000/-x3day)	Lot	6	3,000/-	18,000/-
8.	Training delivery equipment (projector, screen etc.) for 3 days	Lot	6	3,000/-	18,000/-
9.	Certificate giving/Closing ceremony	Lot	6	3,000/-	18,000/-
10.	Miscellaneous cost	L/S	-	-	16,000/-
<b>Total</b>					<b>7,70,000/-</b>
<b>In words: Seven Lakh Seventy Thousand Taka Only</b>					

**g. Risk/Challenges**

<b>Sl</b>	<b>Risk/Challenges</b>	<b>Ways of Mitigation</b>
1.	Cooperation of bakery associations	Proper buy-in and dedicated communication
2.	Participation of entrepreneurs	Regular communication with participants.
3.	Cooperation from resource persons/ organization	Early correspondence and maintaining schedule



**07. Seminar on ‘Patent Design, Trademark and BSTI Certification Procedure for SMEs (6 Seminars/ 150 beneficiaries)**

**a. Rationale**

- I. Patent design, Trademark and BSTI certification are very essential for entrepreneurs. In Bangladesh, people are not aware about its importance and the procedure to get certification. Most of the peoples don’t know how to get this certification. For this reason, SME Foundation want to take an awareness program. The program will be organized in different divisions and districts as per request from concern authority.
- II. Industrial Policy-2016 (5.2.3)

**b. Implementation Methodology**

*Major Steps of this program:*

- a) Stakeholder discussion and concept development  
 b) Resource person selection  
 c) Seminar arrangement and Feedback collection

**c. Outputs**

Output Indicators	Means of verification
- Number of seminars held	- Event photographs
- Number of entrepreneurs aware	- Attendance sheet & feedback form

**d. Outcome/Impact**

Performance Indicators	Unit	Total	Remarks
New entrepreneurs creation and development of existing entrepreneurs	Person	-	
Employment generation	Person	-	
Enabling business environment for the SMEs	Number	150	

**e. Activity/Sub-activity Details and Time Schedule**

Name		Seminar on ‘Patent Design, Trademark and BSTI Certification Procedure for SMEs’													
Sl.	Task	Task Type	Time Schedule (in month)												
			J	A	S	O	N	D	J	F	M	A	M	J	
1.	Concept paper preparation	Desk													
2.	Participant selection	Desk/Field													
3.	Resource person selection	Desk/Field													
4.	Prepare Keynote paper	Desk/Field													
5.	Venue selection	Desk/Field													
6.	Seminar arrangement	Field		X	X	X	X					X	X		

**f. Estimated Budget**

<b>Sl.</b>	<b>Items</b>	<b>Unit</b>	<b>No. of unit</b>	<b>Unit cost</b>	<b>Total cost</b>
1.	Banner printing cost (10 ft. x 4 ft.)	Pcs	6	1,000/-	6,000/-
2.	Seminar Venue decoration & others	Lot	6	5,000/-	30,000/-
3.	Seminar materials (printing, stationary & courier)	Lot	6	20,000/-	1,20,000/-
4.	Presentation equipment rent (Projector, Screen, Laptop, etc., 1 day x 4 seminars)	Lot	6	9,500/-	57,000/-
5.	Entertainment Cost (30x500/-)	Lot	6	15,000/-	90,000/-
6.	Resource person remuneration- Development & Lecture (2 person x 22,500/-)	Lot	6	45,000/-	2,70,000/-
7.	Coordination officer remuneration	Lot	6	2,000/-	12,000/-
8.	Miscellaneous Cost	L/S	6	2,500/-	15,000/-
<b>Total</b>					<b>6,00,000/-</b>
<b>In words: Six Lakh Tk only</b>					

**g. Risk/Challenges**

<b>Sl.</b>	<b>Risk/Challenges</b>	<b>Ways of Mitigation</b>
1.	Availability of adequate number of appropriate participants	Early correspondence and regular communication with target association and participants.
2.	Cooperation from resource persons/ organization	Early correspondence and maintaining schedule

**08. Seminar on ‘Introducing Good Agricultural Practice (GAP) for Export Promotion (Mainstream and Ethnic Market). (2 Seminars/ 60 beneficiaries)**

**a. Rationale**

- i. Though Bangladesh is producing plenty of fruits and vegetables, there are some non-compliance issues. For these reason, we are facing complications to export our products with time. For example, the country exported about 800 tons of mangos mainly to the European markets in 2015. But the amount fell to 300 tons in 2016 for non-compliance issues. On the other hand, losses of agricultural produce are a major problem in the post-harvest chain. There can be losses in quality, as measured both by the price obtained and the nutritional value, as well as in quantity. In this field, Good Agricultural Practice (GAP) may play a vital role to mitigate the menace.
- ii. This program is linked with SDG goal-2.

**b. Implementation Methodology**

*Major Steps of this program:*

- a) Communicate with Stakeholders of Chapai Nawabganj and Satkhira
- b) Guests, Resource person & Participants finalization
- c) Conduct daylong seminar and instant feedback

**c. Outputs**

Output Indicators	Means of verification
- Number of seminars held	- Attendance, Event photographs
- Number of stakeholders aware	- Attendance sheet and feedback form

**d. Outcome/Impact:**

Performance Indicators	Unit	Total	Remarks
New entrepreneurs creation and development of existing entrepreneurs	Person	-	
Employment generation	Person	-	
Enabling business environment for the SMEs	Number	60	

**d. Activity/Sub-activity Details and Time Schedule**

Name		Seminar on ‘Introducing Good Agricultural Practice (GAP) for Export Promotion (Mainstream and Ethnic Market).													
Sl.	Tasks	Type	Time Schedule (in month)												
			J	A	S	O	N	D	J	F	M	A	M	J	
1.	Communicate with stakeholders	Desk/Field													
2.	Participant List Collection	Desk/Field													
3.	Resource gather (Venue, Material, Trainer)	Desk/Field													
4.	Conduct Seminar	Field							X	X					

**e. Estimated Budget**

<b>Sl.</b>	<b>Items</b>	<b>Unit</b>	<b>No. of unit</b>	<b>Unit cost</b>	<b>Total cost</b>
1.	Banner preparation & printing (10ftX4ft)	Pcs	2	1,000/-	2,000/-
2.	Entertainment cost	Lot	2	30,000/-	60,000/-
3.	Module preparation & printing	Pcs	80	100/-	8,000/-
4.	Stationary (Flipchart & Marker)	Lot	2	1,000/-	2,000/-
5.	Resource Person Remuneration (20,000/- per resource person)	Person	2	40,000/-	80,000/-
6.	Training delivery equipment (Sound system, projector, screen, generator)	Lot	2	3,000/-	6,000/-
7.	Venue decoration	Lot	2	3000/-	6000/-
8.	Miscellaneous cost	L/S	2	3,000/-	6,000/-
<b>Total</b>					<b>1,70,000/-</b>
<b>In words: One Lac Seventy Thousand Taka Only</b>					

**f. Risk/Challenges**

<b>Sl</b>	<b>Risk/Challenges</b>	<b>Ways of Mitigation</b>
1.	Cooperation of stakeholder	Proper buy-in and dedicated communication
2.	Cooperation from resource persons	Early correspondence and maintaining schedule
3.	Venue Selection	Communicate with govt. settlements

**09. Facilitate the SMEs from technology support programs in participating Exhibition/Fair (2 Exhibition/Fair)**

**a. Rationale**

- I. Every year many agro/food/machinery related fairs are held in our country. It provides a platform to the community to interact with each other. Participation in this type of Fair can make aware people to know about our activities. On the other hand, SMEF will provide opportunity to our SMEs to participate in this fair. As our SMEs have low networking, participating in Exhibition/Fair they will get opportunity to communicate and interact with stakeholders.

**b. Implementation Methodology**

*Major Steps of this program*

- a) Communicate with related Ministry/Association
- b) Booking Stall
- c) Communicate with SMEs
- d) Decorating the stall
- e) Participate and Feedback collection

**c. Outputs**

Output Indicators	Means of verification
- Number of Fair/Exhibition Participated	- Photographs
- Number of SMEs participated	

**d. Activity/Sub-activity Details and Time Schedule**

Name		Facilitate the SMEs from technology support programs in participating Exhibition/Fair														
Sl.	Task	Task Type	Time Schedule (in month)													
			J	A	S	O	N	D	J	F	M	A	M	J		
1.	Communicate with related Ministry/Association	Desk/Field														
2.	Booking Stall	Desk/Field														
3.	Communicate with SMEs	Desk														
4.	Appoint firm for decorating the stall	Desk/Field														
5.	Participation in fair	Desk/Field								x		x				

**e. Estimated Budget**

Sl.	Items	Unit	No. of unit	Unit cost	Total cost
1.	Stall decoration	Lot	-	-	45,000/-
2.	Stall rent	Lot	-	-	1,50,000/-
3.	Miscellaneous	-	-	-	5,000/-
<b>Total</b>					<b>2,00,000/-</b>
<b>In words: Two Lakh Tk only</b>					

**f. Risk/Challenges**

<b>Sl.</b>	<b>Risk/Challenges</b>	<b>Ways of Mitigation</b>
1.	Get invitation from related ministry to participate in fair	Effective communication

**10. Skill Enhancement Program on ‘Operation, Maintenance and Safety of Industrial Boilers’ for Agro-processing Industries (3 trainings/ 90 beneficiaries)**

**a. Rationale**

- I. Agro-processing Sector is one of the highest priority sectors according to National Industrial Policy 2016. Bangladesh is in the process of achieving self-sufficiency in all segments of Agro-processing. One of the key segment is the rice-processing industries. Most of these industries although employ traditional manufacturing route, a substantial number has converted to auto rice-mill. And an important equipment in these processing facilities is boilers. Currently very few industries are operating boilers with trained and certified operators. This greatly hampers occupational health and safety issues and gives rise to unavoidable accidents and loss of life in industries not having trained operators.
- II. In this regard, SME Foundation in association with Bangladesh Industrial and Technical Assistance Center (BITAC) will arrange 3 trainings on ‘*Operation, Maintenance and Safety of Industrial Boilers*’ for agro-processing sector, specially rice-mills of Dinajpur, Naogaon, Bogura, Jamalpur and Kustia.
- III. National Industry Policy-2016, Section: 5.2.3 and 8.3

**b. Implementation Methodology**

*Major Steps of this program:*

- a) Stakeholder discussion and concept development
- b) Resource person selection
- c) Training arrangement and Feedback collection

**c. Outputs**

<b>Output Indicators</b>	<b>Means of verification</b>
- Number of trainings held	- Event photographs
- Number of technical personnel trained	- Attendance sheet & feedback form

**d. Outcome/Impact**

<b>Performance Indicators</b>	<b>Unit</b>	<b>Total</b>	<b>Remarks</b>
New entrepreneurs creation and development of existing entrepreneurs	Person	90	
Employment generation	Person	0	
Enabling business environment for the SMEs	Number	0	

**e. Activity/Sub-activity Details and Time Schedule**

Name		Skill Enhancement Program on 'Operation, Maintenance and Safety of Industrial Boilers' for Agro-processing Industries												
Sl.	Task	Task Type	Time Schedule (in month)											
			J	A	S	O	N	D	J	F	M	A	M	J
1.	Concept paper preparation	Desk												
2.	Stakeholder communication, meeting, pre-visit	Desk/Field												
3.	Resource person selection	Desk												
4.	Module development													
5.	Participants selection	Desk												
6.	Banner design	Desk												
7.	Venue selection	Desk												
8.	Entertainment arrangement	Desk												
9.	Training arrangement	Desk/Field		x	x	x								

**f. Estimated Budget**

Sl.	Items	Unit	No. of unit	Unit cost	Total cost
1.	Banner printing cost (3 nos. x 10 ft. x 4 ft.)	sq. ft.	120	25/-	3,000/-
2.	Venue decoration & others (3,000/-/day x 7 days)	Lot	3	21,000/-	63,000/-
3.	Trainee stationery cost (Notebook, Pen, Pencil, Eraser, Sharpener, etc.) (30 pcs x 3 training)	Lot	90	200/-	18,000/-
4.	Training stationery cost (Flip chart, Marker, etc.)	Lot	3	500/-	1,500/-
5.	Training module photocopy cost (30 pcs x 3 training)	Lot	90	300/-	27,000/-
6.	Presentation equipment rent (Projector, Screen, Laptop, etc.) (7 days x 3 training)	Lot	21	3,000/-	63,000/-
7.	Entertainment Cost (7 days x 40 persons x 3 training)	Lot	840	300/-	2,52,000/-
8.	Practical equipment and material cost (Temperature Gun, PPE, etc.)	Lot	3	10,000/-	30,000/-
9.	Resource person remuneration- Lecture (52 session x 3 training)	Lot	156	2,000/-	3,12,000/-
10.	Miscellaneous Cost	L/S	-	-	5,500/-
<b>Total</b>					<b>7,75,000/-</b>
<b>In words: Seven Lakh and Seventy-Five Thousand Taka Only</b>					

**g. Risk/Challenges**

Sl.	Risk/Challenges	Ways of Mitigation
1.	Availability of adequate number of appropriate participants	Early correspondence and regular communication with target association and participants.
2.	Cooperation from resource persons/ organization	Early correspondence and maintaining schedule



**11. Skill Enhancement Program for Foundry Industries on (a) ‘Appropriate Practice of Sand Molding (4 trainings/40 beneficiaries)’ and (b) ‘Appropriate Practice of Induction Melting (1 training/10 beneficiaries)’.**

**a. Rationale**

- I. Light Engineering Sector is one of the highest priority sectors according to National Industrial Policy 2016. And one of its subsectors – Foundries play a key role in national economy through producing affordable and import substitute products. The entrepreneurs and workers learn basic foundry operations only through apprenticeship without any formal training and/or education. Hence, they lack proper know-how about raw materials and their mixtures, components of overall sand system, appropriate methods of sand molding and metal charge melting. They are also unaware about the defects that may arise in products due to improper molding and melting practice. This greatly limits their ability to produce good molds and melt; hence leads to faulty products, subsequent rejections and inevitable economic loss.
- II. In this regard, SME Foundation will arrange in-plant training on (a) ‘Appropriate Practice of Sand Molding’ for 40 technical personnel and (b) ‘Appropriate Practice of Induction Melting’ for 10 technical personnel of foundries located at Dhaka, Chattogram and Khulna division. The training will enable foundry technical personnel to i) acquire appropriate and updated knowledge about molding and melting practices, ii) enhance productivity, iii) reduce waste, and iv) minimize defects. Pre-visits will be arranged to understand current practice and scope of development in sand molding and melting in interested foundry industries prior to organizing the training.
- III. National Industry Policy-2016, Section: 5.2.3 and 8.3

**b. Implementation Methodology**

*Major Steps of this program:*

- a) Stakeholder discussion and concept development
- b) Resource person selection
- c) Training arrangement and Feedback collection

**c. Outputs**

<b>Output Indicators</b>	<b>Means of verification</b>
- Number of trainings held	- Event photographs
- Number of technical personnel trained	- Attendance sheet & feedback form

**d. Outcome/Impact**

<b>Performance Indicators</b>	<b>Unit</b>	<b>Total</b>	<b>Remarks</b>
New entrepreneurs creation and development of existing entrepreneurs	Person	50	
Employment generation	Person	0	
Enabling business environment for the SMEs	Number	0	

**e. Activity/Sub-activity Details and Time Schedule**

Name		Skill Enhancement Program on (a) 'Appropriate Practice of Sand Molding (4 trainings)' and (ii) 'Appropriate Practice of Induction Melting (1 training)' for Foundry Industries.															
Sl.	Task	Task Type	Time Schedule (in month)														
			J	A	S	O	N	D	J	F	M	A	M	J			
1.	Concept paper preparation	Desk															
2.	Stakeholder communication, meeting, pre-visit	Desk/Field															
3.	Resource person selection	Desk															
4.	Participants selection	Desk															
5.	Banner design	Desk															
6.	Venue selection	Desk															
7.	Entertainment arrangement	Desk															
8.	Training arrangement	Desk/Field						x	x	x	x				x		

#### f. Estimated Budget

Sl.	Items	Unit	No. of unit	Unit cost	Total cost
1.	Banner printing cost (5 nos. x 10 ft. x 4 ft.)	sq. ft.	200	25/-	5,000/-
2.	Venue decoration & others (5,000/-/day x 3 days)	Lot	5	15,000/-	75,000/-
3.	Trainee stationery cost (Notebook, Pen, Pencil, Eraser, Sharpener, etc.) (12 pcs x 5 training)	Lot	60	200/-	12,000/-
4.	Training stationery cost (Flip chart, Marker, etc.)	Lot	5	500/-	2,500/-
5.	Training module photocopy cost (12 pcs x 5 training)	Lot	60	300/-	18,000/-
6.	Presentation equipment rent (Projector, Screen, Laptop, etc.) (3 days x 5 training)	Lot	15	3,000/-	45,000/-
7.	Entertainment Cost (3 days x 15 persons x 5 training)	Lot	225	400/-	90,000/-
8.	Transport Cost (2 days x 1 vehicle x 5 training)	Lot	10	8,000/-	80,000/-
9.	Practical equipment and material cost (Refractory powder, Binder, Additives, Pattern making, PPE, etc.)	Lot	5	6,000/-	30,000/-
10.	Resource person remuneration- Pre-visit (1 person)	Lot	5	15,000/-	75,000/-
11.	Resource person remuneration- Module development	Lot	5	12,000/-	60,000/-
12.	Resource person remuneration- Lecture (2 persons x 5 training)	Lot	10	60,000/-	6,00,000/-
13.	Technical assistant remuneration- Practical (1-person x 5 training)	Lot	5	3,000/-	15,000/-
14.	Miscellaneous Cost	L/S	5	1,500/-	7,500/-
<b>Total</b>					<b>11,15,000/-</b>
<b>In words: Eleven Lakh and Fifteen Thousand Taka Only</b>					

#### g. Risk/Challenges

Sl.	Risk/Challenges	Ways of Mitigation
1.	Availability of adequate number of appropriate participants	Early correspondence and regular communication with target association and participants.
2.	Cooperation from resource persons/ organization	Early correspondence and maintaining schedule

**12. Study on ‘Exploring the Capability and Identifying the Skill & Technology Gap of Jashore Light Engineering SMEs’ (1 Study/ 50 beneficiaries)**

**a. Rationale**

- I. Light Engineering Sector (LES) is considered as the mother sector of all SME sector in Bangladesh. The LES is also highlighted in the National Industrial policy 2016 as one of the highest priority sectors. The sector is suffering from technological obsolescence, low productivity, lack of market linkage, etc. One of the promising cluster in Bangladesh is Jashore Light Engineering Cluster. The proposed study will concentrate on this cluster, products & services, types of industries served, amount of value addition, details of existing technology employed, prevailing gap in skill & technology, scope of innovation and R&D, potential future activities, etc.
- II. This program is linked with Industry Policy 2016, Action plan: Section 8.3 and SDG 8.2.

**b. Implementation Methodology**

*Major Steps of this activity:*

- a) Stakeholder communication and concept development
- b) Appointment of consultant/ sector expert/ organization
- c) Inception report delivery and acceptance
- d) Study conduct and reporting
- e) Validation of report and acceptance

**c. Outputs**

Output Indicators	Means of verification
- Number of study conducted	- Study report

**d. Activity/Sub-activity Details and Time Schedule**

Name		Study on ‘Exploring the Capability and Identifying the Skill & Technology Gap of Jashore Light Engineering SMEs’														
Sl.	Tasks	Type	Time Schedule (in month)													
			J	A	S	O	N	D	J	F	M	A	M	J		
1.	Stakeholder communication	Desk	█	█												
2.	Development of concept paper	Desk		█	█											
3.	Appointment of consultant entity	Desk				█										
4.	Submission of Inception report	Desk					█	█								
5.	Study conduct	Field							█	█	█					
6.	Development of draft report	Desk									█					
7.	Arrangement of validation workshop	Desk											█			
8.	Submission of final report	Desk												X		

**e. Estimated Budget**

Sl.	Items	Unit	No of units	Unit cost	Total cost
1.	Remuneration of consultant/firm	L/S	1	8,00,000/-	8,00,000/-
2.	Inception report meeting entertainment cost	L/S	1	10,000/-	10,000/-
3.	Inception report meeting cluster stakeholder honorarium	L/S	3	8,000/-	24,000/-
4.	Inception report meeting expert honorarium	L/S	5	5,000/-	25,000/-
5.	Validation meeting entertainment cost	L/S	1	15,000/-	15,000/-
6.	Validation meeting cluster stakeholder honorarium	L/S	5	8,000/-	40,000/-
7.	Validation meeting expert honorarium	L/S	8	5,000/-	40,000/-
8.	Miscellaneous cost	L/S	--	--	1,000/-
				<b>Total</b>	<b>9,55,000/-</b>
<b>In Words: Nine Lakh and Fifty-Five Thousand Taka Only</b>					

**f. Risk/Challenges**

Sl.	Risks/Challenges	Ways of Mitigation
1.	Awarding the task in time	Procurement in time.
2.	Finding appropriate Consultant	<ul style="list-style-type: none"> <li>▪ Direct contact with the potential consultants/ institutes.</li> <li>▪ Selecting consultant with good track record.</li> </ul>
3.	Getting enough and relevant data from the field	Motivation to the trade bodies to cooperate.

**13. Monitoring and Evaluation of AWP 2018-19 of Technology Wing**

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**Women Entrepreneurship Development  
(WED) Wing**

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**Women Entrepreneurship Development (WED)  
Annual Action Plan: 2018–19 FY**

Sl	Proposed Program	Number of Events	Estimated Budget (Tk.)	Reference		Measurable Output
				Government Policies	SDG	
1	Arrange Seminar for encouraging women entrepreneurs to the diversified business.	04	5,00,000	Industrial Policy' 16, article- 10.4, 10.7 and	SDG-Goal 5	– 04 seminars arranged – 200 women entrepreneurs participated
2	Follow-up intervention for business diversification	04	6,00,000	Industrial Policy' 16, article- 10.4, 10.7 and	SDG-Goal 5	– 04 training/event arranged – 120 women entrepreneurs facilitated
3	Arrange Gender Sensitization Workshop to facilitate easy access to finance for the women entrepreneurs	06	6,00,000	Industrial Policy' 16, article- 5.5.2, 10.2, 10.3	SDG-Goal 5	– 06 workshops arranged – 450 bankers and women entrepreneurs facilitated
4	Buyer-Supplier Matchmaking Program: (i) Readiness (ii) Product development facilitation (iii) Matchmaking event (iv) Follow-up	04	7,00,000	Industrial Policy' 16, article- 5.6	SDG-Goal 5	– 02 readiness training arranged – 02 matchmaking event arranged – 80 manufacture women entrepreneurs facilitated for market linkage – 60 buyers introduced with new suppliers
5	Facilitate women entrepreneurs for product development through augmentation of new design	01	2,50,000	Industrial Policy' 16, article- 5.6	SDG-Goal 5	– 01 training/workshop arranged – 30 existing women entrepreneurs facilitated
6	Joint activities for women entrepreneurship development in Bangladesh in collaboration with Financial Institutions (FIs) on cost sharing basis (50% of the cost is included here rest of the 50% (Tk. 15 lac) will share by the partner FIs)	20	15,00,000	Industrial Policy' 16, article- 5.2.3, 10.1	SDG-Goal 5	– 20 training arranged – 500 women entrepreneurs trained
7	Facilitating Business Management Training	08	6,00,000	Industrial Policy' 16,	SDG-Goal 5	– 08 training will be organized

Sl	Proposed Program	Number of Events	Estimated Budget (Tk.)	Reference		Measurable Output
				Government Policies	SDG	
	for Women Entrepreneurs jointly with iDE and Asia Foundation			article- 10.7		– 200 women entrepreneurs trained on Business Management
8	Workshop on ‘Preparation of Women Entrepreneurs to Participate in the Regional and National Fair’	02	2,00,000	Industrial Policy’16, article- 5.6	SDG-Goal 5	– 01 Workshop arranged – 80 women entrepreneurs attended the workshop
9	Facilitate ICT Freelancer to become Entrepreneur (This program will be implemented upon availability of fund)	08	12,00,000	Industrial Policy’16, article- 10.7	SDG-Goal 5	– 08 training arranged – 200 women entrepreneurs trained on New Business Start-up
10	Study on ‘Women Entrepreneurs in SMEs: Bangladesh Perspective’ (i) Validation workshop for report finalization (ii) Report printing (iii) Dissemination program (Carry Forward)	02	5,00,000	Industrial Policy’16, article- 5.4, 5.10	SDG-Goal 5	– 01 validation workshop arranged; – 500 copies of the report printed; – 01 dissemination program arranged.
11	Monitoring and Evaluation of WED activities	1	50,000			– 60 events of WED wing monitored
<b>Total</b>		<b>60</b>	<b>67,00,000</b>			

**01. Arrange Seminar for encouraging women entrepreneurs to the diversified business.**

**a) Rationale:**

SMEF study on women entrepreneurs in Bangladesh found that about 60 percent of the women entrepreneurs are engaged in boutiques and parlor sectors in different forms. This sectors are becoming saturated. Nowadays increasing number of women entrepreneurs need to be derived to diversified modern sectors like ICT, interior designing, printing and packaging, etc.

**b) In line with:** Industrial Policy 2016, article- 10.4 and 10.7.

**c) Implementation Methodology:**

- Seminar will be arranged for the members of women trade associations.
- Icons (women entrepreneurs) of diversified sectors will be presented in the seminar.
- Participants will be motivated for business diversification.
- Required supporting interventions for business diversification will be identified.

**d) Outputs:**

Output Indicators	Means of verification
- 04 seminars will be arranged - About 200 women entrepreneurs and other stakeholders will be motivated for business diversification	- Seminar reports - Participants' registration sheets - Pictures

**e) Indicators of Output/Impact:**

Performance Indicators	Unit	Total	Remarks
New entrepreneurs creation and development of existing entrepreneurs	Person	200	
Employment generation	Person	-	
Enabling business environment for the SMEs	Number	-	

**f) Activity/Sub-activity Details and Time Schedule:**

Sl.	Detail Activities	Activity Type	Time Schedule (in month)													
			J	A	S	0	N	D	J	F	M	A	M	J		
1	Trade association selection	Communication and Desk Work														
2	Seminar paper preparation	Desk work														
3	Icon selection	Communication and Desk Work														
4	Guest finalization	Communication and Desk Work														
5	seminar	seminar														

**g) Estimated Budget:**

Sl.	Items	Unit	No. of unit	Unit cost	Total cost	Remarks
1	Venue	Day	4	20,000	80,000	
2	Refreshment	Person	200	500	100,000	
3	Icons' honorarium	Person	12	5,000	60,000	
3	TA/DA for the icon women entrepreneurs (if necessary)	Person	16	8,000	96,000	
4	Guests' honorarium	Person	12	2000	24,000	
5	Materials/Stationaries	Workshop	4	25,000	1,00,000	



6	Miscellaneous				40,000	
<b>Total</b>					<b>5,00,000</b>	

**h) Risk/Challenges:**

Risk/Challenges	Ways of Mitigation
<ul style="list-style-type: none"> <li>▪ Participation of women entrepreneurs to the seminars</li> </ul>	<ul style="list-style-type: none"> <li>▪ Joint arrangement with the women trade associations</li> </ul>

## 02. Follow-up intervention for business diversification

### a) Rationale:

WED wing of SMEF arranging workshop/seminar for encouraging the women entrepreneurs to business diversification. Which are creating demand for practical intervention like training/exposure visit/matchmaking, etc. Under this proposed activity required intervention will be taken to facilitate the women entrepreneurs towards business/product diversification.

b) **In line with:** Industrial Policy 2016, article- 10.4 and 10.7.

### c) Implementation Methodology:

- Training/exposure visits/matchmaking etc. will be arranged for the women entrepreneurs who motivated from the seminar/workshop for business/product diversification.

### d) Outputs:

Output Indicators	Means of verification
<ul style="list-style-type: none"> <li>- 04 intervention will be taken</li> <li>- About 120 women entrepreneurs will be facilitated for business/product diversification.</li> </ul>	<ul style="list-style-type: none"> <li>- Participants' registration sheets</li> <li>- Pictures</li> </ul>

### e) Indicators of Output/Impact:

Performance Indicators	Unit	Total	Remarks
New entrepreneurs creation and development of existing entrepreneurs	Person	120	
Employment generation	Person	05	
Enabling business environment for the SMEs	Number	-	

### f) Activity/Sub-activity Details and Time Schedule:

Sl.	Detail Activities	Activity Type	Time Schedule (in month)													
			J	A	S	0	N	D	J	F	M	A	M	J		
1	Participants selection	Communication and Desk Work														
3	Arrange programs	Communication and Desk Work														

### g) Estimated Budget:

Sl.	Items	Unit	No. of unit	Unit cost	Total cost	Remarks
1	Intervention	Number	4	1,50,000	6,00,000	
<b>Total</b>					<b>6,00,000</b>	

### h) Risk/Challenges:

Risk/Challenges	Ways of Mitigation
<ul style="list-style-type: none"> <li>▪ Selection of right choice of diversification for the women entrepreneurs</li> </ul>	<ul style="list-style-type: none"> <li>▪ Joint arrangement with the women trade associations</li> </ul>

**03. Arrange Gender Sensitization Workshop to facilitate easy access to finance for the women entrepreneurs.**

**a) Rationale:**

It is learnt that in many cases women entrepreneurs do not have easy access to institutional credit services. On the other hand, it is also told by the bankers that women entrepreneurs do not comply with the requirements to borrow and have less inclination to borrow as well. So there is a gap between this two. Gender sensitizing and match making program between the bankers and women entrepreneurs could play a vital role in minimizing the gap which may eventually help in increasing SME lending. WED wing has been regularly arranging such programs and got positive response from the entrepreneurs as well as from the bankers.

**b) In line with:** Industrial Policy 2016, article- 5.5.2, 10.2, 10.3

**c) Implementation Methodology:**

- Program will be arranged in collaboration with Bangladesh Bank, different FIs and trade bodies.

**d) Outputs:**

Output Indicators	Means of verification
<ul style="list-style-type: none"> <li>– 06 workshop will be arranged in 04 districts</li> <li>– About 450 bankers and women entrepreneurs will attend the program</li> <li>– About 50 women entrepreneurs will be tagged with different banks</li> </ul>	<ul style="list-style-type: none"> <li>– Number of events arranged</li> <li>– Number of bankers and women entrepreneurs attended the event</li> <li>– Number of women entrepreneurs linked with the formal credit channels</li> </ul>

**e) Indicators of Output/Impact:**

Performance Indicators	Unit	Total	Remarks
New entrepreneurs creation and development of existing entrepreneurs	Person	450	
Employment generation	Person	0	
Enabling business environment for the SMEs	Number	120	

**f) Activity/Sub-activity Details and Time Schedule:**

Sl.	Detail Activities	Activity Type	Time Schedule (in month)												
			J	A	S	O	N	D	J	F	M	A	M	J	
1	Communication with Bangladesh Bank	Liaison													
2	Communication with commercial banks	Liaison													
3	Communication with the women entrepreneurs	Liaison													
4	Resource person confirmation	Liaison													
5	Event	workshop													

**g) Estimated Budget:**

Sl.	Items	Unit	No. of unit	Unit cost	Total cost	Remarks
1	Gender Workshop	Workshop	06	1,00,000	6,00,000	
<b>Total</b>					<b>6,00,000</b>	

**h) Risk/Challenges:**

Risk/Challenges	Ways of Mitigation
Ensure participation of the bankers	Joint program with Bangladesh Bank and FIs

#### 04. Buyer-Supplier Matchmaking Program.

##### a) Rationale:

It is difficult for potential women entrepreneurs to get ready market access for their products. They are not well prepared to work as supplier as well. On the other hand, established entrepreneurs (wholesalers/retailers) need regular supply source. This program will facilitate to develop a bridge among the small scale women producers and commercial buyers.

**b) In line with:** Industrial Policy 2016, article- 5.6

##### c) Implementation Methodology:

- This program will be arranged in four phases;
- In first phase new manufactures will be trained for matchmaking readiness;
- Product development facilitation
- In second phase buyer-supplier matchmaking event will be arranged;
- In third phase follow-up will continue for successful matchmaking.

##### d) Outputs:

Output Indicators	Means of verification
<ul style="list-style-type: none"> <li>▪ 02 readiness training will be arranged</li> <li>▪ 02 matchmaking event will be arranged</li> <li>▪ 100 manufacture women entrepreneurs will be introduced will established market channel</li> <li>▪ About 80 buyers will be introduced with new suppliers</li> </ul>	<ul style="list-style-type: none"> <li>▪ Program report</li> <li>▪ Participant list</li> </ul>

##### e) Indicators of Output/Impact:

Performance Indicators	Unit	Total	Remarks
New entrepreneurs creation and development of existing entrepreneurs	Person	180	
Employment generation	Person	10	
Enabling business environment for the SMEs	Number	-	

##### f) Activity/Sub-activity Details and Time Schedule:

Sl.	Detail Activities	Activity Type	Time Schedule (in month)													
			J	A	S	O	N	D	J	F	M	A	M	J		
1	Manufacture women entrepreneurs selection	Communication														
2	Arrange readiness training	Training														
3	Product development	Facilitation														
4	Arrange matchmaking event	Exhibition														
	Follow-up	communication														

##### g) Estimated Budget:

Sl.	Items	Unit	No. of unit	Unit cost	Total cost	Remarks
1	Readiness training (02 days)	Training	01	1,00,000	1,00,000	
2	Matchmaking event	Exhibition	01	3,00,000	3,00,000	
<b>Total</b>					<b>4,00,000</b>	

##### h) Risk/Challenges:

Risk/Challenges	Ways of Mitigation

<ul style="list-style-type: none"><li>• Ensure participation of potential buyer</li><li>• Limited scope for product display</li></ul>	<ul style="list-style-type: none"><li>• Frequent and effective communication</li><li>• Selection of venue with wide space</li></ul>
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**05. Facilitate Women Entrepreneurs for Product Development through Augmentation of New Design.**

**a) Rationale:**

Design is one of the main attraction feature in a product. Whether it is mechanical or handcraft product design play the vital role for customer appeal on it. Bangladeshi products especially handicrafts need to be more attention on design for making competitive in local and global market. This proposed activity will help women entrepreneurs to get new thought of design in modern taste of customer.

**b) In line with:** Industrial Policy 2016, article- 5.6, SDG-Goal 5

**c) Implementation Methodology:**

- Women entrepreneurs in manufacturing sector will be facilitated;
- Existing entrepreneurs will be facilitated;
- If needed foreign trainer could be hired.

**d) Outputs:**

Output Indicators	Means of verification
<ul style="list-style-type: none"> <li>▪ 01 training arranged</li> <li>▪ 30 existing women entrepreneurs trained.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Program report</li> <li>▪ Participant list</li> </ul>

**e) Indicators of Output/Impact:**

Performance Indicators	Unit	Total	Remarks
New entrepreneurs creation and development of existing entrepreneurs	Person	30	
Employment generation	Person	05	
Enabling business environment for the SMEs	Number	-	

**f) Activity/Sub-activity Details and Time Schedule:**

Sl.	Detail Activities	Activity Type	Time Schedule (in month)													
			J	A	S	O	N	D	J	F	M	A	M	J		
1	Manufacture women entrepreneurs selection	Communication														
2	Arrange training	Training														
	Follow-up	communication														

**g) Estimated Budget:**

Sl.	Items	Unit	No. of unit	Unit cost	Total cost	Remarks
1	Event	Training	01	2,50,000	2,50,000	
<b>Total</b>					<b>2,50,000</b>	

**h) Risk/Challenges:**

Risk/Challenges	Ways of Mitigation
<ul style="list-style-type: none"> <li>• Selection of right participants</li> <li>• Selection of appropriate resource person</li> </ul>	<ul style="list-style-type: none"> <li>• Frequent and effective communication</li> <li>• Selection of venue with wide space</li> </ul>

**06. Joint activities for women entrepreneurship development in Bangladesh in collaboration with Financial Institutions (FIs) on cost sharing basis.**

**a) Rationale:**

Training on entrepreneurship and diversified skills development for the women entrepreneurs is a demand of time. Numbers of FIs proposed SME Foundation for organizing joint programs for the women entrepreneurs' development. It will be a series of training program dedicated to enhance the capacity of women entrepreneurs and business start-up. The training programs will be separated in two broad categories namely Knowledge Development and Skill Development.

**b) In line with:** Industrial Policy 2016, article- 5.2.3, 10.1

**c) Implementation Methodology:**

- It will be a joint program with the FIs.
- Training costs will be shared between SMEF and the partner
- Participants will be selected by SMEF and the partner

**d) Outputs:**

Output Indicators	Means of verification
<ul style="list-style-type: none"> <li>- 20 training will be organized</li> <li>- About 500 women entrepreneurs will be trained on entrepreneurship and skill development issues</li> </ul>	<ul style="list-style-type: none"> <li>- Number of training arranged</li> <li>- Number of participants</li> </ul>

**e) Indicators of Output/Impact:**

Performance Indicators	Unit	Total	Remarks
New entrepreneurs creation and development of existing entrepreneurs	Person	500	
Employment generation	Person	10	
Enabling business environment for the SMEs	Number	-	

**f) Activity/Sub-activity Details and Time Schedule:**

Sl.	Detail Activities	Activity Type	Time Schedule (in month)													
			J	A	S	O	N	D	J	F	M	A	M	J		
1	Participants selection	Desk work														
2	Trainer selection	Desk work														
3	Training	Training														

**g) Estimated Budget:**

Sl.	Items	Unit	No. of unit	Unit cost	Total cost	Remarks
1	Training	Training	20	1,50,000	30,00,000	
<b>Total</b>					<b>30,00,000</b>	
<b>Contribution of FIs (50% of training cost)</b>					<b>15,00,000</b>	
<b>SMEF Contribution needed</b>					<b>15,00,000</b>	

**h) Risk/Challenges:**

Risk/Challenges	Ways of Mitigation
<ul style="list-style-type: none"> <li>• Ensure right participants</li> <li>• Appropriate curriculum development</li> </ul>	<ul style="list-style-type: none"> <li>• Participants will be selected among the borrowers of FIs</li> <li>• Need based customization of existing modules</li> </ul>

**07. Facilitating Business Management Training for Women Entrepreneurs jointly with iDE Bangladesh under WEESMS**

**a) Rationale:**

SME Foundation is searching for external source of funds to expand its activities with minimum use of its own resources. As a part of these initiatives WED wing is communicating with Women's Economic Empowerment through Strengthening Market Systems (WEESMS) for undertaking joint activities towards women entrepreneurship development. WEESMS primarily consented to undertake joint activities to facilitate Business Management Training for the Women Entrepreneurs. Upon availability of fund this proposed program will be implemented.

**b) In line with:**

**c) Implementation Methodology:**

- This program will be implemented upon availability of external fund.
- Training modalities will be formulated later in consultation with WEESMS.

**d) Outputs:**

Output Indicators	Means of verification
<ul style="list-style-type: none"> <li>- 08 training will be organized</li> <li>- About 200 women entrepreneurs will be trained on Business Management</li> </ul>	<ul style="list-style-type: none"> <li>- Number of training arranged</li> <li>- Number of participants</li> </ul>

**e) Indicators of Output/Impact:**

Performance Indicators	Unit	Total	Remarks
New entrepreneurs creation and development of existing entrepreneurs	Person	200	
Employment generation	Person	10	
Enabling business environment for the SMEs	Number	-	

**f) Activity/Sub-activity Details and Time Schedule:**

Sl.	Detail Activities	Activity Type	Time Schedule (in month)													
			J	A	S	O	N	D	J	F	M	A	M	J		
1	Participants selection	Desk work														
2	Trainer selection	Desk work														
3	Training	Training														
4	E-commerce site development	Outsource														

**g) Estimated Budget:**

Sl.	Items	Unit	No. of unit	Unit cost	Total cost	Remarks
1	<b>Total Budget</b>				<b>30,00,000</b>	
					Contribution of WEESMS	24,00,000
					Contribution of SMEF	6,00,000

**h) Risk/Challenges:**

Risk/Challenges	Ways of Mitigation
<ul style="list-style-type: none"> <li>• Availability of Fund</li> </ul>	<ul style="list-style-type: none"> <li>• Communication with the Donors</li> </ul>



**08. Workshop on ‘Preparation of Women Entrepreneurs to Participant in the Regional and National Fair.**

**a) Rationale:**

Significant number of women entrepreneurs are participating different fairs in regional and national level. Observations found that their preparation is not up to the mark to compete with some of their competitors. This proposed program will help them to be prepared for participating fair with a competitive advantage.

**b) In line with:** Industrial Policy’16 article 5.6, SDG-Goal 5.

**c) Implementation Methodology:**

- Women entrepreneurs will be selected from the previous list of SMEF fair participant.

**d) Outputs:**

Output Indicators	Means of verification
– 02 workshops arranged	– Number of training arranged
– About 40 women entrepreneurs will be benefited	– Number of participants

**e) Indicators of Output/Impact:**

Performance Indicators	Unit	Total	Remarks
New entrepreneurs creation and development of existing entrepreneurs	Person	60	
Employment generation	Person	-	
Enabling business environment for the SMEs	Number	-	

**f) Activity/Sub-activity Details and Time Schedule:**

Sl.	Detail Activities	Activity Type	Time Schedule (in month)													
			J	A	S	0	N	D	J	F	M	A	M	J		
1	Participants selection	Desk work														
2	Resource person selection	Desk work														
3	workshop	Training														

**g) Estimated Budget:**

Sl.	Items	Unit	No. of unit	Unit cost	Total cost	Remarks
1	Workshop	2	1,00,000		2,00,000	
	<b>Total</b>				<b>2,00,000</b>	

**h) Risk/Challenges:**

Risk/Challenges	Ways of Mitigation
<ul style="list-style-type: none"> <li>• Selection of right participants</li> </ul>	<ul style="list-style-type: none"> <li>• Analysis list of previous fair participants</li> </ul>

## 09. Facilitate ICT Freelancers to become Entrepreneur.

### a) Rationale:

SME Foundation in collaboration with Access to Information (a2i) Programme and Bangladesh Women in Technology (BWIT) implemented 'Women ICT Freelancer and Entrepreneur Development Program' in 64 districts of Bangladesh. This Program was financed by the Ministry of Women and Children Affairs. Under this program 3000 ICT women entrepreneurs/freelancers trained on graphics design/web design, outsourcing and freelancing. Among them a significant number of the freelancers want to become entrepreneur to diversify their service area. Observation from the fields found that facilitation to the freelancer to become entrepreneur will contribute significantly to the women's economic empowerment.

Primary discussion was made with Mr. Ali Sabet Team Leader of PRISM Bangladesh Project to arrange financial support for implementation of this proposed program. If PRISM provide financial support to implement this activity SMEF won fund will not be used.

### b) In line with:

### c) Implementation Methodology:

- This program will be implemented upon availability of external fund.
- It could be implemented in divisional cities as pilot phase.
- 

### d) Outputs:

Output Indicators	Means of verification
<ul style="list-style-type: none"> <li>- 08 training will be organized</li> <li>- About 200 women entrepreneurs will be trained on New Business Start-up</li> </ul>	<ul style="list-style-type: none"> <li>- Number of training arranged</li> <li>- Number of participants</li> </ul>

### e) Indicators of Output/Impact:

Performance Indicators	Unit	Total	Remarks
New entrepreneurs creation and development of existing entrepreneurs	Person	200	
Employment generation	Person	05	
Enabling business environment for the SMEs	Number	-	

### e) Activity/Sub-activity Details and Time Schedule:

Sl.	Detail Activities	Activity Type	Time Schedule (in month)													
			J	A	S	O	N	D	J	F	M	A	M	J		
1	Participants selection	Desk work														
2	Trainer selection	Desk work														
3	Training	Training														

### f) Estimated Budget:

Sl.	Items	Unit	No. of unit	Unit cost	Total cost	Remarks
1	New Business Creation training	Training	08	1,50,000	12,00,000	
<b>Total</b>					<b>12,00,000</b>	

### g) Risk/Challenges:

Risk/Challenges	Ways of Mitigation
<ul style="list-style-type: none"> <li>• Getting Fund from PRISM</li> </ul>	<ul style="list-style-type: none"> <li>• Communication with the Donors</li> </ul>

## 10. Study on ‘Women Entrepreneurs in SMEs: Bangladesh Perspective’.

### a) Rationale:

SME Foundation has signed a contract with Bangladesh Institute of Development Studies (BIDS) for conducting a study on ‘Women Entrepreneurs in SMEs: Bangladesh Perspective’. The findings of the need to be validated by the stakeholders, report to be printed and findings dissemination program will be arranged.

b) **In line with:** Industrial Policy 2016, article- 5.4, 5.10

### c) Implementation Methodology:

- Validation workshop will be arranged in collaboration with BIDS;
- Report will be printed
- Findings will be disseminated in presence of the stakeholders and the Press.

### d) Outputs:

Output Indicators	Means of verification
<ul style="list-style-type: none"> <li>- 01 validation workshop will be arranged;</li> <li>- 500 copies of the report will be printed;</li> <li>- 01 dissemination program will be arranged.</li> </ul>	<ul style="list-style-type: none"> <li>- Validation report</li> <li>- printed report</li> <li>- dissemination program report, pictures, etc.</li> </ul>

### e) Activity/Sub-activity Details and Time Schedule:

Sl.	Detail Activities	Activity Type	Time Schedule (in month)													
			J	A	S	O	N	D	J	F	M	A	M	J		
1	Collection of Draft Study Report	Communication														
2	Validation workshop	Event														
3	Report printing	Desk work														
3	Dissemination program	Event														

### f) Estimated Budget:

Sl.	Items	Unit	No. of unit	Unit cost	Total cost	Remarks
1	Validation workshop	workshop	01	50,000	1,00,000	
2	Report printing	Report	500	500	2,50,000	
3	Dissemination program	Event	1	100,000	1,50,000	
<b>Total</b>					<b>5,00,000</b>	

### g) Risk/Challenges:

Risk/Challenges	Ways of Mitigation
<ul style="list-style-type: none"> <li>▪ Collection of draft report on time from BIDS</li> <li>▪ Ensure participation of stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>▪ Proper communication with BIDS and the stakeholders.</li> </ul>

## 11. Monitoring & Evaluation of the Programs

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## **General Administration (Admin) Wing**

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**GENERAL ADMIN**  
**Annual Action Plan: 2018–19 FY**

Sl.	Proposed Program	Number of Events	Estimated Budget (Tk.)	Reference		Measurable Output
				Government Policies	SDG	
1.	Study tour for SMEF Officials (Out of Country)	1	8,00,000	Industrial Policy 2016	-	4 participants
2.	Capacity enhancement program for SMEF Officials (In country)	1	8,00,000	Industrial Policy 2016	-	50 participants
3.	Annual Retreat	1	6,00,000	-	-	150 people
4.	Review of Internal Policies	1	2,00,000	-	-	2 Policies
<b>Total</b>		<b>4</b>	<b>24,00,000</b>	-	-	<b>206</b>

**01. Name of Intervention: Capacity enhancement program for SMEF officials/staffs (Out of Country)**

**a) Rationale:**

It will be enhanced efficiencies, capacity to adopt new technologies and methods, innovation in strategies and products, job satisfaction and motivation of the employee.

**b) Outputs:**

Output Indicators	Means of verification
Officials of SMEF may get this opportunity	Training report

**c) Activity/Sub-activity Details and Time Schedule:**

Name of the intervention:		Needs Assessment for Cluster Development.														
Sl.	Name of Sub-activity	Activity Type	Time Schedule (in month)													
			J	A	S	O	N	D	J	F	M	A	M	J		
1	Searching and Identify Scope	Desk Work														
2	Planning & Scheduling	Desk Work														
3	Finalization	Desk Work														

**d) Risk/Challenges:**

Risk/Challenges	Ways of Mitigation
Finding appropriate training program	Rigorous communication and networking

**02. Name of Intervention: Capacity enhancement program for SMEF officials/staffs (In Country)**

**a) Rationale:**

Strengthening the skills, competencies and abilities of SMEF officials/staffs.

**b) Outputs:**

Output Indicators	Means of verification
Officials of SMEF will get this opportunity	Training reports

**c) Activity/Sub-activity Details and Time Schedule:**

Name of the intervention:		Sector Study on Software Development (Carry forward).														
Sl.	Name of Sub-activity	Activity Type	Time Schedule (in month)													
			J	A	S	O	N	D	J	F	M	A	M	J		
1	Searching and Identify Scope	Desk Work														
2	Planning & Scheduling	Desk Work														
3	Finalization	Desk Work														

**d) Risk/Challenges:**

Risk/Challenges	Ways of Mitigation
Finding appropriate training program	Rigorous communication and networking

**03. Name of Intervention: Annual Retreat**

**a) Rationale:** Recreation to build a more effective team.

**b) Activity/Sub-activity Details and Time Schedule:**

Name of the intervention:		Sector Study on Software Development (Carry forward).															
Sl.	Name of Sub-activity	Activity Type	Time Schedule (in month)														
			J	A	S	O	N	D	J	F	M	A	M	J			
1	Searching Appropriate Place	Desk & Field Work															
2	Planning & Scheduling	Desk Work															
3	Finalization	Desk Work															

**c) Risk/Challenges:**

Risk/Challenges	Ways of Mitigation
Selecting a good place	Selecting place by goodwill



**04. Name of Intervention: Review of internal policies**

**a) Rationale:** Policies will be prepared /updated.

**b) Outputs:**

Output Indicators	Means of verification
At least two policies will be prepared/updated	Two internal policies

**c) Activity/Sub-activity Details and Time Schedule:**

Name of the intervention:		Sector Study on Software Development (Carry forward).													
Sl.	Name of Sub-activity	Activity Type	Time Schedule (in month)												
			J	A	S	O	N	D	J	F	M	A	M	J	
1	Review and Drafting	Desk Work													
2	Hiring consultant if needed	Desk Work													
3	Arrange meetings for finalization	Desk Work													
4	Finalization	Desk Work													

**d) Risk/Challenges:**

Risk/Challenges	Ways of Mitigation
Getting support of employees	Rigorous communication and networking

