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# **BEPRC Entrepreneurship Guideline**

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## **1. Introduction**

To bring technological innovation in energy and power sectors as well as to ensure energy security through research and development, Bangladesh Energy and Power Research Council (BEPRC) commenced its activities after the enactment of “Bangladesh Energy and Power Research Council Act, 2015”. BEPRC responds to the need for new solutions of affordable and sustainable energy to boost the fast-growing economy of Bangladesh. The vision of BEPRC is to provide the intellectual leadership to seek innovative solutions for efficient, cost-effective and sustainable development of the energy and power infrastructure of Bangladesh. The Council will provide the platform to attract experts worldwide and help to create in-country expertise through scientific collaboration. It will strengthen and mobilize research capabilities at universities, public/private research organizations, industry practitioners as well as individual entrepreneurs to develop applicable technologies and systems for the development of the energy and power sector. BEPRC focuses on research and development in the energy and power sector through Innovation, Incubation and Entrepreneurship (I<sup>2</sup>E). In a broad sense, BEPRC will work to seek innovative solutions to meet the needs in the power and energy sector, provide incubation for entrepreneurs through funding and research space to try out new solutions. It will link entrepreneurs with investors – both domestic and foreign – to disseminate their findings in Bangladesh and throughout the globe.

## **2. Entrepreneurship**

The motto of BEPRC is I<sup>2</sup>E – Innovation, Incubation and Entrepreneurship. In the context of I<sup>2</sup>E, Entrepreneurship can be defined as a stage to commercialize the product that has successfully undergone Innovation and Incubation funded by BEPRC. The objective of Entrepreneurship is to transform the incubated marketable product into business at a reasonable time.

## **3. Role of Entrepreneur**

The main role of the entrepreneur would be to commercialize the developed marketable product during the Incubation stage. To that end, the entrepreneur should perform proper marketing plan, market study, branding according to the need of the target customer group.

## **4. Pre-qualification of Entrepreneurship**

After the completion of funded Incubation projects, BEPRC will take decision which incubated projects have the potential of Entrepreneurship based on the matching of objective and outcome of the project. The Product-Developer (PD) is the responsible individual/organization who has undertaken the Incubation project to further nurture/develop the Innovation funded by BEPRC to a working prototype/product. The PD of a completed Incubation project funded by BEPRC will have to submit a project completion report (PCR) along with the below checklist. BEPRC Entrepreneurship wing will be responsible to verify the checklist.

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EVALUATION CRITERIA	Yes/No
1. The Incubation objectives have been achieved.	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. The Incubation has successfully demonstrated a piloting.	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. The project has the potential for commercialization by an entrepreneur.	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Market Study of the incubated product/technology has shown the need of the product/technology at consumer level.	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. The PD agrees to commercialize the developed product with own initiative or will play a supervisory role in marketing the technology/product initiated by BEPRC.	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. The PCR has not included a statement or otherwise indicated that it will not accept the terms and conditions as specified by BEPRC, Or That acceptance is based on modifications to the terms and conditions.	<input type="checkbox"/> Yes <input type="checkbox"/> No

## 5. Submission of Proposal

Based on the recommendations and PCR, BEPRC can call for proposals for project Entrepreneurship in the following three ways:

### 1. Direct Proposal from PD

BEPRC will give priority to the submission of an Entrepreneurship proposal from the PD of a successful Incubation project funded by BEPRC. The PD will mention in the PCR whether PD will be able to commercialize the technology/product by own initiative or not. If the PD agrees to commercialize by own initiative, BEPRC will ask for a formal proposal from the PD. The proposal should be submitted following the same process/template of solicitation proposal. The requisite proposal preparation instructions are contained in *Entrepreneurship Guideline*. Sufficient information should be provided to enable relevant screening committees to evaluate the proposal. The PD is required to submit proposal online.

### 2. Solicited Proposal

To encourage participation, BEPRC can call for solicited Entrepreneurship proposal irrespective of whether the PD agrees or disagrees to commercialize the technology/product by own initiative. BEPRC will invite for solicited Entrepreneurship proposal through formal publication. In any case, the PD will be responsible for formulating a Terms of Reference (TOR) using a template attached with this guideline. Based on this TOR, BEPRC will publish the program solicitation.

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Solicited Proposals will be posted for a limited period of time on the BEPRC official website and other public media. The received proposals will compete directly with each other for getting the license from BEPRC. The proposers are required to submit proposals online. The requisite proposal preparation instructions are contained in *Entrepreneurship Guideline*. Sufficient information should be provided to enable relevant committees to evaluate the proposal.

### 3. Unsolicited Proposal

In case of no submission of proposal/unqualified proposal, BEPRC will have the option to go for unsolicited approach. Unsolicited proposal will be invited from Govt. agencies/Govt. owned companies/companies having Govt. shares preferably having collaboration with research institutes/universities.

## 6. Who May Submit a Solicited Proposal

BEPRC welcomes proposals on behalf of all public and qualified business entities as well as individual entrepreneurs on energy and power.

### Categories of Proposers

Except where a program solicitation establishes more restrictive eligibility criteria, organizations in the following categories may submit proposals:

1. *For-profit organizations:*  
Commercial organizations, especially small/startup businesses with strong capabilities in marketing research project in Bangladesh. BEPRC is interested to provide the commercialization license to organizations having collaboration with research institutes/universities in supporting projects that bridge industrial research resources and perspectives with those of universities.
2. *Individuals:*  
Individuals having business prospect with technology understanding in Bangladesh and Non-Resident Bangladeshi (NRB) individuals with similar capacity-may be eligible for getting marketing license. They should have demonstrated the capability to be an entrepreneur and access to any necessary facilities to carry out the Entrepreneurship.

## 7. Pre-Solicitation Workshop

BEPRC will host a workshop to inform relevant or interested proposers about the product that has been developed through Innovation and Incubation. The purpose of the workshop is to solicit inputs and comment from proposers on pricing and target customers prior to issuance of the grant funding solicitation for Entrepreneurship. BEPRC will issue a Pre-Solicitation Workshop notice that will mention the day, time, venue and agenda of the workshop. The notice will be distributed by website, printing media and/or other available media.

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## 8. When to Submit Proposals

After the Pre-Solicitation workshop, BEPRC will call for Entrepreneurship project through program solicitation by website, printing media and/or other available media. Applicants have to submit the proposals in accordance with the instructions in published call for proposal. These programs, however, establish due dates for submission of proposals such as given below:

**Deadline Dates:** There would be a date of submission after which proposals will not be accepted or will be returned without review by BEPRC. The deadline date will be waived only in extenuating circumstances.

### Exceptions to BEPRC Deadline Date Policy

Closure of BEPRC – When BEPRC is closed due to inclement weather, national emergency or other reason, deadline(s) that occurred during the closure will be extended to the following working day after the closure ends.

### **Submission Windows:**

Designated periods of time during which proposals will be accepted for review by BEPRC. It is BEPRC's policy that the end date of a submission window converts to, and is subject to, the same policies as a deadline date. These deadlines, and submission windows are published in specific program solicitations that can be obtained through the BEPRC website. Unless otherwise stated in a program solicitation, proposals must be received by the specified date. If the deadline date falls on a weekend or a government holiday, it will be extended to the following working day. Proposals must be received by 11:59 PM local time on the established deadline date. Failure to submit by 11:59 PM local time will result in the proposal not being accepted.

## 9. How to Submit Proposals

### Submission Requirements and Instructions:

Proposals to BEPRC shall be submitted via online portal of BEPRC. For proposals submitted via online, the procedures specified in the *Entrepreneurship Guideline* shall apply.

The same proposal cannot be funded twice. If the proposer envisions review by multiple programs, more than one program may be designated on the Cover Sheet. The submission of duplicate or substantially similar proposals concurrently for review by more than one program without prior BEPRC approval will result in the return of the redundant proposals.

### Proposal Receipt:

Once the proposal is submitted, proposer can check the status of the proposal online. Communications about the proposal should be addressed to BEPRC with reference to the proposal number. Proposers are strongly encouraged to use the online portal to verify the status of their submission to BEPRC.

## 10. Proposal Processing

The proposers may allow approximately up to three months for evaluation and processing. In addition, proposers should be aware that BEPRC generally makes awards within 60 days after the recommendation of relevant committees of BEPRC. Every effort is made to reach a decision and inform the proposer promptly. Until an award is made, BEPRC is not responsible for any costs incurred by the proposer.

## 11. Conformance with Instructions for Proposal Preparation

It is important that all proposals conform to the instructions provided by the *Entrepreneurship Guideline*. Conformance is required and will be strictly enforced. BEPRC will not accept or will return without review proposals that are not consistent with these instructions.

## 12. Intellectual Property, License and Royalty Sharing:

Entire intellectual property (IP) related to the Innovation and Incubation is owned by BEPRC. The Product-Entrepreneur (PE) shall be given an exclusive license for first five years which can be renewed further upon satisfactory condition to commercialize the product. BEPRC has the right to provide licenses to multiple PEs for a single developed technology/product. The PE should also agree that a fixed royalty of 5% on annual turn-over from the product should be paid by the PE to BEPRC during commercialization phase. Additionally, if the Incubation PD becomes the PE, PE will have to reimburse entire BEPRC contribution during Incubation back to the Council within a reasonable time as specified by BEPRC. Moreover, a certain percentage of the royalty received by BEPRC should also be provided to the Innovation PI of the project by BEPRC. This certain percentage of royalty for Innovation PI will be fixed by BEPRC upon negotiation.

## 13. Evaluation and Licensing Procedure

- BEPRC will form a "Entrepreneurship Evaluation Committee" (EEC) to evaluate the proposals. Headed by the Member (Entrepreneurship) of BEPRC, the committee will comprise two representatives from BEPRC, Innovation PI, Incubation PD, one relevant technology expert and one relevant business development expert. The Deputy Director (Entrepreneurship) of the Council will act as a member secretary of the committee. If the Innovation PI and/or Incubation PD is a part of the proposer team, BEPRC will nominate alternative relevant expert in the committee. The committee will have the option to co-opt additional members if required. The members of the committee must not have any conflict of interests with the proposals to be evaluated;
- BEPRC will send the submitted proposals to the committee for evaluation. The committee will evaluate and score the proposals based on the assessment criteria described in subsequent sections. The committee may visit applicant organization, hold meetings with the applicants for any justification, and request for any documents if required;

- The committee will score each proposal out of 100 based on the assessment criteria. A minimum average score of 70.00 points out of 100 is required for a proposal to be passed. Each member of the committee will score the proposal individually. The maximum and minimum marks received by a proposal will not be used for calculating the average score for that proposal. The average score for that proposal will be calculated on the basis of the remaining marks.
- The committee will recommend to BEPRC for successful proposal(s) which are eligible for Entrepreneurship;
- BEPRC will form a negotiation committee to negotiate budget and scope of work of the recommended project by the EEC. This committee will be headed by the member (Admin and Finance), BEPRC and have a representative from BEPRC, a relevant business development expert and a representative from energy or power sector. The member secretary of the committee will be from BEPRC who will be nominated by the Council. The committee will have the option to co-opt members if needed.
- In the case of direct Entrepreneurship proposal from Incubation PD and unsolicited proposal, the proposal will be directly forwarded to the negotiation committee.
- After successful negotiation, BEPRC may go with the recommendation of the committee and place successful proposals before the Governing Body (GB) for approval of Entrepreneurship Grant, licensing or may reject/re-evaluate/re-negotiate any proposal if deemed necessary;
- If the proposal gets approved by the GB, it will be sent to Power Division to seek final approval;
- Successful proposers whose proposal will be approved by Power Division will be provided Notification of Award (NOA) and must enter into a legally binding Grant as well as Licensing agreement with BEPRC;
- BEPRC is not responsible for any sorts of project expenditure until the agreement is executed.

#### 14. The Assessment Criteria

As a general policy, BEPRC expects the executive summary of the proposal to reflect an effective synopsis of the overall business plan. It should arouse the interest of the reader and provide an engaging vision of the company. The proposal must be written in a well-structured, clear and concise manner. After fulfilling the above-mentioned clarity, the proposal will be scored based on the following assessment criteria:

Scoring Criteria	Maximum Points
<b>1. <u>Product or Service to be offered</u></b>	25
a. Does the proposal effectively communicate the features and benefits of the product or service brought to the market?	
b. Does the proposal effectively communicate the Unique Selling Proposition (USP) of the product/service and how this competitive advantage will be maintained considering technological innovations in future?	
c. Does the proposal provide a comprehensive branding plan?	





d. Does the proposal contain a detailed production plan?	
<b>2. <u>Market Opportunity</u></b>	25
a. Does the proposal effectively describe the market in which the business intends to compete?	
b. Does the proposal identify the current market size and potential growth?	
c. Does the proposal identify the key characteristics of the market relevant to the competitive positioning and how this opportunity will be exploited?	
d. Does the proposal effectively analyze the nature of competition within the market?	
e. Does the proposal identify the target customer group?	
<b>4. <u>Marketing/Sales</u></b>	30
a. Does the proposal indicate how the product/service will be distributed and the product/services' revenue and pricing model?	
b. Does the proposal include an appropriate promotional strategy that is realistic when compared to the assigned marketing budget?	
c. Does the proposal explain key assumptions and features of the financial model?	
d. Does the proposal include detailed income and expenditure and cash flow forecasts?	
e. Does the proposal detail the level of working capital required to run the business?	
f. Does the proposal identify the nature of potential returns?	
g. Are the financial forecasts realistic?	
<b>5. <u>Team &amp; Operations</u></b>	20
a. Does the proposal effectively highlight the expertise of the individual(s) within the business and identify any human resource 'gaps' and appropriate measures to resolve these issues?	
b. Does the proposal include a plan for the production/delivery of the product or service?	
c. Does the proposal address the issues of operational complexity, resource requirements and operational risks appropriately?	
<b>Total Possible Points for criteria 1-5 (Minimum Passing Score is 70.00)</b>	<b>100</b>

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## **15. Grounds to Reject A Proposal or Cancel An Award**

### **Proposal Rejection:**

The Council reserves the right to reject a Proposal and/or to cancel an award if the following circumstances are discovered at any time during any phase of the process:

- The proposer lacks relevant education/experience/information to prove competence.
- The Proposal contains false or intentionally misleading statements or references that do not support an attribute or condition contended by the Proposer.
- The Proposal is intended to erroneously and fallaciously mislead the Government in its evaluation.
- The Proposal does not literally comply or contains caveats that conflict with the solicitation, and the variation or deviation is material.
- The Proposer fails to meet any compliance issue within sufficient time for the Council to meet its encumbrance deadline, as the Council in its sole and absolute discretion may determine.
- If the proposer requests to withdraw the proposal.

### **Award Cancellation:**

Award may be cancelled after issuing the NOA on following grounds:

- The Proposal contains false or intentionally misleading statements or references that do not support an attribute or condition contended by the Proposer.
- The Proposal is intended to erroneously and fallaciously mislead the Government in its evaluation.
- The Proposal does not literally comply or contains caveats that conflict with the solicitation, and the variation or deviation is material.
- The proposer fails to achieve the milestone as agreed upon in the contract without any reasonable ground.

## **16. Funding**

BEPRC will only provide grants for the market study, branding and licensing of the product/technology that is to be commercialized. Other costs should be borne by the Entrepreneur and BEPRC will not share any amount of these costs.

## **17. Funding Procedure**

- As a general policy, the total fund will be disbursed in multiple installments. However, there may be exceptions following the submitted project plan;
- The total budget of the project might be divided into quarterly installments if applicable. Specific quarterly milestones/deliverables along with installment amount have to be mentioned in the application;
- The fund of first installment may be disbursed upon contract signing;



- The subsequent installments may be disbursed upon satisfactory achievement/progress of the milestones/deliverables of the project. The grantee will submit progress report with supporting documents (procurement documents, invoices etc.) showing proper utilization of the previously disbursed fund. BEPRC will form a Monitoring Committee that will take the update and if necessary, perform relevant site visit on a regular basis and submit report on the progress of the project before further fund disbursement. BEPRC may, at its discretion, cancel any further payment at any time without any notice if any serious financial irregularity or very unacceptable poor progress of the project is found out. BEPRC may allow certain time to rectify irregularities and the agreement would be cancelled in case of continuous irregularities and unacceptable progress of the implementation of the project;
- The grantee must give back any unspent money to the government upon completion of the project with a Project Completion Report (PCR);
- All kinds of procurement by the grantee must comply with Public Procurement Act 2006 and Public Procurement Rules 2008.
- Financial auditing may be carried out by the concerned authority at any time during and/or after project implementation.

## **18. Licensing Procedure**

- The awarded Product-Entrepreneurs will be issued license for marketing the product for 5 (Five) years.
- The PEs will apply for renewal of license 3 (Three) months before the end of the existing licensing period.
- BEPRC will decide to renew the license of the PE based on the commercialization performance of the developed technology/product.

## **19. MISCELLANEOUS**

### **(i) Solicitation Cancellation and Amendment**

Council reserves the right to do any of the following:

- Cancel any program solicitation;
- Revise the amount of funds available under this solicitation;
- Amend this solicitation as needed; and/or
- Reject any or all applications received in response to the program solicitation.

If the solicitation is amended, BEPRC will send an addendum to all parties who requested the solicitation, and will also post it on the official website of BEPRC. The Council will not reimburse applicants for application development expenses under any circumstances, including cancellation of the solicitation.

### **(ii) Invalid 'Timed' Application**

An Application cannot be “timed” to expire on a specific date. For example, a statement such as the following is non-responsive to the solicitation: “This application and the cost estimate are valid for 60 days.”

(iii) **Confidentiality**

All submitted documents will remain confidential.

(iv) **Solicitation Errors**

If any ambiguity, conflict, discrepancy, omission, or other error is discovered at any stage before the proposal submission deadline, the changes will be notified through BEPRC portal specified in the program solicitation.

(v) **Minor Defects**

BEPRC may waive any minor defect or deviation contained in a proposal which will not materially affect the eligibility criteria of that proposal.

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## Annexure

### **I. Format of the Proposal**

Prior to submission, it is strongly recommended that proposers conduct an administrative review to ensure that proposals comply with the guideline.

## Proposal Contents

Certain categories of information that are submitted in conjunction with a proposal are for "BEPRC Use Only." Every proposer has to submit this information. BEPRC will screen the following documents. Those who will fail to submit all the documents, will be treated as non-qualified proposals. A summary of each of these categories follows:

- a. Proprietary information (if applicable)**  
Instructions for submission of proprietary information which should be supported by necessary documents and information, such as patents and publications.
- b. Certification for Authorized Organizational Representative (AOR) or Individual Proposer**  
The AOR is required to complete certifications regarding the accuracy and completeness of statements contained in the proposal, as well as to certify that the organization agrees to accept the obligation to comply with award terms and conditions. It is applicable for all team members. The organizational head should also mention that the proposers are the representative to submit the proposal meaning the assignment of Product-Entrepreneur and Deputy Product-Entrepreneur(s) with other team members.
- c. Certification Regarding Organizational Support and Commitment**  
It is required to complete a certification that there is organizational support for the proposal as required. This support extends to the portion of the proposal developed to satisfy the broader impacts review criterion as well as the intellectual merit review criterion, and any additional review criteria specified in the solicitation. Organizational support will be made available, as described in the proposal, in order to address the broader impacts and intellectual merit activities to be undertaken.

## Sections of the Proposal

The sections described below represent the body of an Entrepreneurship proposal submitted to BEPRC. Failure to incorporate required information in the sections will result in the proposal not being accepted, or being returned without review.

A proposal must contain the following sections.

- A. Cover Page

- Feb
- B. Executive Summary
  - C. Market Study
  - D. Business plan
  - E. Detailed production plan
  - F. Branding
  - G. Statement of Work and Schedule
  - H. Project Management Team
  - I. Budget and Budget Justification
  - J. Description of Assessment Criteria
  - K. Intellectual Property, Royalty Sharing and Licensing
  - L. Remarks
  - M. Attachments

A. Cover page

(i) ***Unsolicited Entrepreneurship Proposal/ Entrepreneurship Program Solicitation***

***Name:***

Proposers are required to mention the applicable Entrepreneurship program solicitation name and the number. If the proposal is not submitted in response to a specific program solicitation, the proposer should write "Unsolicited Entrepreneurship Proposal".

(ii) ***Title of Proposed Project:***

The title of the project must be brief, work representative, or technically valid, and suitable for use in the public press. BEPRC may edit the title of a project prior to making an award.

(iii) ***List of Participants:***

Information (including address information) regarding the Product-Entrepreneur (PE) has to be mentioned when preparing the Cover Page. The proposal also may identify up to two additional co-PEs and other members of the project proposal. The number of participants in a proposal must not exceed six (05). Each individual's name and primary registered e-mail address, must be entered in the boxes provided.

(iv) ***Budget and Duration Information:***

The proposed duration for which support is requested should be consistent with the nature and complexity of the proposed activity. The Council encourages proposers to request funding for reasonable durations when such durations are necessary for completion of the proposed work and are technically and managerially advantageous. The requested start date should allow at least six months for BEPRC review, processing and decision.

(v) ***Entrepreneur Organization Information with Logo:***

The Entrepreneur organization name, address, Organization Identification Number/Business Identification Number/Taxpayer Identification Number and logo must be mentioned in the Cover Sheet.

(vi) ***Project Work Primary Location:***



If the project is planned to be performed at a location other than the Product-Entrepreneur, then provide the following information:

- Organization Name (identify the organization name of the primary site where the work will be performed, if different than the Product-Entrepreneur);
- Street;
- City;
- Country; and
- Zip Code.

**B. Executive Summary:**

The executive summary is a concise summary of the entire contents of the proposal. In other words, the proposer should write a business proposal outline that is easy to glance over and that highlights the value proposition.

The goals of the executive summary are:

- a. Introduce company
- b. Provide an overview of company goals
- c. Showcase company's milestones, overall vision and future plans
- d. Perfectly summarize the Business Plan.
- e. Include any other relevant details

**C. Market Study:**

The PE will be responsible for regular market study of the product. This study can help the PE with minimizing risks, attracting investors, pricing, positioning, product features, shaping marketing mix, defining strategy. The methods of market study can be but not limited to- interviews, focus groups, trend reports, public domain data, social listening, surveys, observation, competitive analysis. A generic format/framework to work within can be described as follows:

- Define the market and product
- Define how to approach the market
- Develop market research methodology
- Identify information types, gaps and sources
- Perform field work and collect data
- Data analysis and insights

**D. Business Plan:**

The proposal should contain detailed business plan. It should communicate the features and benefits of the product/service and Unique Selling Proposition (USP) of the product/service brought to the market. It should contain market opportunity, pricing model, income, expenditure, cash flow and other forecasts related to marketing/sales. It must address the issues of operational complexity, resource requirements and operational risks. The proposal should address the tentative Net Present Value (NPV), Benefit Cost Ratio (BCR), Internal Rate of Return (IRR) and other parameters of the product.

**E. Detailed Production Plan:**

This section should contain yearly production plan of the developed product/technology and the timeline forecast to increase the production amount. The product needs to be standardized. So a detailed standardization plan should be provided here.

**F. Branding:**

The PE will have to give a detailed plan of branding the product such as brand name and slogan. Marketing of the product greatly depends on the proper and smart branding. So, the PE must provide his plan of the use of available media for this purpose.

**G. Master Schedule:**

Complete a schedule showing the starting and completion times of all major milestones in a Gantt chart. The schedule should include major milestones and meetings, procurements, installations, marketing, branding, reports, and other key deliverables.

Prepare a tasking chart, setting forth approximately (in hours or days) the amount of time contributed by each person to each task and to the total effort.

**H. Project Management Team:**

Identify PE, DPE and other key project personnel. Submit relevant portions of resumes of these persons, including those of proposed subcontractors. Include education and experience that are relevant to the proposed work.

Prepare an organizational chart listing project management team. Roles and responsibilities of each individual in the project management team have to be clearly mentioned. Include any subcontractors and other sponsors involved in the project, showing their roles and responsibilities.

Highlight the expertise of the individual(s) within the business and identify any human resource 'gaps' and appropriate measures to resolve these issues.

**I. Budget, Budget Justification and Procurement Plan:**

Each proposal must contain a budget section. BEPRC will only provide budget for branding, licensing and market study of the product. Proper justification of the price of proposed activities has to be given. The total budget may be divided into multiple installments as per merit of the project. Milestones/Deliverables before each installment disbursement have to be given. Each installment fund disbursement will be subject to completion of milestones/deliverables.

**J. Description of Assessment Criteria**

The application must address and give detailed description of all the assessment criteria as directed in the *Entrepreneurship Guideline-*

- i. Product or Service to be offered



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- ii. Market Opportunity
- iii. Marketing/Sales
- iv. Team & Operations

Necessary supporting documents have to be provided in relation to these criteria.

**K. Intellectual Property, Royalty Sharing and Licensing:**

The PE must agree to the terms and conditions regarding intellectual property, royalty sharing and licensing mentioned in the *Entrepreneurship Guideline*.

**L. Remarks:**

BEPRC highly appreciates the proposer to provide any other information/remarks that will be helpful for the council to be convinced to award the proposed project.

**M. Attachments:**

All necessary supporting documentation to the application form in line with the instructions provided in the proposal format and *Entrepreneurship Guideline* have to be provided.

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## II. *Terms of Reference (TOR) for Entrepreneurship Project of BEPRC*

### **Purpose of The Solicitation:**

The solicitation should emphasize on the goals of commercializing the incubated product and further scaling up in future.

### **Background**

*Mention here how the Incubation project was taken (program solicitations or unsolicited approach) and provide necessary information of the project. using below table*

Brief Description of innovated technology/know-how/design:

Title of the Project	
Incubation Solicitation No and Date	
Total Incubation Project Cost and Percentage of Project Fund from BEPRC	
Project Start Date	
Project End Date	
Product-Developer of the Project	
Organization that Innovated technology/know-how/design	
Incubation Piloting Site	

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## **Product Specification**

*A detailed product description of the BEPRC funded incubated technology/product should be provided here.*

## **Product Pricing**

*The pricing of the product should be given which is to be fixed by BEPRC on the basis of recommendation from Incubation PD and suggestions solicited from stakeholders during Pre-Solicitation Workshop.*

## **Customer Base**

*The customer base of the product should be mentioned here that is to be fixed by BEPRC on the basis of recommendation from PD and suggestions solicited from stakeholders during Pre-Solicitation Workshop.*

## **Requirements**

### **A. Proposer Eligibility**

*Please see the guideline to know about who can submit an Entrepreneurship project proposal to BEPRC in general.*

*Clearly define and indicate the following:*

- a) The area of specialization, field of expertise, and other qualities of the ideal individual to perform the services/work satisfactorily;*
- b) The minimum level of education acceptable and the fields of studies preferred, if any*
- c) Present financial condition (financial need is preferrable), Communication skill, number of attempts by the Product-Entrepreneur (PE) for entrepreneurship in the past*
- d) The minimum number of years of work experience on the preferred field of practice, if there is any preference*
- e) Special skills / experience and other qualifications which will prove to be advantageous and vital to the success of the work implementation, especially if the assignment's setting/situation is unique or has peculiarities (e.g., experience in working with indigenous people, familiarity with the key issues confronting a certain region, understanding of and ability to relate with a specific culture/religion, knowledge of a local dialect, etc.)*

### **B. Project Requirements**

#### **I. Scope of Work**

- a) List the results that the Product-Entrepreneur should achieve, and the major tasks expected to be undertaken by the Product-Entrepreneur*

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b) Briefly describe the required activities (scope, location, subjects, etc.) and other information that will help prospective Proposer to understand the nature of the work

II. **Expected Outputs and Deliverables**

This section should ask for a optimistic commercialization outcome model of the product which will be viable for commercial scale-up in future.

- a) List the outputs and specific deliverables in sequence, corresponding to the work and their corresponding target delivery dates.
- b) If feasible, a table similar to the one below is desired in order to clearly summarize the above details:

<b>Deliverables/ Outputs</b>	<b>Estimated Duration</b>	<b>Target Due Date</b>

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### **III. List of Acronyms**

BEPRC- Bangladesh Energy and Power Research Council

I<sup>2</sup>E- Innovation, Incubation and Entrepreneurship

PI- Principal Investigator

PCR- Project Completion Report

PD- Product-Developer

PE- Product-Entrepreneur

NRB- Non-Resident Bangladeshi

AOR- Authorized Organizational Representative

IP- Intellectual Property

EEC- Entrepreneurship Evaluation Committee

NOA- Notification of Award

TOR- Terms of Reference