

THIMPHU TECHPARK LIMITED (TTPL)



**REQUEST FOR EXPRESSION OF INTEREST
TO OPERATE THE EARLY CHILDHOOD CARE
AND DEVELOPMENT (ECCD) CENTRE AT THE
IT PARK, BABESA**

4 January 2017

1. Background

Thimphu TechPark, Bhutan's first IT Park, which currently houses five foreign companies, a data centre and an incubation centre for entrepreneurs, currently employs around 800 Bhutanese youths, about 60% of whom are women. Thimphu TechPark has recently completed the construction of an Early Childhood Care and Development (ECCD) Centre with the following objectives:

- a. To help working parents at the IT Park and ensure that their children fulfil their right to healthy development and help them reach their full potential, as the first years of life are critical to the development of a child.
- b. To make the IT Park more attractive to investors as well as employees.

Currently, there are about 40 employees who have children between the ages of 3 months and 5 years. This number is expected to increase since almost all the employees are in their 20s and 30s.

The total capacity of the ECCD Centre is 60 children and has four rooms plus a small staff room. It was constructed and furnished with the help of funding from Druk Holding & Investments and UNICEF. Nu. 2,500,000 was provided to us by Druk Holding & Investments as part of their Corporate Social Responsibility and Nu. 1,028,705 was provided by UNICEF Bhutan Office. In addition, TTPL has chipped in Nu. 175,727.94 to meet the budget requirement.

2. Rationale for Requesting for Expression of Interest

Since Thimphu TechPark houses Bhutan Innovation & Technology Centre whose mandate is to promote and support entrepreneurship, the Board of TTPL has advised the management to request for Expression of Interest from aspiring entrepreneurs, preferably youths, and then outsource the operation of the ECCD Centre to the most competent individual or team. However, the selection will be based purely on the soundness of the proposal and the proponent(s), and there will be no preference given whether the proposal is from a team or an individual.

3. Mode of Operation

TTPL would sign a contract with the selected entrepreneur or team, hereinafter called the 'operator', to outsource the operation of the ECCD Centre. The following are some of the conditions under which the centre is expected to be operated:

- a. The selected operator should apply for and get necessary license and clearances to operate the ECCD Centre. This can be done after the selection is finalized, but enquiries about how to obtain them should be made at the time of submitting the expression of interest.

- b. The operator will pay a nominal rental of about Nu. 10,000 a month to TTPL in order to help TTPL meet the common area maintenance and administration costs.
- c. The operator will be responsible for paying for utility charges such as electricity bills, telephone bills etc. for the centre.
- d. The operator will be responsible for providing any additional furniture or equipment if necessary.
- e. The centre may be expected to cater to the care of children between the ages of 6 months and five years.
- f. The first preference for enrolment should be given to the children of employees working at the IT Park. However, if there is room to accommodate more children, the operator may be allowed to enrol other children with due approval from TTPL Management and Tenant companies.
- g. The rates to be charged for children of employees of IT Park shall be lower than those charged by private daycare centres.
- h. The centre should be open from Monday to Saturday. Saturday may be open for half a day. It may remain closed on Sundays, and most public holidays. However, it may have to remain open on some public holidays if there is strong demand from the parents who work for companies that remain open on some public holidays.
- i. The centre may plan for a short summer and a winter break in consultation with TTPL and Tenant companies.

4. Request for Expression of Interest

This is a request for Expression of Interest to operate the Early Childhood Care and Development (ECCD) Centre at the IT Park, Babesa, based on the information given in this document.

The respondents should talk with officials of ECCD & SEN Division, Ministry of Education about the guidelines on ECCD Operation, and visit existing ECCD Centres to see how they are being operated.

The Expression of Interest should, at the minimum, consist of the following components:

a. Introduction

Please mention why you are interested in running the ECCD Centre, and what makes you think that you would be capable of running it successfully.

b. Application procedure for license

Mention who the license holder would be and how you can obtain it if you are selected to operate the ECCD Centre.

c. Operational Plan

Details of how the centre will be operated.

d. Safety Plan

Plan for ensuring the safety and care of the children enrolled at the centre.

e. Team

Please mention who your team members would be – partners and staff. Have the potential staff undergone ECCD Facilitators Training? Attach CV of team members as annexures.

f. Compliance with ECCD Guidelines

Please mention what the ECCD guidelines are and how you plan to comply with it. The details can be obtained from ECCD & SEN Division, Ministry of Education.

5. Deadline for Submission of Expression of Interest

The final deadline for the submission of EOI is 11 am on 23rd January 2016.

You may submit the EOI in soft copies along with your CV and CVs of your core team members to sonam.choden@thimphutechpark.com or submit them in person at Thimphu TechPark Admin Office before the deadline.

(signed)

Chief Executive Officer

Thimphu TechPark Ltd.