

Terms of Reference (TOR)
RMG Centre of Excellence Project in Bangladesh

Assignment:	To conduct training programs at RMG “Sewing Machine Operator (SMO)” as per NTVQF (national technical and vocational qualification framework) at Pre-vocational-2 and level-1 leading to Improved training and employment outcomes for mainly women and disadvantaged groups
Name of the Organization
Location:	Dhaka/Chittagong and/or other Regional Training Centres
Duration:	09 months in between 10 May 2015 – 28 Feb 2016

1. Introduction

The ILO Country Office has signed funding agreements with Swedish SIDA and Puls Trading Far East Ltd. (a subsidiary of H&M) to implement a project titled as “Centre of Excellence (COE) for RMG to implement certified training within the national skills development framework of Bangladesh”. The initiative will be technically guided by ILO with close cooperation of Government certification agency i.e. BTEB and BGMEA & RMG sector key stakeholders. The COE project strives to establish a replicable model of industry driven training and support services both at its own premise and existing providers including government and NGOs through the Centre of Excellence (COE), to help meet the need for a skilled labour force in the export oriented industry.

The Center of Excellence for Bangladesh Apparel Industry (CEBAI) is already established in Ashulia through this project with the leadership of BGMEA, which is expected to be operational by the first half of 2015. CEBAI would be collaborating with existing government providers and NGOs to promote NTVQF courses so the trainees get placed at a higher grade at the workplace as well as to create a pathway of career development for disadvantaged and women workers. For this reason, the project would initiate working with selected NGOs and govt. providers that have vision to conduct training as per NTVQF and that are ready to make their facility as per BTEB requirement & specification. The project would then link these initiatives with CEBAI management so CEBAI starts collaborating with the providers and strive to make a positive difference nationwide.

2. Background

One of the major goals of the project is to demonstrate that an industry based training focus can effectively increase employability and higher income for unemployed or under-employed Bangladeshis and therefore contribute to poverty alleviation. While the project will foster industry's drive towards broader momentum in skills development, it will also directly benefit 4,900 individuals during the pilot period with 3,480 new entrants who will be trained and certified under the National Technical and Vocational Qualification Framework (NTVQF) and placed in Operator level positions in industry. In addition, industry Supervisors and Managers will be trained and certified in key leadership skills and responsibilities that will focus on Occupational Safety and Health (OSH), disability inclusion and workers' rights and responsibilities. Furthermore, the skills level of 800 existing workers from the RMG Sector will be assessed through Recognition of Prior Learning (RPL) and certified as the basis for improved wages.

In addition, the project will deliver training and certification for instructors, industry trainers and assessors and briefings for managers and executives of enterprises. Consistent with employment trends of the RMG sector, the majority of beneficiaries will be women and there is a 5% target to include people with disabilities. ***As a model, the Center of Excellence for Bangladesh Apparel Industry (CEBAI) will demonstrate a sustainable, self-funded approach in coordinating training and labor market expertise by bringing together a group of enterprises and training providers.***

The approach builds on a number of successful examples in training and inclusion of persons with disabilities to offer a model, emphasizing sustainable stakeholders' commitment and financial viability. The approach aims to effectively meet both employers' needs for a skilled workforce and needs of the workers and their social needs for decent work. CEBAI will gradually establish satellite branches in other locations and will closely work with BGMEA and BKMEA.

3. Key responsibilities to be performed:

Output-1:

Prepare the training venue ready as per BTEB specifications for RTO (Registered Training Organization) that's required for NTVQF RMG 'Sewing Machine Operator' (SMO) course for Level-1 and Prevocational Level-2

Through this output the NGO will complete all the hardware related pre works at its venue/venues that are necessary to achieve RTO (Registered Training Organization) accreditation. The following needs to be achieved;

- Required space (at least 02 or more class rooms with BTEB prescribed space size to run pre-voc & level-1 training)

- Required machines and equipment as per BTEB criteria for RTO
- OSH (Occupational Safety and Health) measures at the venue

Output-2:

Prepare the Trainers according to NTVQF (National Technical and Vocational Qualification Framework) and CBT&A (Competency Based Training and Assessment), and complete the process of being RTO

Through this output the NGO should prepare at least 6 trainers or more as per NTVQF so they can conduct CBT (competency based training) for sewing machine operator course. The NGO should also apply, follow up and complete all steps for BTEB to become an RTO. The following needs to be achieved;

- At least 06 trainers at Sewing Machine Operator are prepared both at skills level-1/2 and CBT&A as per NTVQF so they are accredited by BTEB
- Get the training venue registered as RTO
- Complete other documentations (like class routine, session plans, competency skills log book, curriculum, etc.)

Output-3:

Conduct training of trainees at pre-voc and level-1 at RMG Sewing Machine Operator, assess them by BTEB and ensure job placement for all the trainees trained

- Recruit trainees with focus on disadvantaged / disable people
- Complete pre-voc 2 training for 120 participants (each batch max 30 participants with 3 trainers, 360 hours course; approx. duration 2 months)
- Complete level-1 training for 120 participants (each batch max 30 participants with 3 trainers, 360 hours course; approx. duration 2 months)
- Conduct formative assessment maintaining CSLB for each participants
- Conduct final assessment for the trainees through BTEB at prevoc and level-1
- Place the trainees at factories for job at Machine Operator Grade-5/6

4. **ILO's responsibilities:** As described in contract document.

5. **Key deliverables:**

For output 1: To be submitted on or before 15 July 2015

- Report on the venue facility
- List of trainers built for NTVQF courses

For output 2: To be submitted on or before 15 July 2015

- Status of the trainers' accreditation with BTEB
- Status of RTO process/approval

For output 2: Report to be submitted as follows

- Report on first batch (1 prevoc and 1 level-1) accomplishment by Sep 2015
- Report on second batch (1 prevoc and 1 level-1) accomplishment by Oct/Nov 15
- Report on third batch (1 prevoc and 1 level-1) accomplishment by Jan/Feb 2016
- Report on fourth batch (1 prevoc and 1 level-1) accomplishment by Feb 2015

6. Reporting and Completion Criteria:

All communication related to achieving abovementioned outputs will be done with the Program Officer In-Charge for RMG Centre of Excellence Project, ILO Bangladesh. The project will routinely consult with the NGO management, monitor, and undertake meetings and visits to ensure proper progress and quality.

Criteria relating to training:

- **Trainers:** Minimum graduate (preferable), experienced in RMG machine operator / supervisory courses; has the capacity of understanding of CBT&A (competency based training and assessment), plan and deliver training as per NTVQF. ILO would help the trainers to build capacity as per CBT&A methods.
- **Collection of Trainees:** Should be collected based on minimum criteria; 'class 8 pass' is preferable with 'minimum literacy & numeracy' for level-1 and only 'minimum literacy & numeracy' for prevoc-2. Trainees need to be collected from rural/disadvantage areas, urban slums and minimum 10-20% participation from people with disabilities (PWDs) are encouraged. Each batch should contain 30 trainees. Identity cards and uniform need be issued for each participant.
- **Machines and classroom equipment:** All machines and equipment supplied by the NGO should be of good and operational.
- **Course name and outline:** Eight batches of training in 02 categories (prevoc-2: 4 batches, Level-1: 4 batches) will be planned under this contract. Outline would be followed as per CBT&A method. ILO will provide soft copies of list of competency standards (CSs), curriculum (CBLMs), and log book (CSLBs)
- **Attendance and record of CSLB:** regular attendance of each participant need to be kept. Absenteeism need to be kept below 5%. Each participant will have a separate CSLB (competency standard log book) which needs to be regularly updated and used for formative assessment by the trainers

- **Training expense:** All training expenses (related to raw materials, stationary, handouts, uniform, ID card, etc) are budgeted in this contract to ensure smooth completion of eight batches of training.
- **Stipend for trainee:** Each trainee will receive a stipend / allowance of Tk. 1500 per month. This may be linked to regular attendance to ensure presence of every trainee in classroom.
- **Accreditation as RTO with BTEB:** After machines and equipment are set up and recruitment of trainers and trainees are done, an application and subsequent follow-up need to be made to BTEB as per prescribed format to register the venue as NTVQF training provider. ILO will also help DAM link with BTEB
- **Assessment of trainee by BTEB:** The NGO responsible officer will communicate with BTEB to get the trainees assessed by BTEB panel for prevoc-2 and NTVQV level-1 certification. Assessment will be organized at a given date after paying the assessment fees (budgeted in this contract).
- **Placement of trainees:** All successful trainees need to be placed at Machine Operator Grade 5 or 6.

Management and coordination

- The NGO will closely work with the Program Officer in Charge for RMG Center of Excellence Project to accomplish the assignment successfully.
- The NGO needs to take guidance and support whenever necessary from the program office and perform the deliverables accordingly.
- The NGO will continuously monitor the performance and keep its team engaged with assignments till the final assessment by BTEB and placement of the trainees

7. **Special terms and conditions:** None

8. **Miscellaneous:** None

9. **Annex/Appendices:**

Annex-A: Budget format for NGOs to run NTVQF training of RMG Sewing Machine Operator at level-1 and prevoc-2

10. **Budget, Payment terms and conditions:**

Budget should be submitted as per the format given in Annex-A

Payment terms:

First instalment: 30% of the contracted amount will be paid after submitting a plan of operation mentioning time lines for each outputs. This should be submitted by 10 days of signing the contract

Second Instalment: 30% will be paid after receiving the deliverables of output 1 and 2

Third Instalment: 20% will be paid on submission of report on first and second batches' reports (2 batches of prevoc and 2 batches of level-1) as per output-3 deliverables in this TOR

Fourth Instalment: 20% on submission of report on third and fourth batches' reports (2 batches of prevoc and 2 batches of level-1) as per output-3 deliverables mentioned in this TOR

Submission of Proposal

International Labor Organization (ILO) Bangladesh seeks proposals from interested NGOs for conducting the aforementioned assignment. The soft copy of the proposal (first part: technical, second part: financial as per annex-A) with a forwarding letter duly signed needs to be submitted to shahidzaman@ilo.org by Saturday, 27 Apr 2015, 4:30 p.m. Local time. Selection of NGOs would be done based on technical and financial evaluation of the proposals and ILO reserves the right to accept or reject any/all proposals.

Annex-A: Budget format for NGOs to run NTVQF training of RMG Sewing Machine Operator at level-1 and prevoc-2

Description	Cost share %		Budget in Taka		Remarks
	NGO	ILO	NGO	ILO	
<i>For output one: The NGOs need to have these facilities</i>					
Space for required classrooms	100%				By NGOs
Required machines and equipment	100%				By NGOs. Only few equipment support can be budgeted for exceptional case
Occupational Safety and Health Measures	100%				By NGOs
Description	Cost share %		Budget in Taka		Remarks
	NGO	ILO	NGO	ILO	
<i>For output two: On cost share basis</i>					
TOT for trainers including BTEB assessment					The NGOs will organize the TOT; cost can be shared between NGO and ILO
BTEB application fee for RTO					The NGOs need to contact and follow up with BTEB for this purpose
Development of documents (class routine, session plan, curriculum, CSLB....)					ILO would provide Curriculum and CSLB
Description	Cost share %		Budget in Taka		Remarks
	NGO	ILO	NGO	ILO	
<i>For output three: On cost share basis</i>					
Recruitment of trainees					Cost sharing basis
Expense to run the 360 hours training					Cost sharing basis
Final assessment by BTEB for trainees					Cost sharing basis
Job placement of trainees					Cost sharing basis
Total					