

# **Bangladesh Skills for Employment and Productivity (B-SEP) Project (BGD/12/01/CAN)**

## **Component 2: CBTA Quality and Relevance**

### **TERMS OF REFERENCE**

**Assignment:** Development of Competency Standards, Course Accreditation Documents and Assessment Tools for the Agro-Food, Ceramics, Pharmaceuticals and Tourism and Hospitality.

**Contract Type:** Service Contract

**Location:** Dhaka, Bangladesh

**Duration:** August to 31 December, 2016

#### **1. Introduction**

The Bangladesh Skills for Employment and Productivity (B-SEP) Project aims to improve the national enabling environment for industry skills development and the increased employability of young and adult women and men. It targets government agencies and their staff, employers, workers, training institutions, students and trainees with a particular focus on groups disadvantaged in the labour market. Its intent is to enhance the market-relevance and effectiveness of the national TVET and skills system, allowing for better quality, more access and an improved capacity to provide and sustain demand driven services. The Project desires to help create a better trained and qualified workforce with increased economic opportunities in target sectors, which will contribute to sustainable economic development, poverty reduction, and social inclusion in Bangladesh.

In cooperation with the Government of Bangladesh, the ILO is implementing this Project which is funded by the government of Canada. This Project has four major components. Under the Project component 2, it covers expanding the availability of new NTVQF courses in the target industry sectors, supports adoption of new quality assurance guidelines among the targeted TVET institutions, involvement of the industry in the development and delivery of the new competency based programs, and capacity building among key government agencies to implement TVET.

Component 2 of the Project is addressing Quality and Relevance which entails development of standards (i.e. Competency Standards (CSs), Course Accreditation Documents (CADs), Competency Based Learning Materials (CBLMs), and Assessment Tools), and implementation of these developed standards for the five target sectors namely: Tourism and Hospitality, Furniture, Agro-Food, Pharmaceuticals and Ceramics. Thus, the B-SEP Project aims to assist the Bangladesh Technical Education Board (BTEB) in the realization of the abovementioned activities.

#### **2. Background**

The B-SEP Project has developed the Competency Standards and Course Accreditation Documents for the Tourism and Hospitality and Furniture sectors in collaboration with Industry Skills Councils (ISCs) and Bangladesh Technical Education Board. However, in the three remaining sectors, the Competency Standards, Course Accreditation Documents, CBLMs and Assessment Tools are yet to be developed. In this regard, the BSEP Project would like to engage one or several consulting firms to provide technical expertise in the development of Competency Standards, Course Accreditation Documents/Qualification Standards, Trainee's Record Books and Assessment Tools for the selected

12 priority occupations of Agro-food processing, Pharmaceuticals, Tourism and Hospitality and Ceramics sector.

### **3. Consultants' Responsibilities**

Under the guidance and support of the National Program Officer for Component 2, the specific consultants will facilitate the development of the selected and assigned to each of them Competency Standards (CSs), Course Accreditation Documents (CADs), Trainee's Record Books (TRBs) and Assessment Tools for the following selected occupations of Pharmaceuticals, Agro-food, Ceramics and Tourism and Hospitality Sectors.

#### **3.1 Pharmaceutical Sector**

- i. Machine Operator
- ii. Technician (Electrical and Electronics)
- iii. Industrial Technician
- iv. Packaging Worker

#### **3.2 Ceramic Sector**

- i. Machine Operator (Body Preparation)
- ii. Machine Operator (Decoration, Glaze and Printing)
- iii. Machine Operator (Kiln and Firing)
- iv. Machine Operator (Selection and Quality Control)

#### **3.3 Agro-Food Processing Sector**

- i. Food Safety and Hygiene Technician
- ii. Packaging Worker

#### **3.4 Tourism and Hospitality Sector**

- i. Front Office Management
- ii. Online Reservation & Ticketing

### **4. Specific Deliverables/Reporting**

Bids will be accepted both the entire and/or partial scope of work under the proposed assignment. The selected Consulting firm(s) will be responsible for delivering the selected and assigned deliverables from the list below:

- i. 4 CSs for the Pharmaceuticals, 4 CSs for the Ceramics, 2 CSs for the Agro-Food and 2 CSs for the Tourism and Hospitality sectors developed in collaboration with the BTEB, ISCs and the B-SEP Project;
- ii. 14 Course Accreditation Documents (CADs) for Pharmaceuticals, 16 CADs developed for the Ceramic, 6 CADs for Agro-Food and 8 CADs for the Tourism and Hospitality sectors based on the qualification levels for each occupations identified in section-3 in accordance with Bangladesh National Technical and Vocational Qualification Framework (NTVQF);
- iii. 4 Trainee's Record Books (TRBs) for the Pharmaceuticals, 4 TRBs for the Ceramics, 2 TRBs for the Agro-Food and 2 TRBs for the Tourism and Hospitality sectors developed in collaboration with the BTEB, ISCs and the B-SEP Project;
- iv. 14 Assessment Tools (ATs) for Pharmaceuticals, 16 ATs for the Ceramic sectors, 6 ATs for Agro-Food Processing sector and 8 ATs for the Tourism and Hospitality sector based on the qualification levels for each occupations identified in section-3 in accordance with Bangladesh NTVQF.

## 5. Timeline

Items	Person Days		
	Dhaka	Home Based	Total
i. Inception		√	
ii. Develop draft Competency Standards in Collaboration with the Technical Subcommittee of the BTEB	√		
iii. Place the CSs with the Technical Sub-committee of BTEB for review and feedback	√		
iv. Finalize the CSs and submit to the B-SEP Project and BTEB	√		
v. Develop draft CADs and shared with the Technical Subcommittee of BTEB	√		
vi. Finalise the CADs for each qualification and submitted to BTEB		√	
vii. Develop Assessment Tools for each qualification standards and submitted to the BTEB		√	
viii. Develop TRBs and submitted to the B-SEP Project		√	
ix. Submit Final Report		√	

## 6. ILO Responsibilities

- i. Monitor and supervise the work of the consultant and review progress of the work;
- ii. Provide regular technical support and feedback;
- iii. Provide support for engaging stakeholders, organizing workshops/interviews;
- iv. Provide documents/report of National Skills Quality Assurance System and other relevant documents;
- v. Monitor the contract duration and output of the consultant.

## 7. Completion Criteria

The consulting firm(s) shall complete the task within the contract period in accordance with the signed contract and TOR by COB on 31 December 2016, at the very latest, regardless of the contract period, which, in line with the internal procedural requirements of ILO, may extend beyond the above-mentioned date for submission by the Vendor of all deliverables.

## 8. Minimum Qualification and Experience of Firm/Organisation

The consulting firms shall have available for implementation professionals with the following minimum qualification and experience for the submission of proposal(s):

### 8(a). Minimum Professional Experience of Firm/Organisation

At least 7 years of relevant professional experience in the area of TVET, skills development and training as well as specialist in competency based training (CBT) and assessment at both policy and practice level;

### 8(b). Minimum Qualification and Experience of Key Consultants

- i. Master Degree in Education or Certificate/Diploma in Training and Assessment with specific focus on development of Technical Competency Standards of key consultants;

- ii. At least 5 years proven experience in developing Competency Standards, Course Accreditation Documents (CADs), Trainee’s Record Book and Assessment Tools for the relevant occupations of key consultants.

**8(c). Competencies**

- i. Proven experience providing high level advice and technical support to the development Course Accreditation Documents/Qualification Standards in the relevant sectors of key consultants; ii. Excellent reporting and communication skills in English; iii. Work experience in Bangladesh TVET sector would be given advantage.

**9. Proposal Submission and Selection Process of Competent Organization/ Firm/ Entity**

The ILO invites technical and financial proposal from qualified organizations/firms/entities having relevant experience in delivering similar services as mentioned in this Terms of Reference (TOR). One or several consulting firms technically responsive and financially viable organization(s) / firm(s) / entity (ies) will be selected following ILO procurement rules/procedure on evaluation by an ILO team of professionals, and awarded with the contract for the expected deliverables and outputs as per the TOR.

Cumulative Evaluation Method will used for this procurement exercise and Contract will be awarded to highest scorer(s) in Cumulative analysis considering Technical and Financial Evaluation. The Technical proposal will contain 70% and financial proposal will contain 30% weight whereas Technical Evaluation passing score is 70%. Any firms that score less than 70% in Technical Evaluation shall not be considered for financial evaluation. The Technical proposals will be evaluated in accordance with the criteria stated below:

1.	Experience of firm and key consultants in Skills Development/TVET Sector in CBT environment	20
2.	Education Qualification of key consultants	25
3.	Experience of firm and key consultants in the development CSs, CADs, TRBs and ATs	50
4.	Work Experience in Bangladesh	05
	Total	100

**The proposals in hard copy with a cover letter to be submitted to:**

**The Mr. Cezar Dragutan. Chief Technical Adviser, B-SEP Project, ILO Skills Programme Office, House # A-9, Road # 127, Gulshan-1, Dhaka-121, Bangladesh.**

Note: Consulting Firm(s) may submit the proposal for either all 4 sectors and/or for any individual sector(s), and/or for any specific deliverable(s) within any individual sector(s).

**Proposal submission Procedure and Submission Deadline:**

Proposals shall reach the above office on or before **10 August, 2016 by 4.30 pm (Bangladesh Standard Time)**. The proposer must submit the Technical and Financial Proposals in separate sealed envelopes mentioning “Technical Proposal” and “Financial Proposal” on the top of respective envelopes as though the financial information could not be revealed before financial proposal Opening.

One big envelope shall be used to include both proposals mentioning “Development of Competency Standards, Course Accreditation Documents and Assessment Tools for the AgroFood, Ceramics, Pharmaceuticals, and Tourism and Hospitality sectors” on the top of the big sealed envelope. Unsealed Financial Proposals and proposals received after the deadline would be rejected.