

Terms of Reference (ToR) for External Collaboration (ExCol) contract
**to support BMET in implementation of project on curriculum development and
recognition of certification**

ADMINISTRATIVE INFORMATION:

Project supporting the assignment:	Application of Migration Policy for Decent Work of Migrant Workers
Duration:	Six (6) months
Contact Person:	Name: Disha Sonata Faruque Email: faruque@ilo.org
Location:	Dhaka, Bangladesh
Expected starting date:	01 November 2017
Duration of ExCol Contract	60 work days

INTRODUCTION

International labour migration is a considerable reality of Bangladesh's economy and labour force, with 12% or more of the labour force employed overseas. Despite the large number of migrant workers, the majority of those migrating overseas for work from Bangladesh are poor and have limited skills. They are vulnerable to exploitation by recruitment agents and middlemen, and face challenges in accumulating and remitting funds to significantly impact the well-being of their families. Bangladeshi workers experience some of the highest costs of migration¹, and yet are among the lowest paid, on average. Based on the skills profile of the Bangladeshi workers migrating for employment in the last few years, of an average of 410,000 to 500,000 jobseekers from Bangladesh, 65% (or around 266,500 to 300,000) are classified with limited or low skills.

The higher proportion of low skilled workers from Bangladesh can be seen as a cause for lower remittance flow as it reduces their chance of better remuneration. Furthermore, low skilled workers are often compelled to take 3D (i.e. dirty, demeaning and dangerous) jobs, where they are vulnerable to face exploitation and abuse².

As such, the ILO is providing support to the Government of Bangladesh, namely the Bureau of Manpower Employment and Training (BMET) in their efforts to enhance Bangladeshi migrant worker's skills level for international labour markets, through a project on curriculum development and recognition of certification.

¹ See more detailed information below in the sections Key Statistics (p x) and Crosscutting Themes (p. 19)

² ILO, Skilling the workforce: Labour migration and skills recognition and certification in Bangladesh, 2014, Dhaka.

In this connection, the ILO intends to hire the services of a national consultant to provide direct support to the BMET on project implementation, specifically on upgradation of short training modules and development of bilateral accreditation with South Korea for selected TTC course(s).

OBJECTIVE OF THE CONSULTANCY

The objective of the assignment is to assist the Bureau of Manpower Employment and Training (BMET) under the Ministry of Expatriates Welfare and Overseas Employment, Government of the People's Republic of Bangladesh in implementing activities related to up-gradation of short training modules and development of bilateral accreditation with South Korea for selected TTC course(s).

RESPONSIBILITIES OF THE CONSULTANT

Scope of Work

Under the overall supervision of the focal person from the BMET and the Chief Technical Advisor, Migration of ILO, the consultant's specific tasks include:

1. Support on Upgradation of short training modules
 - a) Initial review of the available documents, materials and modules related to the selected trades from within the country as well as from destination, primarily the Middle East and Southeast Asia.
 - b) Support to the BMET to identify and select curriculum and industry experts to upgrade existing modules;
 - c) Support to the BMET to organize at least four intra and/or inter ministerial consultations to prepare and finalize the upgraded modules;
 - d) Support to the BMET to organize at least eight Training of Trainers (ToT) on the upgraded short training modules;
 - e) Support to the BMET to maintain all necessary documentations on the above mentioned activities for reporting.

2. Support on development of bilateral accreditation with South Korea for selected TTC course(s)
 - a) Review of requirements of electronic, manufacturing, computer operation and/or shipbuilding drawing and Auto CAD courses in South Korea.
 - b) Support to the BMET to prepare all necessary documentation and briefs on bilateral accreditation with South Korea for selected TTC course(s).
 - c) Support to the BMET to organize at least one Training of Trainers (ToT) on newly accredited course;
 - d) Support to the BMET to maintain all necessary documentations on the above mentioned activities for reporting.

REQUIREMENTS FOR THE CONTRACTOR:

The assignment shall be contracted to an individual (who is available immediately given the priority of the work). Prior experience with the BMET (with satisfactorily performance) shall be an advantage.

SPECIFIC DELIVERIES

S/L	Specific Deliverables	No. of Working days required	Payment Schedule in %
1.	Detailed workplan of the activities highlighting the documents and meetings and consultations required.	2	15 %
2.	Review report of documents, materials and modules related to the selected trades.	2	60 %
3.	Meeting minutes of at least four intra and/or inter ministerial consultations to prepare and finalize the upgraded modules.	8	
4.	Reports of at least eight ToT on the upgraded short training modules	25	
5.	Review of requirements selected courses of South Korea.	1	
6	Background document and briefs on bilateral accreditation with South Korea for selected TTC course(s).	12	15%
7.	Report of at least one ToT on newly accredited course	7	
8.	Draft and finalised technical reports for approval of BMET	3	10 %

PAYMENT

An all inclusive professional fee for this assignment will be made to the consultant at the satisfactory delivery of the above mentioned deliverables.

The deliverables will be the property of ILO. The consultant will not have the liberty to share the deliverables/outputs unless permitted by ILO through its designated authority.

Payment shall be made in four instalments as following:

- 15% of the total amount upon satisfactory submission of the detailed workplan of the activities highlighting the documents and meetings and consultations required
- 60% of the total amount upon satisfactory submission of the meeting minutes and ToT reports (detailed above)
- 15% of the total amount upon satisfactory submission of the review of selected courses of South Korea, background document and briefs on bilateral accreditation and report of one TOT (detailed above)
- 10 % of the total amount upon satisfactory submission of the draft technical and financial reports for finalization and approval of BMET.

EXPECTED QUALIFICATION

- Good knowledge of socio-economic and labour related developments in Bangladesh and selected country of destination;
- Good understanding of qualification frameworks, skills development and competencies in Bangladesh and selected destination countries;
- Working experience with the BMET, BTEB and DTE will be added advantage.
- Willingness and ability to coordinate and consult with senior Government representatives
- Proven report writing and analytical skills are essential.

- Knowledge and practical experience documentation and preparing reports

APPLICATION REQUIREMENT

Applicants should send the following:

1. Technical proposal which includes an updated current CV and the following:
 - a. Approach and methodology including tentative work plan based on the timelines proposed above.
 - b. Proposed costs for undertaking this consultancy, specifying daily fee.

Interested applicants should send email with required documentation stated above to [BID MIG DAC@ilo.org](mailto: BID_MIG_DAC@ilo.org) cc to [chowdhuryn@ilo.org](mailto: chowdhuryn@ilo.org), **by 4:00 pm Dhaka time on 24 October 2017**, stating the following subject line: "Application for consultancy to support BMET on curriculum development and recognition of certification".

For any further query, kindly send email to [BID MIG DAC@ilo.org](mailto: BID_MIG_DAC@ilo.org)