



Terms of Reference (TOR)

Vacancy Notice No.:	
Organisational Unit/Department:	ILO Country Office for Bangladesh
Technical Responsible Unit/ Department:	EMP/SKILLS Geneva
Technical Cooperation Programme	Bangladesh Skills for Employment and Productivity (B-SEP) Project
Position (Title)	National Consultant on assessment of Apprenticeship programme
Type of contract:	External Collaborator
Source of funding :	TC
Duration:	25 days over the period of two months (May to June 2018)
Closing Date of application	05 May 2018

I. Project background

The International Labour Organization (ILO) is committed to promoting social justice and internationally recognized human and labour rights. It supports its member States to promote decent work. Globally, its main focus is on four inter-related areas: to promote rights at work, to encourage decent employment opportunities, to enhance social protection, and to strengthen social dialogue at workplace. ILO emphasizes gender and diversity across all its programmatic interventions.

Currently the ILO, within its Decent Work Country Program (DWCP) framework, is engaged with several government and private sector agencies in delivering a major programme on Technical and Vocational Education and Training (TVET) Reform through technical cooperation projects.

One of the projects is Bangladesh Skills for Employment and Productivity Project (B-SEP) supported by the Government of Canada and implemented by the International Labour Organization. Four components of the project include: (1) Skills Funding, Planning and Support Services; (2) Competency Based Training and Assessment (CBTA) Quality and Relevance; (3) Industry Skills Development; and (4) Improved Access to Skills.

The B-SEP project implementation period is from January, 2014 to December, 2018. A team of international and national experts and short-term consultants, headed by the Chief Technical Adviser, is responsible for delivering the project outcomes. The key project partners include several government ministries and departments namely Ministries of Education, Labour and Employment, Expatriates Welfare and Overseas Employment and the departments under these ministries, organization of employers, trade unions, employers in five selected sectors, and NGOs involved in skills training. Direct project beneficiaries are: Staff of partner organisations, Instructors, Trainers & Master Crafts Persons, and Workers and market entrants.

Component 3 (Industry Skills Development), of the Project aims at improving productivity, modern work practices and identifying the needs of enterprises in knowledge management in five sectors:

Agro-Food, Tourism & Hospitality, Pharmaceuticals, Ceramics, and Furniture. During the Project life, 12,000 apprentices (under Component 3) shall be covered: 6,000 in the formal sector and the remaining 6,000 in the informal sector.

Apprenticeship in formal sector industries

An effective apprenticeship system is one of the key components of strategies to develop a skilled and relevant workforce to support economic growth and competitiveness, sustainable development and decent employment promotion. Apprenticeship system helps prospective workers gain hands-on experience in their chosen fields. Employers often want workers with experience, and it is difficult to get experience without employment. Apprenticeships bridge the gap. This system ensures benefits for the promising employees as well as the employers. It helps potential employees to gain experience that is driven by the latest industrial advances. Employers benefit from apprenticeship programmes, as they are able to locate and retain qualified employees through the use of this system. Apprenticeships give an employer a competitive edge over other employers as the apprenticeship work force is made up of individuals who have been customized to fulfil each job the company needs.

Bangladesh is trying to establish and promote a dynamic apprenticeship system in response to significant demand for apprentices from different industrial sectors. ILO's TVET Reform Project provided technical assistance to government (BMET) and private sectors to pilot formal apprenticeship along with its integration with TVET qualification system and CBT&A methodology. All apprentices graduated under the pilot programmes proved their skills achievement and were employed by the relevant industries. The success encouraged both government and private sectors to scale up the programme operation. Consequently, the Component 3 of BSEP Project is supporting and scaling up apprenticeship training both in the formal and informal sectors. Several apprenticeship programmes have either been completed or are being implemented in collaboration with the industries in the Agro-Food, Pharmaceuticals, Furniture, Tourism and Hospitality and Ceramics sectors. At present, there are 21,997 certified apprentices in formal sectors registered in Bangladesh under the Bureau of Manpower Employment & Training (BMET).

Apprenticeships Programme in Informal sector

The ILO's Department of Skills and Employability initiated promotion of apprenticeship system, which recognizes informal apprenticeship as the main training system in the informal economy of most developing countries. The programme was motivated by evidence from empirical studies identifying informal apprenticeship as the main provider of skills to young people in African countries. A step-by-step approach combining different types of interventions have been applied to improve the quality of training and of skills acquired, working conditions, skills recognition beyond the local community, financial arrangements, and young women's access to non-traditional occupations. This approach is currently piloted in Zimbabwe, Tanzania, Benin, Burkina Faso, and Bangladesh. As an alternative to the traditional informal apprenticeship practices, the ILO, through its "TVET Reform Project" (2008-2015) in Bangladesh, had successfully implemented informal apprenticeship in collaboration with UNICEF, BRAC and other partner organizations. The training was delivered through a structured, supervised and time-bound manner comprising of practical/on the job training and off the job classroom training. At present, there are 10,178 apprentices in informal sector registered in Bangladesh under the Bureau of Manpower Employment & Training (BMET).

The apprenticeship programme was initiated by development partners with the intention to demonstrate the effectiveness of the approach, develop an apprenticeship system aligned to TVET

system, gradually handover the system completely to the constituents. Hence, there is a need for assessing the progress made towards this direction, the steps needs to be taken for sustainability without donor assistance, the quality and relevance of the programme, documenting success stories and lessons learned.

II. Objective and Scope of the study

The main purpose of this review of Apprenticeship training programme is to:

- (a) assess the **progress** made and lessons learned towards institutionalizing apprenticeship in formal and informal economies* as a national system in terms of relevant policy, regulatory mechanism, institutional framework, participation and capacity of constituents and other stakeholders, integration with TVET qualification system and CBT&A methodology, and funding arrangement;
- (b) Assess the relevance of the Programme to the formal and informal labour markets and benefits to new market entrants, employers and government (in qualitative terms). The study will also take note of tracer study and evaluations done so far;
- (c) Develop and document good practices and lessons learned from the interventions in the formal and informal sectors for national stakeholders and for practitioners and policy makers of other countries;

** It is important to note that the assessment of initiatives to institutionalize apprenticeship needs to be carried out separately for formal and informal economies and two separate reports are expected.*

At the end of the study, a set of practical recommendations should be made available for apprenticeship system in formal and informal economies, separately, to the concerned authorities to address the current gaps and for (a) establishing a national, sustainable, quality apprenticeship system managed by constituents in formal and informal economies of the country, (b) expanding and deepening the programme, (c) improving the programme quality and (d) suggesting appropriate model to sustain apprenticeship training programme in formal and informal sectors.

The check lists given in the ILO Toolkit for Quality Apprenticeships will also be used to scan the existing system that will contribute in making recommendations for strengthening the system in formal and informal sectors.

The scope of work will focus on:

Policy and institutional level

- Assess adequacy and effectiveness of the existing National policy, institutional and legal framework, regulatory mechanisms, integration with TVET qualification system and CBT&A methodology and the government's commitment to promote apprenticeship system in formal and informal sectors,
- Assess the willingness and capacity (financial and technical) of stakeholders to operate and sustain the apprenticeship system and programmes in formal and informal sectors,
- Examine the gap between prescribed and actual roles and responsibilities of the key stakeholders and agencies in terms of funding, skills need analysis, development of programme and curricula, recruitment of apprentices, vocational and career counselling, management of contract between employer and apprentice, delivery of training, assessment

and certification, workplace issues and code of conduct for the employers (minimum age, working conditions and safety, wages and working hours etc.), monitoring and evaluation;

- Document the good practices, challenges faced and lessons learnt for recommending measures to improve the policy, systems and practices of the apprenticeship programme in formal and informal sectors.

Operational level (examine formal and informal sector results separately)

- Examine the contributions of ILO’s apprenticeship programme to achieve the policy objectives of the NSDP in terms of institutional strengthening, making apprenticeship system market responsive and competency based, clarifying the roles and responsibilities of employers, funding of operations, promoting inclusiveness, training of MCPs, written contract between apprentices and employers, assessment and certification of apprentices, job placement etc.
- Assess the employment rate and cost effectiveness in comparison to TVET graduates
- Evaluate the extent the programme operation focused on inclusiveness in terms of enrollment and completion of programme by male, female, Persons with Disabilities, ethnic minority, people with low level of education, people in remote rural areas etc.
- Examine overall relevance, efficiency and effectiveness of the programme operation and highlight the success factors, challenges and lessons for competitiveness and sustainability

Beneficiary level

- Assess quality of skills acquired, rate of certification, employment rate, satisfaction with jobs and improved economic status;
- Track retention of the trained apprentices in their first job and percentage of them switched over to other job;
- Study the benefits to the employers in the formal apprenticeship programme and their willingness to continue their programme with their own resources.

III. Specific tasks

The Consultant will work under the overall guidance of the Chief Technical Adviser (CTA) of the B-SEP Project. He will also liaise with the concerned National Officers.

The objectives of the assignment under this ToR is to provide support to an international consultant in conducting an assessment of apprenticeship training programme in formal and informal sectors.

More specifically, the Consultant will carry out the following tasks:

(a) Tasks relating to the study of the apprenticeship training programme

Specific task	No. of days
Undertake desk review of relevant documents related to background, performance and progress of the apprenticeship training programme, including the TORs, contract documents etc.	Two
Assist international consultant to develop Inception report	One
Assist international consultant to draft relevant instruments, translate documents, key questions and finalize in consultation with ILO. Also use check lists given in the ILO Toolkit for Quality Apprenticeships (Vol I)	Three
Undertake field visits to selected project sites to collect information through	Fourteen

Specific task	No. of days
interviews with industries and workplace owners and a series of FGDs with the direct beneficiaries to assess the impact on beneficiaries	
Assist international consultant to finalize and submit report after incorporating feedback and comments received and ensure its quality for making it 'ready to publish'	Three
Finalize PPT presentation and present at the workshop on Apprenticeship to be organized by ILO	Two
Total	Twenty five (25)

IV. Deliverables

SL	Deliverable	Payment Schedule
1.	Report on inputs and support provided to the international consultant on drafting inception report, develop relevant questions and evaluation plan	20%
2.	Draft reports on apprenticeship training programmes in formal and informal sectors separately, including findings of field visits	40%
3.	Final reports incorporating support provided to international consultant to finalize the assessment report (ready to print version) in compliance with the ILO House Style (hard and soft version)	40%
4.	Share the findings of two reports in the Workshop	

V. Timeframe/duration

Total number of working days is 25 from May to July 2018 including an indicative number of 14 days of field visits.

VI. Fess and payment terms

Fees are commensurate with the consultant's qualifications and experience as well as with the previous applicable rates for similar assignment. Terms and conditions are as per the ILO rules and procedures for the purpose.

VII. ILO's responsibilities

The responsibility of ILO will be as per the implementation agreement, such as:

- a) ILO will provide technical support to conduct the evaluation, ILO toolkit for quality apprenticeship 2017 will be provided to draft some sample questions;
- b) Assist in coordination with relevant stakeholders and Industry Skills Councils (ISCs);
- c) Review progress of the work and provide feedback as necessary;
- d) Ensure payment of agreed amounts, based on performance; and
- e) Any other tasks/supports.

VIII. Special terms and conditions

- a) Report produced in compliance with ILO House Style and the quality of report should be 'ready to print' with all essential editing and formatting.
- b) Payment will be made in Bangladesh Taka (BDT) as per ILO financial rules and regulations and payment conditions as stipulated in the agreement/ purchase order and ToR.

IX. Qualifications and Experience

A University Degree; Master Degree/MPhil in the relevant field will be an added value. The assignment will be contracted to a person with demonstrated knowledge and understanding of the issues related to Skills develop initiatives in Bangladesh, familiarity with apprenticeship training, understanding of monitoring and evaluation methods and principles.

More specifically:

- (a) At least five years of experience of designing and understanding field survey and research in social sciences, especially in the field of skills development programme
- (b) Technical expertise on designing questionnaire, analytical skills, conducting FGD and report writing skills
- (c) Knowledge and experience in skills development, apprenticeship and work place based training programmes will be an advantage.
- (d) Excellent working knowledge of English and computer literacy.
- (e) Must display a high standard of ethical conduct and exhibit honesty and integrity.
- (f) Ability to work in a multicultural environment.
- (g) Gender-sensitive behaviour and attitudes.

• Evaluation Criteria and Score:

The selection of the candidate will be made based on the cumulative analysis scheme, where total score will be obtained upon combination of weighted technical (70 marks) and financial (30 marks) aspects.

I. Payment terms:

Fees are commensurate to the consultant's qualifications and experience as well as previous applicable rates for similar assignment. Terms and conditions will be as per the ILO rules and procedures for the purpose.

II. Submission of proposals

The ILO invites technical and financial proposals from qualified consultant/organization to implement the assignment. Technically and financially qualified consultant/organization will be awarded an agreement as per ILO procurement and financial rules and regulations.

The interested consultant/organization is requested to submit proposal electronically to bsep_bid_dhaka@ilo.org or to submit hard copy to address: Mr. Kishore Kumar Singh, Chief Technical Advisor, B-SEP Project, IDB Bhaban (Ground Floor), Agargaon, Sher-e-Bangla Nagar, Dhaka-1207 **by 05 May 2018.**