



Terms of Reference

International Consultant to Design a Roadmap for the Transformation of Two Teacher Training Institutions to Centre of Skills Excellences (CSEs)

Duration of ExCol Contract: 50 working days over the period of three months (tentatively the assignment will be started from July 2018 but the date will be finalized after completion of recruitment process).

Duty Station: The assignment takes place for 40 w/days in Dhaka with one visit to each of the two teacher training institutes in Dhaka and Bogura. A total of 10 home-based days will also be incurred.

1. Background

The ILO Country Office for Bangladesh in cooperation with the Government of Bangladesh (GOB) is implementing the European Union-funded Skills 21 – Empowering Citizens for Inclusive and Sustainable Growth project. The Project aims to increase productivity and better employment opportunities for youth through institutionalizing an environmentally conscious, inclusive, demand-driven, and interlinked education and skills development system responding to the needs of the labour market. The Project targets to build the capacity of relevant government agencies, education and training institutions, learners, workers and employers with a particular focus on disadvantaged groups. It will enhance the market-relevance and effectiveness of the Technical and Vocational Education and Training (TVET) system with the following three interrelated outcomes:

- a. Outcome 1. Improve Quality of the TVET/Skills Development System
- b. Outcome 2. Improved Access to and Equity within the TVET/Skills Development System through TVET Model Institutions
- c. Outcome 3. Improve Governance and Management of the TVET/Skills Development System

Under Outcome 1 Output 1.2, the Project will support the transformation of two (2) existing public teachers training institutions, namely: Vocational teachers Training Institute (VTTI) in Bogura and Technical Teachers Training Center (TTTC) in Dhaka. The proposed technical assistance addresses the immediate need to recruit a consultant who can provide support in the development of a roadmap for each of the two teacher training institutions to become Centre for Skills Excellence.

2. CONSULTANT'S RESPONSIBILITIES

2.1. Scope of Work

- 2.1.1. Develop a Work Plan for the assignment after conducting stakeholder meetings and interviews, and desktop reviews;
- 2.1.2. Draw a roadmap for the transformation of the two institutions to become centre of skills excellences (CSEs)
 - a. Develop new/customize existing indicators and guidelines for CSEs, conduct experts meetings/workshops with other agencies, and provide orientation to the relevant stakeholders;
 - b. Conduct a field mission on the institutional assessment and gap analysis of the two institutions based on indicators and guidelines;



- c. Develop a Quality Improvement Plans (QIPs), conduct consultation workshop for validation, and seek Project Management and Coordination Committee (PMCC) approval; and

2.1.3. Prepare a comprehensive report aside from the specific deliverables as specified in the scope of work, finalize and submit the required hard and soft copies.

2.2. Specific Deliverables

No.	Specific Deliverables	No. of work days required	% of Payment
1.	Work Plan	2 days	10%
2.	CSE Indicators and Guidelines 1 Experts Meeting/Workshop on CSE Guidelines and Indicators	15 days	60%
	1 Orientation Workshop of the Guidelines		
	Institutional Assessment Report for TTTC Dhaka and VTTI Bogura	15 days	
	Quality Improvement Plan (QIP) for 2 CSEs	15 days	
3.	Comprehensive Report	3days	30%
Total days		50 days	100%

3. ILO's RESPONSIBILITIES

The ILO will:

- 3.1. Monitor and supervise the work of the consultants and review progress of the work;
- 3.2. Provide research documents such as Skills 21 project documents, national policy documents, and previous skills needs analyses (if available).
- 3.3. Provide technical inputs to questionnaire;
- 3.4. Provide technical assistance /feedback as necessary;
- 3.5. Provide support for engaging stakeholders and organizing meetings/workshops;
- 3.6. Ensure payment of agreed amount in three tranches. Payment will be linked to successful delivery of the outputs as per ILO rules and regulations; and
- 3.7. Perform any other tasks as described in the contract document.

4. SCHEDULE AND REPORTING

- 4.1. The envisioned assignment is expected to be completed within the duration of the assignment and delivery as per details provided under 2.2 above.
- 4.2. The Consultant/s will report to TVET and Skills Specialist, Skills-21 and submit final report to the Skills-21 Chief Technical Adviser of ILO Dhaka.
- 4.3. The Consultant will coordinate with the Programme Officer (CSE and TVET). The Programme Specialist will provide oversight and quality assurance, and will also carry out a performance evaluation at the end of the assignment.

5. COMPLETION CRITERIA

- 5.1. All reports to be submitted to the ILO must be relevant to the outputs mentioned in the ToR.
- 5.2. Provide information and update progress as requested by Skills 21 project of ILO.



- 5.3. The consultant has to follow the guideline of ILO to ensure quality of the reports / documents.
- 5.4. The consultant should be proactive, timely report on the progress, and undertake visits to implementing partners' site, participate in meetings as and when necessary.

6. SPECIAL TERMS AND CONDITIONS

6.1. Confidentiality Statement and Intellectual Property of Data

All data and information received from the ILO and the stakeholders for the purpose of this assignment are to be treated confidentially and are only to be used in connection with the execution of these ToR. All intellectual property rights arising from the execution of this ToR is assigned to ILO according to the grant agreement. The contents of written materials obtained and used in this contract may not be disclosed to any third parties without the express advance written authorization of the ILO.

6.2. Unsatisfactory or incomplete work

For the assignment, the ILO's Standard Rules and Procedure for Implementation Agreement shall be applicable. In event that the service delivered is unsatisfactory or fails to conform to the conditions set out above, the ILO reserves the right, as appropriate to interrupt it, to request that it be corrected or modified, or to refuse to accept the service.

7. Duration of the Work and Duty Stations:

The duration of the assignment will be for 50 working days over the period of three months (tentatively the assignment will be started from July 2018 but the date will be finalized after completion of recruitment process). ILO shall NOT provide office space in Dhaka and necessary logistics (like Laptop, Printer, Paper, internet, local travel, etc.) to carry out day to day jobs of the consultant.

8. Final Product:

The assignment should result in a report that should be formatted to A4 size paper, and be in a condition that can be published without any need for further work. All data sets and analysis must be shared and handed over to the project

9. Schedule of Payments:

- 1st Payment: 10% of total contract value will be paid after submission of Inception report and work Plan and accepted by contract administrator;
- 2nd Payment: 60% of total contract value will be paid after submission of CSE Indicators and Guidelines, 2 meeting/workshop reports, mission report on institutional assessment, and QIPs as mentioned under Deliverable 2 and accepted by contract administrator;
- Final/3rd Payment: 30% of total contract value will be paid after submission of comprehensive report and accepted by contract administrator.

10. Qualifications and Experiences of the Consultant

The assignment will be contracted to a person with demonstrated knowledge and understanding of the issues related to Centre of Skills Excellence and Competency Based Training and Assessment and who is familiar with TVET / skills development system of Bangladesh.



Academic Qualification:

At least Master Degree in Education/Social Science or relevant discipline. PhD in the relevant field will be an added value.

Experience and Competencies:

- 10.1.1. At least 5 years of experience in the design and development of systems of quality audits, accreditation and/or monitoring and evaluation of education and training institutions;
- 10.1.2. Preference will be if the candidate has experience in competency-based/outcomes-based training and assessment systems;
- 10.1.3. Excellent reporting and communication skills in English; and
- 10.1.4. Relevant experience in working with ASEAN/South Asian countries.

11. 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 and financial aspects.

(a) Technical weighted score, out of 70: When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

- a) responsive/compliant/acceptable, and
- b) Having received the highest score out of a pre-determined set of technical and financial criteria specific to the solicitation.

Only candidates obtaining a minimum of 70% score in the technical evaluation would be considered for the Financial Evaluation. The technical proposal will be evaluated in accordance with the criteria stated below:

Evaluation Criteria:
(a) Relevant educational qualification
(b) Experience in the design and development of systems of quality audits, accreditation and/or monitoring and evaluation of education and training institutions
(c) Experience in institutional management and administration
(d) Excellent writing, reporting and communication skills in English
(e) Work experience in working in ASEAN/South Asian countries.

(b) Financial weighted score, out of 30:

The maximum number of points assigned to the daily fee is allocated to the lowest daily fee quoted by the applicant. All other quoted daily fees receive points in inverse proportion. The suggested formula is as follows:

$p = y (\mu/z)$,

p = points for the daily fee being evaluated,

y = maximum number of points for the daily fee (here it is 30),

μ = the lowest daily fee

z = the daily fee being evaluated



12. Recommended Presentation of Proposal

Interested individuals must submit the following documents/information to demonstrate their qualifications.

- **Personal CV**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;
- **Technical Proposal** will specify the candidate's qualifications and relevant experiences, and portfolio packages or samples of works in similar assignments authenticated/certified by relevant authority.
- **Financial Proposal** shall specify the professional fees for this assignment. Financial Proposal has to be submitted through a standard template attached herewith (*ANNEX-01*).
- To substantiate your daily fee, you are also requested to enclose any of your recent contract.

The ILO promotes equal opportunities for women and men to obtain decent and productive employment in conditions of freedom, equity, security and human dignity.

*Interested individuals must submit aforementioned documents to the ILO through email ID: dac_skills@ilo.org within **July 25, 2018 by 4.30pm**. Proposers who shall not submit these documents shall not be considered for further evaluation.*



ANNEX-01

**BREAKDOWN OF COSTS
SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL**

A. Breakdown of Cost by Components:

Cost Components	Unit Cost in USD	Quantity	Total Rate for the Contract Duration
I. Personnel Costs			
Professional Fees		50 working days	
II. Travel Expenses to Join duty station (International Travel)			
Round Trip Airfares to and from duty station		1 (one) round trip	
Living Allowance		40 days	
Terminal Expenses			
Others (pls. specify)			
III. Domestic Travel			
Round Trip Airfares (Dhaka-Bagura-Dhaka)		1 (one) round trip	
Living Allowance			
Terminal Expenses			
Others (pls. specify)			
Total in USD			