
Terms of Reference (ToR) for External Collaboration (ExCol) contract

“Application of Migration Policy for Decent Work for Migrant Workers – Phase II”

Identification of additional occupations for women migrants and short training modules aligned to NTVQF of Bangladesh and/or destination country demand.

ADMINISTRATIVE INFORMATION:

Project supporting the assignment:	Application of Migration Policy for Decent Work of Migrant Workers- Phase II
Duration:	Five (5) months
Contact Person:	Name: ANM Tanjel Ahsan Email: tanjel@ilo.org
Location:	Dhaka, Bangladesh
Expected starting date:	06 December 2020
Duration of ExCol Contract	100 work days

1. Background

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 workers’ (man and women) skills level for international labour markets, through a project on occupation selection, curriculum development and training manual upgradation.

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 identification and upgradation of occupations and training modules as per the demand by destination countries.

2. 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 (MoEW&OE), Government of the People's Republic of Bangladesh in implementing activities related to;

- I. Identify demand for additional two occupations for Bangladeshi women migrants
- II. Identify two occupations on short training aligned to either NTVQF or destination country demand
- III. Support BTEB, BMET, NSDA etc. to develop training resource materials of the newly identified occupations.

3. Responsibilities of the Consultant

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 to BMET on identification of two new skilled based occupations for Bangladeshi women migrants (Activity 2.3.1)
 - a) Review of the Government of Bangladesh's migration policy, relevant 7th Five Year Plan, data and available documents on current migration trend of women in destination countries and prospects, Review labour market information of the new prospective destination countries;
 - b) Hold consultation with MoEW&OE and BMET on their experiences on women migration and prioritize their issues and actions on skilled migration of aspirant women migrant workers in prospective destination countries primarily in the Middle East and Southeast Asia;
 - c) Communicate with Bangladesh foreign missions in those prospective countries through MoEW&OE and BMET, specially get in contact with Labour Attaches, consultation with BAIRA and identify relevant organizations and/or employers to explore and identify two new demand driven skilled based occupations for women migrants;
 - d) Assist and facilitate MoEW&OE and BMET to organize national consultation workshops with all the relevant stakeholders to identify the current demand for additional occupations in the listed countries for Bangladeshi women migrants;
 - e) Review recommendations of the consultation workshops with BMET to prioritize and identify two occupations for skilled migration of Bangladeshi women, and level of skills and competency required for aspirant workers;
 - f) Assist BMET to organize one validation workshop to finalize and validate two newly identified occupations for Bangladesh women migrants in the listed destination countries;
 - g) Prepare and submit technical reports on the process and outcome of identification of the two new skill based occupations for Bangladeshi women migrants.

2. Support to BMET, in collaboration with the technical working group, to develop two additional country/occupation specific manual for destination country (Activity 2.3.5)
 - a) Consult with NSDA, BTEB, BMET and concerned Industrial Skills Councils (ISCs) and review available accredited documents on identified occupations, and identify unit of competencies required - including soft skills (numeracy, literacy, language and attitude);
 - b) Assist BMET to develop one short competency based curricula/accreditation documents to acquire specific competencies for the identified occupation;
 - c) Review the developed short curricula with NSDA, BTEB and ISCs for their recommendations;
 - d) Assist BMET to share the developed curricula with the destination countries through the Bangladesh Embassies and Labour Attaché and collect necessary comments and feedback;
 - e) Update the curricula and review with BMET responding to the above comments and feedback;
 - f) Prepare and submit technical reports on the process and development of the new short competency based curricula for aspirant Bangladeshi women migrants.

3. Support to BTEB and BMET to develop total four training modules and competency based curriculars and CBLEMs aligned to either National Technical and Vocational Qualification Framework (NTVQF) of Bangladesh or according to the skills framework and demand of the destination countries
 - a) Consult with BMET, BTEB, NSDA and concerned Industrial Skills Councils (ISCs) and review available accredited NTVQF documents on identified occupations, and identify unit of competencies required - including soft skills (numeracy, literacy, language and attitude);
 - b) Assist BMET to develop four competency standards (two for women and two on short/COD specific) to acquire specific competencies for the identified occupations in collaboration with NSDA, BTEB and ISCs;
 - c) Assist BMET to develop four curriculums of the selected occupations in collaboration with BTEB, NSDA and ISCs for their recommendations;
 - d) Assist BMET to share the developed curricula with the destination countries through the Bangladesh Embassies and Labour Attaché and collect necessary comments and feedback;
 - e) Update the curricula and review with BMET responding to the above comments and feedback;
 - f) Prepare and submit technical reports on the process and development of the new short competency based curricula for aspirant Bangladeshi women migrants.

4. **Expected Deliverables**
 - a) Identified and validated two new skilled based occupations for Bangladeshi aspirant women migrants along with the list of the destination countries;
 - b) Facilitated and developed two short competency based curricula on the identified occupations according to the demand of the employers of the destination countries;
 - c) Support provided to BTEB, BMET, NSDA etc. to develop training resource materials of the newly identified four occupations.

5. Specific Deliveries with Payment Schedule

S/L	Specific Deliverables	No. of Working days required	Payment Schedule in %
1.	Detailed work plan of the activities, reviewed reports and documents and report on meetings and consultations with relevant stakeholders.	05	15 %
3.	Support provided to BMET for Identification and validation of two new skilled based occupations for Bangladeshi aspirant women migrants Two additional country/occupation specific manual for destination country (2 workshopsX3 days=6 days);	06	20 %
5.	Support provided to BTEB to develop four CS and four Curriculums (two occupations for women migrants and two occupations according to the demand of the employers of the destination countries	46	25%
6	Support provided to content experts of BTEB to develop four assessment Tools and 20 CBLMs of the selected occupations	40	30 %
8.	Draft and finalised technical reports with approval of BMET	03	10 %
Total		100	100 %

6. 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.

7. Expected Qualification

- At least Master Degree in TVET/Education/Social Science or relevant discipline
- At least 7 years of relevant professional experience in the area of education, technical and vocational educational and training, CBT&A, Learning materials development;
- Good knowledge of socio-economic and labour related developments in Bangladesh, labour migration and selected country of destination;
- Working experience with the MOEWOE, MOFA, BMET, NSDA, BTEB, BAIRA, research organizations etc. will be added advantage.
- Willingness and ability to coordinate and consult with senior Government representatives
- Proven report writing and analytical skills are essential.

8. Criteria for Selection of the Best Offer:

Individuals will be evaluated based on the following methodologies:

Combined Scoring method:

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

* Technical Criteria weight; 70%

* Financial Criteria weight; 30%

Only candidates obtaining a minimum of 70% (49 points) in the technical evaluation would be considered for the Financial Evaluation. The technical proposal will be evaluated in accordance with the criteria stated below-

- Education background, experience on research related to selection of occupation for skills training
- Overall experience in the design and development of CBT&A based learning materials
- Working experience with the government, relevant stakeholders, civil society organizations regarding occupations selection and materials development etc.
- Past relevant experience in implementing NTVQF courses for the migrant workers

9. 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 this 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

10. 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
 - c. Copy of any previous contract to justify the proposed rate

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

**The Country Director,
ILO Country Office for Bangladesh, Dhaka
Attention: Chief Technical Advisor
Application of Migration Policy for Decent Work for Migrant Workers – Phase II
Probashi Kallyan Bhaban, Level 8 (lift 7), 71-72 Old Elephant Rd.
Eskaton Garden, Ramna, Dhaka-1000, Dhaka**

11. Proposal submission Procedure and Submission Deadline:

Proposals should reach to the above office on or **before 25 November 2020 by 4:30 pm**. 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. Then a big envelope shall be used cover the both proposals mentioning writing “Identification of additional occupations for women migrants and short training modules aligned to NTVQF of Bangladesh and/or destination country demand.” on the top of the big sealed envelope. *Please also send the soft copies of the “Technical Proposal” only to the BID_MIG_DAC@ilo.org email address (DO NOT SEND FINANCIAL PROPOSAL VIA EMAIL, ONLY HARDCOPY IN SEALED ENVELOPE).*

For any further query, kindly send email to BID_MIG_DAC@ilo.org