
TERMS OF REFERENCE

International Consultant for the development, and review/updating of Bangladesh National Qualification Framework (BNQF) documents (National Qualification Assurance System (NQAS), Legislation Document, Handbook for BNQF Implementation, and Implementation Plan)

Duty Station: a) Home based: 63 working days
b) Dhaka, Bangladesh: 7 working days

Languages Required: English

Duration of External Collaborator (EXCOL) Contract: 70 working days over the period of seven (7) months (tentatively the assignment will start from June 2021 but the date will be finalized after completing of recruiting process).

1. Background

The ILO has been supporting the Government of Bangladesh in reforming its technical and vocational education and training (TVET) system for the past 10 years through partnership with the European Union (EU) and Government of Canada. The overall objective of the ILO's partnership is to establish a better link education and training system to current and emerging specific demands in world of work.

The Skills 21 - Empowering Citizens for Inclusive and Sustainable Growth Project initiated the development of a Bangladesh Qualifications Framework building on the National Technical and Vocational Qualification Framework (NTVQF), which the government adopted in 2012. The aim of the BNQF is to develop pathways that provide access to qualifications and assist people to move easily and readily between the education and training sectors and job market. The BNQF will ensure harmonization of the qualification pathways across primary, secondary, technical and higher education.

The establishment of the NQF is in line with ILO Recommendation 195, Section-VI and para 11 (1) which states that: "Measures should be adopted, in consultation with the social partners and using a national qualifications framework, to promote the development, implementation and financing of a transparent mechanism for the assessment, certification and recognition of skills, including prior learning and previous experience, irrespective of the countries where they were acquired and whether acquired formally or informally."

In pursuance of this mandate, the Project facilitated the formation of a BNQF National Steering Committee headed by the Minister of Education to drive the development of an NQF, now named as the Bangladesh National Qualifications Framework (BNQF). The NSC is supported by seven Technical Working Groups (TWGs) representing the various education sub-sectors, professional organizations, employers and workers groups. The ILO facilitated robust discussions from all relevant stakeholders in about 50 consultations, workshops and bilateral meetings. In addition, the Project worked cooperatively with the University Grants Commission, Bangladesh Accreditation Council and the Secondary and Higher Education Division in harmonizing the higher education framework into the BNQF.

During the second BNQF NSC meeting, the Minister of Education approved a ten level BNQF structure, where Levels 7-10, and Levels 1 - 6 correspond to higher education and TVET/skills qualifications, respectively. Subsequent to that, the Project would like to develop, review/update the national quality assurance system, legislation documents, BNQF handbook, and implementation plan

Hence, the project like to recruit an International Consultant to provide technical support to the development of NQAS and other BNQF documents to define the policies, systems and process for the BNQF operationalization.

2. Consultant's Responsibilities

2.1. Scope of Work

2.1.1. Development of BNQF National Quality Assurance System (NQAS)

- 2.1.1.1. Support in designing and implementing a consultation process, and finalize the consultation report
- 2.1.1.2. Provide support in consultation phase with technical working groups, Bangladesh Accreditation Council (BAC), Bangladesh Technical Education board (BTEB) and other existing regulatory bodies on the quality assurance policies and procedures for inclusion of all qualifications in the national QF Register
- 2.1.1.3. Develop/review and finalize the BNQF National Quality Assurance System (NQAS) covering TVET, school sectors, and lifelong learning incorporating inputs gathered during the consultation

2.1.2. Preparation of BNQF Legislation Document

- 2.1.2.1. Provide expertise and analysis of education- related policies, legislation and other relevant documents/materials
- 2.1.2.2. Draft document on proposing legislation and/or amendments to the relevant law to ensure the embedding of the BNQF in the education and skills development system.
- 2.1.2.3. Finalize the report for proposing BNQF legislation consistent with national quality assurance systems and processes

2.1.3. Finalization of BNQF handbook for publication. The handbook would include implementation guideline outlining the following:

- a. BNQF Structure and Pathways
- b. Quality Assurance System
- c. Management
- d. Implementation Guidelines
- e. Monitoring and Evaluation

2.1.4. Preparation of BNQF Implementation Plan

- 2.1.4.1. Prepare BNQF implementation plan
- 2.1.4.2. Design capacity building program to train BTEB officials and other government/private officers in carrying out quality assurance works

The International consultant will provide support and advice to the national consultant and report to the Skills and TVET Specialist, Skills 21 Project and accomplish the assigned tasks in coordination with National Programme Officer in the development of NQF.

2.2. Deliverables

No.	Deliverables	No. of Work Days Required
1.	Prepare work plan by reviewing BNQF report, NTVQF Quality Assurance manuals and analyzing of education and related policies, legislation and other relevant documents/materials	5
2.	Prepare concept note and consultation report for consultation workshop/meeting (at least 5) with technical working group , Bangladesh Accreditation Council (BAC), Bangladesh Technical Education board (BTEB)	10

No.	Deliverables	No. of Work Days Required
	and other existing regulatory bodies on the quality assurance policies and procedures for inclusion of all qualifications in the national QF Register	
3.	Finalize the BNQF National Quality Assurance System (NQAS) covering TVET, school sectors, and lifelong learning incorporating inputs gathered during the consultation	10
4.	Draft document on proposing legislation and/or amendments to the relevant law to ensure the embedding of the BNQF in the education and skills development system.	8
5.	Preparation of BNQF Implementation Plan	10
6.	Prepare draft and finalize BNQF handbook for publication. The handbook would include implementation guideline outlining the following: BNQF Structure and Pathways ,quality Assurance System, Management Implementation Guidelines ,Monitoring and Evaluation	10
7.	Design capacity building program and facilitate at least 4 training to train BTEB officials and other government/private officers in carrying out quality assurance works	10
8.	Finalize BNQF summary report for submitting to National Steering Committee and Ministry of Education	7
		70 days

3. ILO Responsibilities

- 3.1. Monitor and supervise the work of the Consultant and review progress of the work;
- 3.2. Provide regular technical support and feedback;
- 3.3. Provide support for engaging stakeholders, organizing workshops/interviews;
- 3.4. Provide relevant documents/report; and
- 3.5. Monitor the contract duration and outputs of the Consultant.

4. Schedule and Reporting

The envisaged assignment is expected to be completed within the duration of the project and delivery as per details provided under 3.2 above.

The contracted consultant will report to the Skills 21 Chief Technical Advisor of ILO Dhaka. Programme Specialists will provide oversight and quality assurance, and will also carry out a performance evaluation at the end of the assignment.

5. Duration of the Work and Duty Stations:

The duration of the assignment will be for 70 working days over the period of seven (7) months (tentatively the assignment will start from June 2021 but the date will be finalized after completing of recruiting process). The consultant is expected to work from the ILO skills office in close coordination relevant ILO specialist and Programme Officer. ILO shall NOT provide necessary logistics (like Laptop, Printer, Paper, internet, local travel, etc.) to carry out day to day jobs of the consultant.

6. 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

7. Schedule of Payments:

- 1st Payment: 10% of total contract value will be paid after submission of deliverables 1 deliverables;
- 2nd Payment: 40% of total contract value will be paid after submission of deliverable 2, 3,

- 3rd Payment: 40 % of total contract value will be paid after submission of deliverable 4 ,5 and 6 under deliverables;
- 4th Payment: 20% of total contract value will be paid after deliverables 7, and 8 deliverables.

8. Qualifications and Experiences of the Consultant

8.1. Academic Qualification:

- At least Master Degree in Education/Social Science or relevant discipline;

8.2. Experience and Competencies

- At least 10 years of relevant professional experience in the area of education, technical and vocational educational and training, and/or lifelong learning at the policy, management and operational levels;
- At least 5 years of experience in review and development of National Qualification Frameworks (NQFs) at international levels especially developing countries;
- Proven ability to develop good working relationships with groups and individuals from varied backgrounds; and
- Excellent reporting and communication skills in English and Bengali.

9. Special terms and conditions:

8.1 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 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.

8.2 Unsatisfactory or incomplete work

For the assignment, the ILO's Standard Rules and Procedure for External Collaborators (EXCOLL) 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 to be corrected or modified, or to refuse to accept the service.

8.3 Insurance

The ILO accepts no liability in the event of death, injury or illness of the External Collaborator. The External Collaborator attests that he/she is adequately covered by insurance for these risks. In no circumstances shall the External Collaborator be covered by any ILO insurance and it is his/her responsibility to take out, at his/her own expense, any personal insurance policies he/she may consider necessary, including a civil liability insurance policy.

10. 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 49 points (out of 70) 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 and overall experience in the development of policies and guidelines for the education sector;
- Past Experience in developing national qualification frameworks
- Relevant experience to work in developing/South and South East Asian countries and
- Facilitation of workshops/training relevant to the development of NQF

11. Recommended Presentation of Proposal

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

- **Personal CV (with sample of finished product of previous assignment)**, indicating educational qualification, 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;
- **Financial Proposal** shall specify a total lump sum amount that includes professional fee, travel and living allowances in alignment with proposed work plan and methodology. The financial proposal will include a breakdown of this lump sum amount according to attached template. No other cost will be borne by the ILO. Financial Proposal has to be submitted through a standard template attached herewith (*ANNEX-01*).
- **Copy of a recent contract** to be submitted as an evidence of daily fees offered to the candidate for similar assignment by other agency (preferably by any UN agency, Multilateral Development Bank, or bilateral donors).

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 **May 05, 2021 by 4.30pm**. Proposers who shall not submit these documents shall not be considered for further evaluation.*

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		70 working days	
II. Duty Travel			
Round Trip Airfares to and from duty station		1 round trips	
Living Allowance (on actual basis)	USD 146	10 days	USD 1,460