

**Bangladesh Skills for Employment and Productivity (B-SEP) Project
(BGD/12/01M/CAN)**

Component 2: CBTA Quality and Relevance

TERMS OF REFERENCE

**Assignment: Development of Competency Based Learning Materials (CBLMs)
for the Furniture and the Tourism and Hospitality sectors.**

Contract type: Service contract

Location: Home-based

Duration: August to December, 2016

1. Introduction

The Bangladesh Skills for Employment and Productivity (B-SEP) Project aims to improve the national enabling environment for industry skills development and the increased employability of young and adult women and men. It targets government agencies and their staff, employers, workers, training institutions, students and trainees with a particular focus on groups disadvantaged in the labour market. It will enhance the market-relevance and effectiveness of the national TVET and Skills Development system, allowing for better quality, more access and an improved capacity to provide and sustain demand-driven services. The Project will also help create a better trained and qualified workforce with increased economic opportunities in target sectors, which will contribute to sustainable economic development, poverty reduction, and social inclusion in Bangladesh.

In cooperation with the Government of Bangladesh, the ILO is implementing this Project funded by the government of Canada. This Project has four major components. Under the Project Component 2, it covers expanding the availability of new NTVQF courses in the target industry sectors, support adoption of new quality assurance guidelines among the targeted TVET institutions, involvement of the industry in the development and delivery of the new competency-based programs; and, capacity building among key government agencies to implement TVET.

One of the identified target sectors of this Project is the Furniture Sector. The Industry Skills Council (ISC) for the Furniture Sector has identified 4 occupations namely: Carpentry, Lacquer Polish, Upholstery and Wood Working Machine Operation as priority occupations.

2. Background

The B-SEP Project has developed the Competency Standards (CSs) and Course Accreditation Documents (CADs) for the identified 4 occupations namely: Carpentry, Lacquer Polish, Upholstery and Wood Working Machine Operation in collaboration with ISC, Furniture Sector and the Bangladesh Technical Education Board (BTEB). The Project also developed the CSs on 4 occupations namely: Cooking, Housekeeping, Food and Beverage Service and Tour Guiding. The next step is to develop the Competency-Based Learning Materials (CBLMs) to deliver the NTVQ pilot programs for the said occupations for both Tourism and Furniture Sectors. The Project intends to hire one or several consulting firms to develop the CBLMs on 4 occupations namely: Carpentry, Lacquer Polish, Upholstery and Wood Working Machine Operation for NTVQ Level 1

under Furniture sector and 2 occupations namely: Cooking and Tour Guiding under Tourism and Hospitality sector as per approved Competency Standards (CSs).

3. Consultants' Responsibilities

Under the guidance and support of the National Program Officer for Component 2, the consulting firm(s) shall:

- i. Review the Competency Standards (CSs), Course Accreditation Documents (CADs) of 4 priority occupations namely: Carpentry, Lacquer Polish, Upholstery and Wood Working Machine Operation under the Furniture Sector;
- ii. Review the Competency Standards (CSs), Course Accreditation Documents (CADs) of 2 occupations namely: Cooking and Tour Guiding under the Tourism and Hospitality Sector;
- iii. Review of the existing online and hardcopy of the learning materials on the said occupations of TAFE, Australia; TESDA, Philippines and other relevant sources under Furniture and the Tourism and Hospitality sectors;
- iv. Develop and submit 20 CBLMs of NTVQ Level 1 in English for the attached 20 Units of Competencies in accordance with the approved CSs under Furniture Sector (Annex I);
- v. Develop and submit 9 CBLMs (2 CBLMs of NTVQ Level 1 and 5 CBLMs of NTVQ Level 2 on Tour Guiding and 2 CBLMs of NTVQ Level 2 on Cooking) in English for the attached 9 Units of Competencies under Tourism and Hospitality Sector (Annex II);

4. ILO Responsibilities

- i. Monitor and supervise the work of the consultants and review progress of the work;
- ii. Provide regular technical support and feedback;
- iii. Provide relevant Competency Standards and Course Accreditation Documents (CADs);
- iv. Provide documents/report of National Skills Quality Assurance System and other relevant documents.

5. Deliverables/Reporting

Bids will be accepted both the entire and/or partial scope of work under the proposed assignment. The selected Consulting firm (s) shall be responsible for delivering the selected and assigned deliverables from the list below:

- i. The consultant shall submit 3 draft CBLMs for the Sector Specific Units of Competencies in English within 4 weeks after signing the contract;
- ii. The consultant shall submit the 17 draft CBLMs for 17 Units of Competencies within 12 weeks after signing the contract;
- iii. The consultant shall submit the final CBLMs on the above 20 (twenty) Units of Competencies of Furniture sector within 16 weeks after signing the contract.
- iv. The consultant shall submit 3 draft CBLMs (sl # 3, 4 and 5 of Annex 2) of Tourism and Hospitality sector in English within 6 weeks after signing the contract;
- v. The consultant shall submit the remaining 6 draft CBLMs of Tourism and Hospitality sector in English within 12 weeks after signing the contract;
- vi. Consultant shall submit the final CBLMs on 9 Units of Competencies of Tourism and Hospitality sector in English within 16 weeks after signing the contract.

6. Completion Criteria

Consulting firm(s) shall develop and submit 29 CBLMs for the above mentioned Units of Competencies in English by COB on 15 December 2016, at the very latest, regardless of the contract period, which, in line with the internal procedural requirements of ILO, may extend beyond the above-mentioned date for submission by the Vendor of all deliverables.

7. Special terms and conditions

Consulting firm(s) shall submit the soft copies of the CBLMs in MSWord, PDF and Illustrator format for desktop publishing and 5 (five) printed copies of each CBLM.

8. Minimum Qualification and Experience of Firm/Organisation

The consulting firm(s) shall have available for implementation professionals with the following minimum qualification and experience for the submission of proposal(s):

8(a). Minimum Professional Experience of Firm/Organisation

At least 5 years of relevant professional experience in the area of TVET, skills development and training as well as specialist in competency based training (CBT) and assessment at both policy and practice level;

8(b). Minimum Qualification and Experience of Key Consultants

- i. Master Degree in Education or Certificate/Diploma in Training and Assessment with specific focus on development of Competency-Based Learning Materials (CBLMs) of key consultants;
- ii. At least 3 years proven experience in developing CBLMs for the relevant occupations of key consultants.

8(c). Competencies

- i. Proven experience providing high level advice and technical support to the development CBLMs/Instructional Materials development in the relevant sectors of key consultants;
- ii. Excellent reporting and communication skills in English;
- iii. Work experience in Bangladesh TVET sector would be given advantage.

9. Proposal Submission and Selection Process of Competent Organization(s)/ Firm(s)/ Entity (ies)

The ILO invites technical and financial proposal from qualified organizations/firms/entities having relevant experience in delivering similar services as mentioned in this Terms of Reference (TOR). One or several consulting firms technically responsive and financially viable organization(s) / firm(s) / entity (ies) will be selected following ILO procurement rules/procedure on evaluation by an ILO team of professionals, and awarded with the contract for the expected deliverables and outputs as per the TOR.

Cumulative Evaluation Method will used for this procurement exercise and Contract will be awarded to highest scorer(s) in Cumulative analysis considering Technical and Financial Evaluation. The Technical proposal will contain 70% and financial proposal will contain 30% weight whereas Technical Evaluation passing score is 70%. Any firms that score less than 70% in Technical Evaluation shall not be considered for financial evaluation. The Technical proposals will be evaluated in accordance with the criteria stated below:

1.	Experience of firm and key consultants in Skills Development/TVET Sector in CBT environment	20
2.	Education Qualification of key consultants	25
3.	Experience of firm and key consultants in the development Competency-Based Learning Materials	50
4.	Work Experience in Bangladesh TVE sector	05
	Total	100

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

The Mr. Cezar Dragutan. Chief Technical Adviser, B-SEP Project, ILO Skills Programme Office, House # A-9, Road # 127, Gulshan-1, Dhaka-121, Bangladesh.

Note: Consulting Firm(s) may submit the proposal for either both 2 sectors and/or for any individual sector(s), and/or for any specific deliverable(s) within any individual sector(s).

Proposal submission Procedure and Submission Deadline:

Proposals shall reach the above office on or before **14 August, 2016 by 4.30 pm (Bangladesh Standard Time)**. 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.

One big envelope shall be used to include both proposals mentioning "Development of Competency Standards, Course Accreditation Documents and Assessment Tools for the Agro-Food, Ceramics, Pharmaceuticals, and Tourism and Hospitality sectors" on the top of the big sealed envelope. Unsealed Financial Proposals and proposals received after the deadline would be rejected.

Annex-I. List of Unit of Competencies under Furniture Sector

Sl/no	Unit Code	Unit Title	Nominal Hours
a. Sector Specific			
1.	FURSS1007A1	Prepare wood for work	30
2.	FURSS1008A1	Interpret technical drawing	30
3.	FURSS1009A1	Use measuring tools and equipment	20
b. Carpentry			
4	FURCRP1018A1	Use hand & portable power tools for Carpentry	30
5.	FURCRP1019A1	Select and apply hardware	30
6.	FURCRP1020A1	Hand make simple timber joint	50
7.	FURCRP1021A1	Make simple furniture components	50
8.	FURCRP1022A1	Assemble of simple production furniture	50
c. Lacquer Polish			
9	FURLQP1017A1	Use hand and power tools for Lacquer polish	60
10	FURLQP1018A1	Prepare surface (Sanding and Filler) for Lacquer polish	80
11	FURLQP1019A1	Remove Surface Coatings	70
d. Upholstery			
12.	FURUPH1019A1	Use hand & power tools for upholstery	40
13.	FURWMO2023A1	Fit upholstery components (simple)	50
14.	FURUPH1021A1	Cut Upholstery basic components	60
15	FURUPH1022A1	Machine sew upholstery simple cover materials	60
e. Wood Working Machine Operation			
16.	FURWMO1019A1	Set up, operate and maintain jointer Planer machine	40
17.	FURWMO1020A1	Set up, operate and maintain thickness planer machine	40
18.	FURWMO1021A1	Set up, operate and maintain drill machine	30
19.	FURWMO1021A1	Set up, operate and maintain drill machine	30
20.	FURWMO1022A1	Set up, operate and maintain Circular, Cross-Cut and Rip saw machines	70

Annex-II. List of Unit of Competencies under Tourism and Hospitality Sector

Sl/no	Unit Code	Unit Title	Nominal Hours
a. Cooking			
1.	TOHCOK2017A1	Follow food safety procedure	30
2.	TOHCOK2014A1	Receive and store kitchen goods	20
b. Tour Guiding			
3.	TOHTOG1011A1	Provide arrival and departure assistance	60
4.	TOHTOG1012A1	Develop and maintain the general knowledge required by guides	60
5.	TOHTOG2013A1	Work as a guide	40
6.	TOHTOG2014A1	Operate a tour	50
7.	TOHTOG2015A1	Provide First aid in emergency situation	50
8.	TOHTOG2016A1	Prepare and present tour commentary	50
9.	TOHTOG2017A1	Arrange support service for guest	40