



## Terms of Reference (TOR)

<b>Vacancy Notice No.:</b>	
<b>Organisational Unit/Department:</b>	<b>ILO Country Office for Bangladesh</b>
<b>Technical Responsible Unit/ Department:</b>	<b>EMP/SKILLS Geneva</b>
<b>Technical Cooperation Programme</b>	<b>Bangladesh Skills for Employment and Productivity (B-SEP) Project</b>
<b>Position (Title)</b>	<b>National Consultant to develop a concept note to amend the existing laws and acts on apprenticeships in the Labour Law 2015</b>
<b>Type of contract:</b>	<b>External Collaborator</b>
<b>Source of funding :</b>	<b>TC</b>
<b>Duration:</b>	<b>21 days over the period of two months (March to April 2019)</b>
<b>Closing Date of application</b>	<b>10 March 2019 by 4:30 PM</b>

### 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.

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) have been covered: 6,000 in the formal sector and the remaining 6,000 in the informal sector. Based on the experience, the project realizes that the legal provision should be amended to promote apprenticeship programme at required level.

### 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:

Develop a Concept Note (CN) to amend the existing laws and acts on apprenticeships in the Labour Law 2015

The CN will be based on the 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. Review of similar legislations in other countries (one or two developed and couple of developing countries) would be highly appreciated.

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.

## 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.

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

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
Review and examine relevant instruments, translate documents, key legal issues and finalize in consultation with ILO. Also use check lists given in the ILO Toolkit for Quality Apprenticeships (Vol I). Review of similar legislations in other countries (one or two developed and couple of developing countries).	Three
Undertake visits to the selected government organizations (DTE, BMET, BTEB, NSDA, BEF, ISCs etc.) to collect information through interviews to draft the proposed CN	Five
Undertake visits to selected industries and workplace owners and a number of meeting with the direct beneficiaries to draft the proposed CN	Six
Develop a draft Concept Note to revise the existing laws and acts on apprenticeships in the Labour Law 2015 and share the draft in National stakeholders' workshop for review	Three
Finalize the CN based on the feedback (ready to print version) in compliance with the ILO House Style (hard and soft version)	Two
<b>Total</b>	<b>Twenty One (21)</b>

## IV. Deliverables

SL	Deliverable	Payment Schedule
1.	Report on inception report including work plan, field visit plan and relevant questions	10%
2.	Draft CN and workshop design to review the CN including findings of field visits	40%
3.	Final CN in compliance with the ILO House Style (hard and soft version)	50%

## **V. Timeframe/duration**

Total number of working days is 21 from March to April 2019 including an indicative number of Six 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 draft the CN. ILO toolkit for quality apprenticeship 2019 will be provided as reference;
- 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 Bangladesh Labour Law, apprenticeship training, understanding CN development methods and principles.

More specifically:

- (a) At least five years of experience of designing and understanding 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 and financial aspects.

Technical weighted score, out of 70:

Criteria	Assessment method	Score
Educational qualification	Bachelor degree/diploma degree in TVET	15
Experience in vocational skills training and related profession	No. of years of experience, or no. of assignments	15
Experience in working in Apprenticeship/work place based training programmes	No. of assignments	15
Experience in Bangladesh Labour Law, acts, Skills development policy and	No. of assignments	10
Training on trainer program as per competency framework (NTVQF)	Certified by BTEB	10
Working with TVET stakeholders (DTE, BETB, ISCs etc.)	No. of assignments	05
<b>Total</b>		<b>70</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

### 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 to implement the assignment. Technically and financially qualified consultant will be awarded an agreement as per ILO rules and regulations.

The interested consultant is requested to submit proposal electronically to [bsep\\_bid\\_dhaka@ilo.org](mailto: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 10 March 2019 by 4:30 PM.**