

**Subject: Minutes of the Pre-proposal Meeting
held on 18 April 2019 at ILO Meeting Room**

With reference to the Request for Proposal (RFP) for “Hiring Firm/Organization to Provide Support for the Transformation of TVET Institutions to be Model TVET Institutions (MTIs) and Centres for Skills Excellence (CSEs)” issued on 05 April 2019. According to ToR, a pre-proposal meeting was called on 18 April 2019. All concern is requested to find below the queries raised by the representative participated from different organizations and responses thereto by Skills 21, ILO Dhaka.

Sl. No.	Query(ies)	Response(s) from Skills 21, ILO Dhaka
1	<p>Terms of Reference, Page 44, Clause 11.2 (Key Experts Minimum Qualification and Experiences)</p> <p>How would you assess good reporting and communication skills in English of Team Leader and Resource Persons?</p>	<p>Minimum qualification and experiences of Key Experts would be as follows:</p> <p>Team leader or focal person:</p> <ul style="list-style-type: none"> • Must have Post Graduation Degree or TVET degree in relevant discipline and • Relevant experience in working in the Bangladesh education/TVET sector. <p>Monitoring and Documentation Officer</p> <ul style="list-style-type: none"> • Must have Post Graduation Degree or TVET degree in relevant discipline and • Relevant experience in working in the Bangladesh education/TVET sector. <p>Pool of Resource Person (Key Person)</p> <ul style="list-style-type: none"> • Must have at least Bachelor’s Degree or Diploma in Engineering in relevant discipline; • Resource person must have assessor or trainer certification from Bangladesh Technical Education Board (BTEB); and • Relevant experience in working in the Bangladesh education/TVET sector.
2	<p>Terms of Reference, Page 44, Clause 12 (Evaluation Criteria)</p> <p>There is no criterion for project methodology part under Evaluation Criteria.</p>	<p>Under Clause 12 of TOR (Page-44) the revise Evaluation Criteria would be as follows:</p> <p>(a) Educational qualification of focal person and resource person.</p> <p>(b) Methodology to accomplish the assignment.</p> <p>(c) Experience in managing, coordinating and evaluating the implementation of competency-based/outcomes-based training and assessment systems or dual training system including developing qualification documents.</p> <p>(d) Having a certification of a trainer and assessor by the Bangladesh Technical Education Board (BTEB).</p> <p>(e) Relevant experience in working in the Bangladesh education/TVET sector.</p>

Sl. No.	Query(ies)	Response(s) from Skills 21, ILO Dhaka
3	Is it possible to submit proposal in Consortium (Joint Venture) with any other organization?	Yes, but must be substantiated by legal documents and the bidder must clearly mention which organization is the lead firm. Remember that the lead organization must meet all the conditions mentioned under Minimum Eligibility Criteria in RFP pages 43 and 44.
4	Is it possible to extend the submission deadline of proposals?	Yes. The extended submission date is 12 May 2019 by 4:30 pm (Bangladesh Standard Time).
5	Who will bear the costs of workshops/seminars under this assignment/project/contract?	ILO will bear the costs of workshops/seminars under this assignment/project/contract. The resource(s) person from the contractor shall pay their own costing.
6	Please confirm, Financial Proposal would be inclusive of VAT or not?	Proposed Financial Proposal must contain total net amount and VAT amount in separate line and finally the summation for grand total. During payment claiming contractor must provide relevant documents (like Mushok-11 and VAT challan) along with invoice. If any firm is exempted from VAT, the firm must provide relevant documents in favor of it.
7	Timeline for the assignment	No. of days extended from 705 days to 755 days considering the team leader and Monitoring and Documentation Officer. The revised schedule attached in revised TOR.
8	Can Skills-21 suggest the involvement of team leader and other experts?	Skills-21 added one position namely Monitoring and Documentation Officer. Engagement for team leader is 45 days and Monitoring and Documentation Officer is 30 days. Revised ToR explained this clearly.
9	Please confirm us the total number of days including team leader and other experts.	No. of days extended from 705 days to 755 days considering the involvement of team leader and Monitoring and Documentation Officer
10	Which level of Skills Training will be followed by Skills-21?	Certificate course (Level-1)
11	Regarding Car Driving eligibility?	No Eligibility: Consulting firm does not require to have separate experts for Car Driving Occupation.
12	What will be the contract modality?	If any profit organization wins the contract, Service Contract will made and if non-profit organization wins the contract, Implementation Agreement will be made.
13	What will be the expertise for resource person?	Consulting firm needs to have 9 resource persons certified by BTEB on any occupation. They don't need to have expertise on all occupations. The main role of the resource person will be to monitor the competency based training delivery system not to conduct class. Skills-21 is suggesting to form the resource pool with at least 3-5 occupational background experts not only considering one occupation.

Note: Below revised Terms of Reference (TOR) and above Clarifications in response to queries raised during the pre-proposal meeting and amendments shall be an integral part of the RFP document and supersede all the provisions as applicable.

Skills 21 – Empowering Citizens for Inclusive and Sustainable Growth Project
ILO Country Office for Bangladesh
Revised Terms of Reference (TOR)
Ref. No.: RFP-ILO-SKILLS-2019-002

Assignment:	Hiring Consulting Firm to Provide Support for the Transformation of TVET Institutions to be Model TVET Institutions (MTIs) and Centre for Skills Excellences (CSEs)
Contract Type:	Implementation Agreement (Non-Profit Organization)/ Service Contract (Commercial Organization)
Location:	Bangladesh
Duration:	12 months (tentatively from May 2019) but the date will be finalized after completion of hiring the process.

1.

1.1 INTRODUCTION

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 between education and training system to current and emerging specific demands in world of work.

ILO's **Skills 21 – Empowering Citizens for Inclusive and Sustainable Growth** project is intended as a catalyst towards realizing a quality, private-sector driven, inclusive training system for Bangladesh to increase productivity and better employment opportunities in the labour market.

Commencing from 01 January 2018, the Skills 21 is a four-year project that follows on from, and builds upon successful past projects that laid down policy and governance structures needed to manage a quality, responsive and socially-inclusive TVET system.

The Project has three main outcomes:

Outcome 1. Improved Quality of the TVET and skills development system

Outcome 2. Improved Access to and Equity within the TVET/skills development system through TVET Model Institutions

Outcome 3. An enabled environment through Improved Governance and Management of the TVET and skills development system

1.2 BACKGROUND

One of the key interventions of the Project is to work with seven TVET institutions and two Teacher Training Institutions (Bangladesh Sweden Polytechnic Institute, Kaptai; Khulna Mahila Polytechnic Institute; Institute of Marine Technology, Bagerhat; Gaibandha Technical Training Center; Feni Polytechnic Institute; Jamalpur Technical School and College, Jamalpur; Sylhet Technical School & College, Sylhet; Technical Teachers Training Center, Tejgaon; and Vocational Teachers Training Institute, Bogura). These selected 9 TVET institutions will provide skills certificate courses initially for Level-1 in the occupations mentioned in the below table, trainers/assessor/manager programmes, RPL programmes and establish linkages with industries within its catchment areas. These efforts will help them to become MTIs and CSEs

delivering demand-driven programs through dual training system¹. Following table shows list of occupations which have demand in 9 selected TVET institutes:

Sl. No.	Name of the Occupations	Feni PI	BS Kaptai PI	Sylhet TSC	Gaibanda TTC	Jamalpur TSC	Khulna MPI	IMT Bgt	VTTI Bogra	TTTC, Tejgaon
1	Electrical Installation and Maintenance Work									
2	IT related (Computer Application)									
3	Welding and fabrication									
4	Plumbing and Pipe Fitting									
5	Refrigeration and Air Conditioning									
6	Car Driving									
7	Wood working machine operator									
8	Sewing Machine Operator									

Therefore, the Project decided to hire a consulting firm having a pool of certified assessors and trainers with electrical/electronic/mechanical engineering/other technical academic background to provide support for the implementation of Quality Improvement Plans (QIPs) in the 9-TVET institutions. This is to be mentioned that 9 QIPs for each 9 TVET institutions will be provided by the project based on which the recruited firm/agency will implement necessary transformation activities.

1.3 OBJECTIVES

The objectives of this assignment are to:

- support the transformation of seven (7) TVET Institutions to become Model TVET Institutions (MTIs)
- support the transformation of two (2) Teachers Training Institutions to become Centre for Skills Excellences (CSEs).

1.4 Methodology

The consulting firm will maintain the following methodologies:

- Institute Visits
- Industry Visits
- Orientation and Capacity Building Workshops/Coaching
- Implement Quality Improvement Plan (QIP)
- Findings and Recommendations
- Comprehensive Report

¹ Dual Training System is a delivery mechanism that combines theoretical and job skills. Learning takes place alternately in the institution and industry.

1. KEY RESPONSIBILITIES TO BE PERFORMED

The Consulting Firm will support implementation of the Quality Improvement Plans (QIPs) for the transformation of the TVET institutions to MTIs/CSEs considering dual training system, gender equality, social inclusivity addressing environmental sustainability, implementing green standards and developing green jobs curricula. Moreover, QIP will also include Governance and Management, Teaching and Learning (Use of curriculum, standard, learning materials and assessment), research and development, marketing and industry linkage, etc. The scope of works are to:

- 2.1 Prepare a detailed Work Plan with the proposal, and Inception Report for the assignment (by 10 days once consulting firm is on board).
- 2.2 Assist international consultant during development of Quality Improvement Plan (QIP)² for 7-TVET institutions by:
 - 2.2.1 Supporting the institutions during the development of QIPs
 - 2.2.2 Organizing meetings and workshops to validate QIPs
- 2.3 Support the institutions to obtain MTI and CSE status by:
 - 2.3.1 Providing orientation on the guidelines and criteria of Model TVET Institutions and Centre for Skills Excellence
 - 2.3.2 Guiding the institutions to implement the QIP
 - 2.3.3 Assisting the institutions to conduct self- assessment and prepare for external assessment for MTI and CSE evaluation
- 2.4 Support the implementation of training programs in terms of:
 - 2.4.1 Accreditation of programs to be offered, and accreditation of assessment centers
 - 2.4.2 Submission of records of duly installed training tools and equipment with stickers supported by the project to the TVET institutions based on qualification packages
 - 2.4.3 preparation of a training plan and schedule for the delivery of training based on selected occupations
 - 2.4.4 Selection, enrolment and orientation processes of trainees
 - 2.4.5 Assistance to TVET institutes for partnership with industries for dual training system (DTS) delivery
 - 2.4.6 Follow up implementation of 3-5 training programs in the institutions and partner industries
- 2.5 Provide support in the assessment and certification of trainees and workers
 - 2.5.1 Guide the assessment centre in preparing and managing assessment activities
 - 2.5.2 Follow up regular assessment and/or re-assessment by ensuring that post training activities such as assessment of trainees, evaluation of training, job placement, etc. are conducted and requirements are met)
 - 2.5.3 Guide the assessment centre in the conduct of RPL
- 2.6 Support the TVET and Teachers training institutes in the capacity building of Institution Management Advisory Boards (IMABs) and engage them in MTI and CSE activities
- 2.7 Prepare a report aside from the specific deliverables as specified in the scope of work, finalize and submit in the required hard and soft copies.

* The expenditure in terms of organizing meetings and workshops will be borne by Skills-21 project and/or Institutions

² QIP of Centre for Skills Excellence has already been developed on which consultant of these two institutes will be given orientation.

2. NUMBER OF DAYS AND SPECIFIC DELIVERABLES:

The assignment is to be completed in 12 Months by the Consulting Firm from the date of signing of the contract.

3.1 Number of Days:

No.	Specific Tasks	No. of work days (person days)	
		7- TVET Institutions	2- Teachers Training Institutions
2.1	Prepare a detailed Work Plan, and Inception Report_ Comprehensive Plan	7	2
2.2	Assist international consultant during development of Quality Improvement Plan 2.2.1: 10 days x 7 institutes = 70 Days 2.2.2: 5 days x7 Institutes + 5 days x 2 CSEs) = 45 days	105	10
2.3	Support the institutions to obtain MTI and CSE status 2.3.1: 2 days x 7 institutes + 2 days x 2 CSEs = 18 days 2.3.2: 8 days x7 Institutes + 8 days x 2 CSEs = 72 days 2.3.3: 5 days x7 Institutes + 5 days x 2 CSEs)= 45 days	105	30
2.4	Support in the implementation of training programs 2.4.1: 5 days x 7 institutes + 5 days x 2 CSEs = 45 days 2.4.2: 5 days x 7 institutes + 5 days x 2 CSEs = 45 days 2.4.3: 5 days x 7 institutes + 5 days x 2 CSEs = 45 days 2.4.4: 5 days x 7 Institutions + 5 days x 2 CSEs = 45 days 2.4.5: 5 days x 7 Institutions = 35 days 2.4.6: 7 days x 7 Institutions = 49 days	224	40
2.5	Provide support in the assessment and certification of trainees and workers 2.5.1: 5 days x 7 Institutions + 5 days x 2 CSEs = 45 days 2.5.2: 8 days x 7 Institutions + 8 days x 2 CSEs= 72 days 2.5.3: 5 days x 7 Institutions + 5 days x 1 CSE = 40 days days	126	31
2.6	Support the TVET and Teachers institutes in the capacity building of Institution 5 days x 7 Institutions + 5 days x 2 CSEs	35	10
2.7	Prepare a report aside from the specific deliverables 3 days x 7 institutions + 3 days x 2 CSEs	21	6
Total days		623	132

* **Total 755 days:** This 755 days includes: Team leader: 45 days; 7 Resource person in MTIs: 80 days x 7= 560 days; 2 Resource person in CSEs: 60 days x 2= 120 days and Rest 30 days for monitoring and documentation. Actual number of days may vary from institution to institution.

3.2 Specific Deliverables:

No.	Specific Deliverables	% of Payment
1.	Inception Report with detailed work plan	10%
2.	Progress Report on 2.2	20%
3.	Progress Report on 2.3 and 2.5	40%
4.	Progress Report on 2.3, 2.4, 2.5 and 2.6	20%
5.	Comprehensive Report on 2.7	10%
Total days		100%

3. ILO's RESPONSIBILITIES

The ILO will:

- Monitor and supervise the work of the Consulting Firms and review progress of the work;
- Provide secondary documents such as Skills 21 project documents, national policy documents, and other relevant documents (if necessary).
- Provide technical assistance /feedback as necessary;
- Provide support for engaging stakeholders and organizing meetings/workshops (if necessary);
- Ensure payment of agreed amount in five (5) tranches. Payment will be linked to successful delivery of the outputs as per ILO rules and regulations; and
- Perform any other tasks as described in the contract document.

4. SCHEDULE AND REPORTING

- The envisioned assignment is expected to be completed within the duration of the assignment and delivery as per details provided in 3. Specific Deliverables.
- Monthly Report is the provided on the progress in implementing QIP.
- The Consulting firm will report to TVET and Skills Specialist, Skills-21 through the Programme Officer, and submit final report to the Skills-21 Chief Technical Adviser of ILO Dhaka.
- The Consulting firm will coordinate with the focal person of respective TVET institute.

5. COMPLETION CRITERIA

- All reports to be submitted to the ILO must be relevant to the outputs (activity and the task) mentioned in the TOR.
- Provide information and update progress as requested by the Project team of the ILO.
- The consulting firm/organization has to follow the guideline of ILO to ensure quality of the reports/documents.
- The consulting firm/organization should be proactive, timely report on the progress, and undertake visits to the project 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 MODALITY OF WORK:

The duration of the assignment will be for 12 months (tentatively the assignment will be started from May 2019 but the date will be finalized after completion of recruitment process). The assignment mostly will take place in the location of institutions and its catchment areas. The consulting firm has to deploy at least 1 resource person per institution who will work with the institution in collaboration with the focal person of the institution. The consulting firm will also utilize team leader and monitoring and documentation officers for quality monitoring process. The resource persons should report regularly to the consulting firm and the firm will have to report (monthly) the progress according to the schedule. 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 Consulting Firm.

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: 20% of total contract value will be paid after submission of report as mentioned in the deliverables and work plan;
- 3rd Payment: 40% of total contract value will be paid after receiving the report as mentioned in the deliverables and work plan;
- 4th Payment: 20% of total contract value will be paid after receiving the report as mentioned in the deliverables and work plan;
- Final Payment: 10% of total contract value will be paid after submission of comprehensive Terminal report and accepted by contract administrator.

10. QUALIFICATIONS, EXPERIENCE AND ELIGIBILITY OF CONSULTING FIRM/ORGANIZATION

11.1 Minimum eligibility criteria of the firm/organization:

The assignment will be contracted to a consulting firm with demonstrated knowledge and understanding of the issues related to the skills development training and assessment and who is familiar with TVET / skills development system of Bangladesh. The consulting firm/organization must have professional experience in dealing with Skills Development Activities:

- a. Profile (which should not exceed fifteen (15) pages including any printed brochure relevant to the services being procured) – describing the nature of business, field of expertise, licenses, certifications, accreditations.
- b. Business Licenses – Registration Papers, Tax Payment Certification, etc. if applicable
- c. Track Record: At least 3 years project implementation experience in managing, coordinating and evaluating the implementation of competency-based/outcomes-based training and assessment systems including developing qualification documents.
- d. The Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc.;
- e. The consulting firm should have focal person, monitoring and documentation officer and required number of resource persons (at least 9) to be deployed to the each institution simultaneously.

11.2 Minimum qualification and experiences of Key Experts:

Team leader or focal person:

- Must have Post Graduation Degree or TVET degree in relevant discipline and
- Relevant experience in working in the Bangladesh education/TVET sector.

Monitoring and Documentation Officer

- Must have Post Graduation Degree or TVET degree in relevant discipline and
- Relevant experience in working in the Bangladesh education/TVET sector.

Pool of Resource Person (Key Person)

- Must have at least Bachelor's Degree or Diploma in Engineering in relevant discipline;
- Resource person must have assessor or trainer certification from Bangladesh Technical Education Board (BTEB); and
- Relevant experience in working in the Bangladesh education/TVET sector.

Note: Proposers must submit necessary documents to substantiate above eligibility criteria. Proposals which shall not meet above mentioned eligibility criteria will not be considered for further evaluation.

11. EVALUATION CRITERIA

Evaluation Criteria:
(a) Educational qualification of focal person and resource person.
(b) Methodology to accomplish the assignment
(c) Experience in managing, coordinating and evaluating the implementation of competency-based/outcomes-based training and assessment systems or dual training system including developing qualification documents
(d) Having a certification of a trainer and assessor by the Bangladesh Technical Education Board (BTEB)
(e) Relevant experience in working in the Bangladesh education/TVET sector.

12. FUNCTIONAL COMPETENCIES

- Openness to change, flexibility, and ability to manage complexities;
- Written and spoken competence in English / Bangla languages;
- IT skills; and
- Written, analytical and communication skills.

13. PROPOSAL SUBMISSION AND SELECTION PROCESS

The ILO invites technical and financial proposals from qualified firms/ organizations having relevant experience in delivering similar services as mentioned in this Terms of Reference (TOR). The consulting firm/organization will be chosen following ILO procurement rules/procedure on evaluation by an ILO team of professionals, and sign the Contract for the expected deliverables and outputs as per the TOR.

Cumulative Evaluation Method will be 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 80% and financial proposal will contain 20% 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.

(a) Financial weighted score, out of 20:

The maximum number of points assigned to the financial proposal is allocated to the lowest price proposal. All other financial proposals receive points in inverse proportion. The suggested formula is as follows:

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

p = points for the financial proposal being evaluated,

y = maximum number of points for the financial proposal (here it is 20),

μ = price of the lowest financial proposal,

z = price of the financial proposal being evaluated

14. RECOMMENDED PRESENTATION OF PROPOSAL

Interested firms/organizations must submit the following detailed proposal made up of documentation to demonstrate the qualifications of the prospective firm/organization, to enable appraisal of competing bids. This should include technical and financial proposals, details of which are listed below.

Technical Proposal

- Firm information** – Name of the firm/organization and details of registration, address and bank account; business registration certificate and corporate documents (Articles of Association or other founding authority); description of present activities and most recent annual report (including audited financial statements), if applicable;
- Relevant Experience** – Description of experience in projects of a comparable nature, with specific description of past assignments of the firm/organization in related work;
- Process** - The Technical Proposal needs to contain a detail description of the process the firm/organization intends to follow to complete the tasks including a detailed work plan and time schedule for completion/delivery of the final product which, after selection of the contractor, will be agreed upon by the Project.
- Human Resources** - The Technical Proposal needs to contain a list and detailed information on the proposed Human Resources which will be utilized for the tasks including their respective qualifications and relevant experience/exposure and required expertise/skills to complete the tasks i.e. legal, linguistic, drafting and editing expertise, among others.

- (v) **Tools and Methodologies** - The Technical Proposal must detail tools and methodologies that will be used to ensure the accuracy of the update and revision by the contractor. In particular, in order to deliver the task to the highest standard, checks using processes including software-built processes should be applied by the selected contractor.

Financial Proposal (including fee, travel cost, DSA, and other relevant expenses)

- (i) The Financial Proposal shall specify a total delivery amount (in USD/ BDT) including consultancy fees and all associated costs, i.e. travel cost, subsistence per diems, printing costs and consultation workshop (if required).
- (ii) In order to assist ILO in the comparison of financial proposals, the financial proposals will include a breakdown of this amount disclosing the key assumption employed in costing the tasks.

The cost of preparing a proposal and of negotiating a contract, including any related travel, is not reimbursable as a direct cost of the assignment.

15. PROPOSAL SUBMISSION PROCEDURE

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. Both the sealed envelopes will be put in one big envelope. The big envelope should be sealed and the caption "**Ref. No.: RFP-ILO-SKILLS-2019-002; Hiring Consulting Firm to Provide Support for the Transformation of TVET Institutions to be Model TVET Institutions (MTIs) and Centres for Skills Excellence (CSEs)**" to be written on the top of the envelope. Unsealed proposals and proposals received after the deadline would not be considered for evaluation.

The proposals in hard copy/soft copy with a cover letter to be submitted by 12 May 2019 by 4:30 pm (Bangladesh Standard Time) to:

Chief Technical Advisor
Skills - 21 Project, ILO Country Office
PPD Secretariat Office Complex, 2nd floor, Block-F, Plot-17/B&C
Agargaon Administrative Zone, Sher-e-Bangla Nagar,
Dhaka-1207, Bangladesh