

Skills 21 – Empowering Citizens for Inclusive and Sustainable Growth Project
ILO Skills Programme Office
ILO Country Office for Bangladesh

TERMS OF REFERENCE

National consultant to design, plan, organize and implement Training on Policy Dialogue to support Dhaka Technical Teachers Training Institute (TTTC) and selected six model TVET institutions in policy dialogue about TVET/skills development policies and drafting newsletters/publications showcasing achievements and lessons learnt.

Duty Station: Dhaka, Bangladesh

Languages Required: English

Duration of Ex-Col Contract: 35 working days over the period 3 months (tentatively the assignment will be started from July 2019 but the date will be finalized after completion of recruitment process)

1. Introduction

ILO Country Office for Bangladesh in cooperation with the European Union (EU) and Government of Bangladesh (GOB) is implementing the Skills 21 – Empowering Citizens for Inclusive and Sustainable Growth project. The project aims to increase productivity and better employment opportunities for youth through institutionalizing an environmentally conscious, inclusive, demand-driven, and interlinked education and skills development system responding to the needs of the labour market. It targets to build the capacity of relevant government agencies, education and training institutions, learners, workers and employers with a particular focus on disadvantaged groups. It will enhance the market-relevance and effectiveness of the Technical and Vocational Education and Training (TVET) system with the following three interrelated outcomes:

- a. Improve Quality of the TVET/Skills development System (Outcome 1)
- b. Improved Access to and Equity within the TVET/Skills development system through TVET model institutions (Outcome 2)
- c. Improve Governance and Management of the TVET/skills development system (Outcome 3).

2. Background

Included among the interventions under Outcome 3 is for the Project to “Support and strengthen the Technical and Madrasah Education Division (TMED) and other Government institutions in policy dialogue about TVET/skills development policies, through regular workshops, events, newsletters, publications showcasing achievements and lessons learned” (Activity 3.2.5 of the Project document).

Consistent with this mandate, the Project has planned policy dialogue trainings in the Dhaka TTTC and six existing TVET institutions being supported by the Project to become Model Training Institutes (MTIs).

The National Skill Development Policy (2011) of Bangladesh is the latest policy document directly related to TVET/skills sector in the country. There are other plans and policies of the Government, which have connections with the National Skill Development Policy and its implementation, such as National Education Policy (NEP) 2010, draft National Youth Policy 2017, National Industrial Policy 2016, Vision 2021, 7th Five Year Plan, SDGs etc. The NSDP 2011 itself envisages a review after every five years “to take account of progress in implementation and emerging trends in the national and international environment” (NSDP 2011, p.37). The trainings can be situated in these contexts.

3. Objective

The objective of the assignment will be to design training/workshop sessions, and conduct training/workshop for increased capacity of Dhaka TTTC and the 6 TVET Model Training Institutes

on policy dialogue and policy brief which would ultimately support in review of TVET/skills development policies.

4. Key responsibilities to be performed

4.1 Scope of work

The consultant is expected to:

- (a) Design training/workshop sessions according to the already developed training module and preparing for the workshop selecting relevant participants and resource persons in consultation with the skills 21 project team and the Principal/relevant faculties of the Model Training Institutes
- (b) Preparing training/workshop contents (presentation/readings etc.)
- (c) Identifying and communicating with relevant resource persons for lecturing and supporting them in preparing content
- (d) Conducting the training/workshop including lecturing and facilitating group work and policy dialogue
- (e) Collecting and compiling the participants' feedback
- (f) Preparing training/workshop report
- (g) Supporting the institutes to conduct policy dialogue and prepare policy briefs

4.2 Methodology

- (a) Desk research for developing contents for training/workshop
- (b) Consult TTTC and TVET Model Institute (MTI) Principals to organize Policy related workshops
- (c) Facilitate 6 one-day workshops (12 days) at potential MTIs in 5 trips outside Dhaka and 3 five-day training sessions at TTTC on due date agreed by both ILO, MTIs and TTTC (1 trip in Jamalpur, 1 trip in Bogura, 1 trip in Feni, 1 trip in BS Kaptai and 1 trip in Khulna and Bagerhat)
- (d) Compilation and submission of the draft report

4.3 Tasks and no. of days

Conduct the workshop including lecturing and facilitating group work	15 (TTTC)+11 (MI)= 26
Preparing workshop and training report	7
Final report incorporating ILO's feedback	2
Total	35 w/days

5. Deliverables

Sl.	Deliverables	Payment schedule
1.	Reports on successful delivery of at least 1 workshop with MTIs and 1 training session with TTTC backed by participants' evaluation and draft Policy brief/newsletter showcasing achievements and the lessons learnt through Policy dialogue acceptable quality to the ILO	20%
2.	Reports on successful delivery of rest 2 workshops with MTIs and 1 other training sessions with TTTC backed by participants' evaluation and draft Policy brief/newsletter showcasing achievements and the lessons learnt through Policy dialogue acceptable quality to the ILO	30%
3.	Reports on successful delivery of rest 3 workshops with MTIs and 1 other training sessions with TTTC backed by participants' evaluation and draft Policy	50%

brief/newsletter showcasing achievements and the lessons learnt through Policy dialogue acceptable quality to the ILO	
---	--

Completion criteria

- a) All reports to be submitted to the ILO must be relevant to the outputs (activity and the task) mentioned in the TOR.
- b) Provide information and update progress as requested by the Project team of the ILO.
- c) The consultant has to follow the guideline of ILO to ensure quality of the reports/documents.
- d) The consultant 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.

6.3 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.

7. Timeframe/duration

Total number of working days is 35 Working days over the period 5 months (tentatively the assignment will be started from July 2019 but the date will be finalized after completion of recruitment process). 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 consultant.

8. Fees and payment terms

- 1st Payment: 20% of total contract value will be paid after submission of reports on successful delivery of 1 workshops with MTI and 1 training sessions with TTTC backed by participants' evaluation acceptable by the ILO;
- 2nd Payment: 30% of total contract value will be paid after submission of Reports on successful delivery of 2 workshops with MTI and 1 training sessions with TTTC backed by participants' evaluation acceptable by the ILO;

- Final Payment: 50% of total contract value will be paid after submission of Reports on successful delivery of the rest 3 workshops and 1 training sessions with TTTC backed by participants' evaluation acceptable by the ILO.

9. ILO's responsibilities

The responsibility of the ILO will be to:

- Provide all the documents and other related literature available as relevant to the task.
- Assist in coordination with relevant stakeholders.
- Review progress of the work and provide feedback as necessary.
- Ensure payment of agreed amounts, based on performance.
- Any other tasks/supports as required and agreed by the ILO.

10. Qualifications and experience

A University degree; Masters/M. Phil or PhD in the relevant field will be an added value. The assignment will be contracted to a person with demonstrated knowledge and understanding of the skills system and skills best practices in addition to experience in reviews of skills policy/education policy and reviews of skills development works.

More specifically:

- At least ten years of experience in TVET/skills policy development, policy research, conducting policy dialogue/training workshops/ reviews and/or any mix of these.
- Experience of conducting training workshops at field level TVET institutes.
- Technical expertise in designing questionnaire, analytical skills and writing skills evident by high quality publication in TVET/skills/education.
- Practical experience and knowledge of UN/inter-agency work.

Client and users of the report:

ILO and its constituents

11. 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.

(a) Technical weighted score, out of 70: 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:

- responsive/compliant/acceptable, and
- Having received the highest score out of a pre-determined set of technical and financial criteria specific to the solicitation.

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

Evaluation Criteria:
(a) Post graduate degree preferably in Social Science
(b) Relevant experience in conducting policy dialogues/workshops for TVET policy development
(c) Experience of working with TVET institutions
(d) Experience of working in Bangladesh and South Asian countries

(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 20),

μ = the lowest daily fee

z = the daily fee being evaluated

12. Recommended Presentation of Proposal

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

- **Personal CV**, indicating 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 the professional fees for this assignment. Financial Proposal has to be submitted through a standard template attached herewith (*ANNEX-01*).
- To substantiate your daily fee, you are also requested to enclose any of your recent contract.
- As ILO accepts no liability in the event of death, injury or illness of the External Collaborator. Therefore, you are requested to enclose a copy of INSURANCE as adequate coverage for these risks.

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 **June 30, 2019 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 BDT	Quantity	Total Rate for the Contract Duration
I. Personnel Costs			
Professional Fees		35 working days	
II. Travel Expenses			
Round Trip Airfares (within Bangladesh)		5 trips outside Dhaka	
Living Allowance (on actual basis)		12 days	
Grand Total in BDT			