

Skills 21 – Empowering Citizens for Inclusive and Sustainable Growth Project
ILO Country Office for Bangladesh
Terms of Reference (ToR)

Assignment:	Hiring an International Consultant to Provide Technical Assistance in Conducting Moderation Training for Existing Trainers/Assessors for CBT&A Level 4
Contract Type:	ExColl Contract
Location:	Dhaka, Bangladesh
Duration:	25 working days over the period of two months (tentatively the assignment will be started from August/September 2019 but the date will be finalized after completion of recruitment process)

1. Background and Rationale

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

One of the key interventions of the Project under Outcome 1 Output 1.2 is to expand the delivery of Competency-Based Training and Assessment (CBT&A) for trainers, assessors and managers in education and training institutions. The existing pool of these officials must be moderated from time to time to ensure quality and uniformity of implementation of CBT&A across the country.

In order to proceed with this, the Project intends to engage an international expert to design and facilitate a moderation training under this TOR. The moderation training will refresh and enhance the knowledge, skills and competencies of existing core trainers and assessors with emphasis on the design of training plan, delivery of training sessions and use of electronic media, conduct of competency-based assessment, and maintenance of workshops and other training facilities.

The specific objectives are:

1. To develop training plan and associated materials for a 15-day moderation training in accordance with the existing competency standards; and
2. To conduct moderation training to selected core trainers and trainers from the 7 MTIs and 2 CSEs based on the developed training materials.

2. CONSULTANT'S RESPONSIBILITIES

- 2.1 Design and develop a training plan in line with approved BTEB competency standards and suggestions of ILO Skills 21 Project;
- 2.2 Prepare training materials such as power-point presentations and hand-outs for the participants based on the approved competency-based learning materials;
- 2.3 Deliver a 15-day moderation training for 10-15 core trainers and assessors in coordination with BTEB, DTE, BMET and the Project;
- 2.4 Prepare and implement a training delivery schedule for the face-to-face and practicum classes with full itinerary of the activities;
- 2.5 Submit final report of the moderation training to include details of trainees with full contact details including photographs, training materials and other documentation;
- 2.6 One travel/round trip to Dhaka will be allowed for 25 w/days assignment in Dhaka; and
- 2.7 Possibly conduct one (1) field visit to Teacher Training Institute outside Dhaka.

3. Specific Deliverables:

The assignment is to be completed by the consultant from the date of signing of the contract to 30 September 2019. The consultancy will be for approximately 20 working days. The specific deliverables are:

No.	Specific Deliverables	No. of work days required	% of Payment
1.	Inception Report and Work Plan	2 days	20%
2.	Development of training materials which include training design, hand outs/presentations, and training delivery schedule	7 days	80%

No.	Specific Deliverables	No. of work days required	% of Payment
3.	Conduct of a moderation training consisting 5-day face-to-face course work, and practicum	15 days	
4.	Final Report consisting of a compiled report with participants photographs and list of trainees with complete contact address, and pre and post evaluation of the training	1 day	
Total days		25 days	100%

4. ILO's RESPONSIBILITIES

The ILO will:

- Monitor and supervise the work of the consultants and review progress of the work;
- Organize training venue, refreshments, training materials and other necessary arrangements for the trainees to attend the training in collaboration with BTEB, DTE, and BMET;
- Provide technical assistance /feedback as necessary;
- Disburse travel allowance, daily allowances and fees of the trainees in accordance with the GOB and ILO guidelines as per approved budget;
- Ensure payment of agreed amount in two (2) schedules. 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.

5. SCHEDULE AND REPORTING

- The envisioned assignment is expected to be completed as per details provided above in 3_ Specific Deliverables.
- The Consultant/s will report to TVET and Skills Specialist, Skills-21 and submit final report to the Skills-21 Chief Technical Adviser of ILO Dhaka.
- The Consultant will coordinate with the Programme Officer (CSE and TVET). The Programme Specialist will provide oversight and quality assurance, and will also carry out a performance evaluation at the end of the assignment.

6. COMPLETION CRITERIA

- All reports and documents to be submitted to the ILO must be relevant to the outputs mentioned in the ToR.
- Provide information and update progress as requested by Skills 21 project of ILO.
- The consultant has to follow the ILO guidelines to ensure quality of the reports / documents.
- The consultant should be proactive, timely report on the progress, and undertake visits to implementing partners' site, participate in meetings as and when necessary.

7. SPECIAL TERMS AND CONDITIONS

7.1. 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.

7.2. 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.

7.3. 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

8. Duration of the Work and Duty Stations:

The duration of the assignment will be for 25 working days over the period of two months (tentatively the assignment will be started from August/September 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.

9. 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

10. Schedule of Payments:

- 1st Payment: 20% of total contract value will be paid after submission of inception report and work plan, and acceptance by contract administrator;
- 2nd Payment: 80% of total contract value will be paid after submission of the final report;

11. Qualifications and Experiences of the Consultant

The assignment will be contracted to a person with demonstrated knowledge and understanding of the issues related to the training of trainers.

Academic Qualification:

At least Master Degree in Education/Social Science or relevant discipline. Being a Certified TVET Trainer will be an added value.

Experience and Competencies:

- At least 7 years of which 5 years is spent at the international level of proven experience and capacity in the management and quality assurance of TVET trainers/assessors training programs;
- At least 5 years' experience in the design and delivery of training programs for TVET trainers, assessors and managers using the CBT&A system;
- Relevant experience in working in any South Asian Countries education/TVET sector.

12. 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:

- 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.

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) Relevant educational qualification
(b) Approach and Methodology
(c) Experience in conducting trainings equivalent to CBT&A Level 4 and 5 (Pedagogy/Training Methodology) for TVET trainers and master trainers
(d) Experience in the management and quality assurance of TVET teacher training programs
(e) Relevant experience in working in the Bangladesh education/TVET sector

(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

13. 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;
- **Technical Proposal** – Sample training materials developed by the applicant for level 4 or 5 CBT&A programme (pedagogy/training methodology).
- **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 for the period from January to December 2019 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 **August 5, 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 USD	Quantity	Total Rate for the Contract Duration
I. Personnel Costs			
Professional Fees		25 working days	
II. Travel Expenses to Join duty station			
Round Trip Airfares to and from duty station		One (1) round trip	
Living Allowance (on actual basis)		35 days	
III. Duty Travel			
Round Trip Airfares (within Bangladesh)		one (1) round trip	