

Section 7. Terms of Reference for Monitoring of Training Programs under SEIP (SD -13)

1. Background

1. The Government of Bangladesh recognizes the low educational and skill levels of the labor force as a major binding constraint to achieving higher economic growth. To have a major dent on the economy, Bangladesh needs to invest heavily in human development, particularly in schooling and skills development. Currently, only 500,000 people receive skills training annually against the actual industry need of at least 2 million. Industry leaders want to participate actively in skilling and up-skilling the work force in priority sectors to exploit the full potential of growth opportunities. The government intends to establish a National Human Resource Development Fund (NHRDF) by 2015 to pool resources from the government, private sector and development partners.

2. The investment program will support the Government of Bangladesh's reforms in skills development anchored in the National Skill Development Policy (NSDP), 2011. It will support large-scale private sector involvement and public-private partnership, which is critical to meet existing and future labor market needs and in reducing skills-gap. This in turn is crucial for Bangladesh to move away from the current "low-skill, low-wage equilibrium" to a "higher skill, higher wage virtuous cycle" to transition to a middle income country. The program will help the government to scale-up skilling of new entrants and up-skilling of existing workers that will contribute to higher growth of priority sectors. The SEIP will strengthen the skills ecosystem in Bangladesh and support transition to a sector-wide approach (SWAp) by establishing a unified funding system and enhancing overall coordination of the currently fragmented system.

3. The impact will be increased income and productivity of the working population aged 15 years and over. The outcome will be increased employment in priority sectors and skills for males and females. There are four outputs targeted: (i) market responsive inclusive skills training delivered; (ii) quality assurance system strengthened; (iii) institutions strengthened; and (iv) effective program management.

2. Objectives of the SEIP Program

4. The overall objective of the project is to qualitatively and quantitatively expand the skilling capacity of identified public and private training providers by establishing and operationalizing a responsive skills ecosystem and delivery mechanism through a combination of well-defined set of funding triggers and targeted capacity support. Specifically, the objectives are to:

- i) Improve program for skilling new entrants and up-skilling existing workforce to enhance productivity and growth of priority industry sectors;
- ii) Impart skills training linked to gainful employment or self-employment through PKSF partners and their livelihood programs as well as through Bangladesh Bank Small and Medium Enterprise (SME) Department linked to jobs in SMEs;
- iii) Develop a network of training providers that are endorsed by industry for providing excellence of training to meet the skills needs of employers;
- iv) Establish and implement a strategy to address the special needs of groups specified in the NSDP and ensure their participation in SEIP programs;
- v) Implement a vocational trainer development program for trainers and assessors and a management leadership program for training provider management reflecting NSDP requirements;

- vi) Strengthen capacity of BTEB in approving training providers registration process, course accreditation and monitoring quality assurance and implementation procedures of training providers;
- vii) Support the training providers for capacity development to ensure quality training delivery mechanism;
- viii) Establish and institutionalize a credible recognition of prior learning (RPL) system;
- ix) Support the NSDC-S and key government ministries to strengthen institutional arrangements and coordination to enable the TVET system to meet policy objectives within a coherent skills development framework; and
- x) Support the establishment and operationalization of a National Human Resources Development Fund (NHRDF).

3. Scope of Services, Tasks (Components) and Expected Deliverables

5. This assignment will cover three areas: (i) undertaking regular monitoring in the selected training providers to validate their information and reporting and ensuring quality of the training programs; (ii) supporting the Skills Development Coordination and Monitoring Unit (SDCMU) in updating of SEIP key indicators against baseline information and targets; and (iii) assisting the SDCMU to prepare quarterly and annual progress reports for the SEIP. The consultants will work closely with the Monitoring and Evaluation (M&E) Specialist at the SDCMU to undertake these tasks

6. The SEIP training programs are being conducted in 150 public and private training institutions in 37 districts. The monitoring firm will have to visit and monitor 50% of the SEIP training institutions. The institutions will be finalized during preparation of quarterly visit plan. For independent monitoring, the consultant team will conduct site visit of selected training institutions checking the accuracy level of their reporting to the trainee tracking system (TTS) maintained by the SDCMU. The consultant team will also draw and analyze information from TTS for identification of potentially problematic areas for site visit. The consultants will visit the institutions to physically validate their information and track the trainees. The scope of monitoring visits could include, but not limited to: (i) ensure that the training action plan of each training provider is available and implemented as planned; (ii) accuracy of reporting, such as enrolment figures, attendance rate of trainees and trainers, assessment of trainees performance by industry assessors and job placement; (iii) stipend criteria are properly followed by the training providers; (iv) teaching and learning materials are provided according to budget provisions; (v) sample job placements(as decided by SDCMU) and retention of jobs based on the agreed milestones; and (vi) overall compliances of the training program including the efficacy of the quality management system of the training providers. At the beginning of every quarter, the consultant team will prepare a monitoring plan including budget for SDCMU approval. At the end of the quarter, the consultants will submit to the SDCMU a consolidated report on the monitoring activities including recommendations for any follow-up actions needed. When doing this, if there are any urgent issues identified, the consultants will immediately inform the SDCMU for necessary action.

7. For the SEIP performance indicators, the consultants will assist SDCMU with regular update of all the key indicators covered in the Design and Monitoring Framework and Gender Action Plan with a particular focus on information that needs to be verified and where additional surveys and/or consultations are needed. This will require organizing focus group discussions with key stakeholders such as the industry associations to set the targets including for gender and disadvantaged groups. The firm will also consider the available data and information.

8. For quarterly and annual progress reports, the consultants will assist the SDCMU and the training providers engaged by the SDCMU to maintain all the information required for the

quarterly and annual progress reporting. The consultants will review the requirements and help the SDCMU and other concerned agencies to submit their quarterly and annual progress reports for 2015, 2016 and 2017. The consultants will also develop a manual for preparing the quarterly and annual progress reports and provide training to counterpart staff (M&E staff) to ensure that these reports are prepared and submitted on a timely manner by all the concerned agencies.

Key Experts	Total person-months (national)	Key Tasks
Team Leader	1x24	The team leader will have master degree in economics, statistics or social science with 15 years' experience in monitoring and evaluation including 5 years' experience preferably in externally funded education and technical education and vocational training projects. S/he should be proficient in the use of computers and should have excellent analytical and communication skills. S/he will in close consultation with the SDCMU (i) develop a plan to support the three major areas (independent monitoring/random checks, reporting on key program indicators, and quarterly and annual progress reports); (ii) with inputs from other members of the team develop formats and guidelines for monthly independent monitoring and reporting in line with the requirements; (iii) organize focus group discussions and workshops to gather information and to identify mechanisms to improve monitoring and reporting mechanisms; (iv) conduct training on monitoring and reporting for the focal persons responsible for monitoring and reporting in the training institutions engaged by the SDCMU; (v) assisting with preparation of the monthly monitoring and quarterly/annual program progress reports; and (vi) assist the SDCMU with any other related tasks.
M&E Specialist	1x24	The M&E specialist will have master degree in economics or statistics with 10 years' experience in monitoring and evaluation including 5 years' experience preferably in externally funded education and TVET projects. S/he should be proficient in the use of computers and should have excellent analytical and communication skills. S/he will assist the team leader in (i) analyzing data from the Trainee Tracking Survey for targeting and planning of monitoring site visits; (ii) collecting relevant information on the SEIP key performance indicators as well as other monitoring needs, e.g., gender, poverty; (iii) conducting independent monitoring/random site visit of training providers; (iv) preparing consolidated reports on progress made against targets by training institutions engaged by the SDCMU; (v) conducting training programs for M&E specialists from different training institutions; (vi) assisting with preparation of the monthly monitoring and quarterly/annual program progress reports; and (vii) assist the SDCMU with any other related tasks.
Monitoring Officers	6x24	Monitoring Officers will have master's degree in any discipline with 7 years' experience including 3 years' in monitoring, evaluation and quality assurance preferably in externally funded TVET projects. They should be proficient in the use of computers and should have excellent analytical and communication skills. They will assist the team leader in (i) collecting relevant information on the training providers and courses; (ii) preparing and assisting SDCMU in the application of standardized site monitoring checklist; (iii) conducting independent monitoring/random site visit of training providers; (iv) preparing monthly consolidated monitoring reports on training institutions engaged by the SDCMU; (v) conducting training programs for training institutions to strengthen their capacity in quality management; (vi) assisting

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		with preparation of the monthly monitoring and quarterly/annual program progress reports; and (vii) assist the SDCMU with any other related tasks.

9. In addition to the above, the M & E team will organize focus group discussions and workshops to identify various needs from the stakeholders and to collect data as required. The team will also conduct Training sessions.

10. Duration: 24 months

4. Reporting Requirements and Time Schedule for Deliverables

11. The consultant team will deliver the following :

- (i) By end of month one, two copies of Inception Report;
- (ii) By end of month three, firmed up the baseline information of DMF;
- (iii) By end of each quarter, reports on monitoring activities; however, if there are any serious lapses, reports have to be submitted immediately after such lapses are noticed;
- (iv) By end of each quarter, consolidated quarterly progress report for the SDCMU based on the quarterly progress reports submitted by all the agencies involved in the SEIP implementation;
- (v) By end of the fiscal year, Annual Progress Report;
- (vi) Three copies of Completion Report; and
- (vii) Final Report **Final reports shall be delivered in CD ROM in addition to the specified number of hard copies** at end of assignment describing the services performed details of all recommendations proposed and the need for follow-up consulting services if any.

5. Client's Input and Counterpart Personnel

12. The client will provide financial support for the assignments and will invite the consultant team for regular update and participation in meetings with the key implementing/contracted agencies providing training. The client will also facilitate meetings with key stakeholders and liaison with other consultant team as appropriate. One AEPD & M&E Specialist at the SDCMU, SEIP will coordinate and facilitate this assignment.