

**Terms of Reference (TOR) for
Training of Trainers on Competency based Skills Training
(SD-6)**

A. Background

1. Growth of the economy and employment opportunities in Bangladesh is restricted, among others, by skills shortages. The current skills supply systems do not meet the skill demand because of inadequate throughput and a mismatch between skills supply and skills demand. The current production of skilled workers is not focused on industry demand and is segmented and poorly coordinated. In the current system, there is no nationally consistent approach to quality assurance, with current qualifications not based on standards that align with the occupations or skill levels in industry.

2. One of the main constraints to effective skills training delivery is the lack of trained teachers and assessors engaged in technical training institutions. Most trainers in public and private training institutions have received little occupation specific, competency based, skills training including pedagogical training and have little or no industry experience. The opportunities for trainer's training are limited.

3. In Tranche 1, the Skills for Employment Investment Program (SEIP) will implement an integrated capacity development strategy that will focus on developing capacity of the trainers who will be involved in competency based training activities. However, the project will extend support for training development programs to equip trainers with skills necessary to effectively train trainees aged 15 years and over to achieve SEIP training targets. Trainers will be trained on occupation specific competency based skills, based on the skills requirement of the priority sectors such as ready-made garment (RMG) & Textile, Information Technology (IT), Construction, Light Engineering, Leather & Foot wear and Shipbuilding.

B. 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 Palli-Karma Sahayak Foundation (PKSF) partners and their livelihood programs as well as through Bangladesh Bank Small and Medium Enterprise (BB 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 National Skills Development Policy (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 Bangladesh Technical Education Board (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 secretariat and key government ministries to strengthen institutional arrangements and coordination to enable the technical and vocational education and training (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).

5. 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 that include: (i) market responsive inclusive skills training delivered; (ii) quality assurance system strengthened; (iii) institutions strengthened; and (iv) effective program management.

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

6. The assignment is intended to organize competency based technical skills training for about 820 trainers from the training institutions administered by three ministries (Ministry of Education, Ministry of Industry and Ministry of Expatriates' Welfare and Overseas Employment), industry associations of the priority sectors (IT, RMG & Textile, Construction, Light Engineering, Leather and Foot wear and Shipbuilders), BB SME and PKS. The total number of trainers may be increased or decreased during implementation of the training programs but the proposal is to be submitted based on 820 persons.

7. The firm/institution will have to submit a complete proposal that includes a training implementation plan with training methodology. The average unit cost (to be quoted) will include the cost of Team Leader, training coordinators, Trade Specific Experts/resource persons/instructors cost, training coordination cost, training venue cost, workshop facilities cost, participants' TA/DA & conveyance allowances and training material cost, training operation cost, overhead cost etc. The list of the SEIP selected training institutions and the SEIP trainers who will be nominated are available with SDCMU. The training programs will be implemented in batches (15-20 trainees per batch) over a period of 18 months to train 820 trainers.

8. The main purpose of this assignment is three fold (i) to design and develop competency driven, need-based training programs/training modules with a duration of 12 days on the skills and requirements of the training for the trainers; ii) to select at least six renowned training institutions and make arrangements either through contract/MoUs or with the arrangement of joint venture or forming a consortium and iii) to organize and manage competency based skills training on the trades such as Welding, Electrical, Industrial Sewing Operation, CNC Machine Operation, Refrigeration & Air-Conditioning, Mason, Plumbing, Web Design, IT Support

Technician, machine operator(leather)etc.to upgrade skills of the trainers to ensure that trainers can demonstrate capacity in delivery of competency based training in SEIP program;

9. The firm will select at least six renowned training institutes covering training of priority sectors through MoU/Contract or with the arrangement of joint venture or forming consortium to organize training of trainers on skills. The firm or lead institution will have to submit at least letter of intent from the institutions to be engaged for training. The training institutes will be identified and selected based on the criteria specified below;
 - I. **Status of the institution:** Institution may be public or private involved in skills training
 - II. **Governance and Management :** Institution has adequate and appropriate governance and management to achieve its goal and objectives
 - III. **Personnel:** Institution has adequate instructors and manage hiring of resource persons to organize and conduct training programs.
 - IV. **Physical and Learning Resources :**The institution has adequate and appropriate physical and learning resources to organize training programs
 - V. **Development, Delivery and Review of Programs:** The institution adequately and appropriately designs, develops, delivers and reviews its education and training programs consistent with its goals and objectives
 - VI. **Assessment and Certification:** The institution has adequate and appropriate system of assessment and certification and the institution processes and conducts assessment of learners against expected outcomes of training programs.

The course structure will need to be reasonable which are required to show an appropriate balance between theoretical and practical requirements and to be aligned with trainers competency standards of BTEB. Emphasis should be given to practice in training so that trainers can achieve delivery mechanism for skills training.

10. Training for trainers under this assignment will ensure that i) trainers are trained in use of technology supported learning ii) trainers are trained in inclusive teaching and learning methodologies to support increased participation of disadvantaged groups in skills training, iii) trainers are trained on designing instructional materials and delivering competency based skills training, iv) The training will follow the principle of continuous professional development in order to provide initial training followed by follow-up training to strengthen and build on initial skills.

11. Another element of the scope of services is to ensure the following i) engagement of trade/occupation specific experts/ instructors/resource persons; ii) arrangements of lodging(if necessary); iii) well-illuminated, well-ventilated and well-equipped training workshops with adequate training equipment, tools and training materials(consumable items) to demonstrate practical training; and (iv) adequate and effective logistics to ensure training supplies are available on time.

12. In the process of training and developing relevant competency based training materials, the assignment is intended to organize focus group discussions with relevant counterparts in the industry and training institutions to meet the requirements. All training will be based on industry-identified learning outcomes.

13. This assignment will run on the following process flow:

- a. Training module would be developed based on the competency standards

- b. The duration of the training will be 12 days
- c. Training module would be used to cover the following areas
 - i. Trainer Guide having Lesson Plans for every Session
 - ii. Participant Guide having key learning and exercises for every session
 - iii. Details of training aids to be used for each Session.

14. It will submit detail of selected institutions along with the CVs of the resource persons/ instructors/ trade specific experts mentioning qualifications and experiences. Proposal will highlight training capacity of the training institutes including detail of training facilities such as instructors, workshop space, training equipment, ICT based audio-video teaching aids etc.

D. Duration of the Assignment: 18 months

F. Deliverables and Time Schedule for Deliverables

G. The assignment will ensure engagement of one Team Leader one Training Coordinator and six (06) Trainers/Resource Persons for a total of 66 person-months to mobilize and impart training programs. Qualifications, experiences and key tasks for the Team Leader, Training Coordinator and Trainers /Resource Persons are shown below:

Key Experts	Person-months	Key tasks & Qualification
Team Leader	18 person-months (1 person X 18 months)	<p>Qualification: Masters in any discipline preferably in Technical Education with preferably 10 years experiences in competency based skill training.</p> <p>Duties and Responsibilities:</p> <ul style="list-style-type: none"> - The Lead Consultant will be responsible for ensuring overall effectiveness of training programs by planning, managing, coordinating and implementing the activities undertaken for ToTon competency based skill training . - Develop training module and learning materials in consultation with the trainers/resource persons - Liaise with the SDCMU and associations (IT, RMG & Textile, Construction, Light Engineering, Leather and Foot wear and Shipbuilders Association) ,BB SME, PKSf and other institutes as directed by the SEIP project management to mobilize and select participants & prepare training plans

Training Coordinator	12 person-months (1 person X 12 months)	<p>Masters in any discipline with preferably 10 years experiences in coordinating training.</p> <p>Duties and Responsibilities:</p> <ul style="list-style-type: none"> - The training coordinator will be responsible for ensuring overall effectiveness of training programs by coordinating and implementing the activities undertaken for ToT on competency based skill training . - Assist in developing training module and learning materials in consultation with the trainers/resource persons -Liaise with the SDCMU and associations (IT, RMG & Textile, Construction, Light Engineering, Leather and Foot wear and Shipbuilders Association) ,BB SME, PKSf and other institutes as directed by the SEIP project management to mobilize and select participants & prepare training plans in consultation with the Team Leader.
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Key Experts	Person-months	Key tasks & Qualification
Trainers/Resource persons- (06 for six areas : IT, RMG & Textile, Construction, Light Engineering, Leather and Foot wear and Shipbuilders Association) (intermittent)	<p>Total :(6x6)=36 person –months</p> <p>(6 month for each Trainer will be spread over 18 months)</p>	<p>Qualification: The preferable qualification will be Diploma in Engineering in the respective field. Trainer should have preferable five years’ industry experience and minimum five years’ teaching experience in skills training institution</p> <p>Duties and Responsibilities:</p> <ul style="list-style-type: none"> - Deliver training in an effective and efficient way regarding training method, technique and training aid.

15. The consultant team will deliver the following:

- (i) By the end of month one, two copies of Inception Report including a list of trade specific experts/instructors/resource persons and participants from PTIs and industry associations;
- (ii) At the end of month 3, training module with a complete training implementation plan for each sector

- (iii) By the end of every three months, training progress report to the Executive Project Director;
- (iv) By the end of month 18, training completion report of 820 trainers including assessment and certification;
- (v) By the end of month 18, a complete training development strategy for tranche 2;
- (vi) Three copies of Final Report and three copies in CD ROM which will include recommendations and action plan to expand this process.

G. Client's Input and Counterpart Personnel

16. The client will provide financial support for the training and will invite the consultant team for regular update and participation in meetings with the key implementing/contracted agencies providing skills training. The client will also facilitate meetings with key stakeholders and liaise with other consultant team as appropriate. One Assistant Executive Project Director, Course Specialist and TVET Specialist at the SDCMU will coordinate the consultant team.