

Bangladesh Skills for Employment and Productivity (B-SEP) Project
ILO Country Office for Bangladesh
Terms of Reference (ToR)

Assignment:	Hiring a Firm/ Organization for conducting Tracer Study to examine employment outcomes of B-SEP supported TVET Graduates, Micro-entrepreneurs and Apprentices
Location:	Bangladesh
Duration:	Three (3) months from 1 st week of August to 4 th week of October 2018 (No extension possible)

1. Introduction

The International Labour Organization (ILO) is committed to promoting social justice and internationally recognized human and labour rights for lasting peace. It supports its member States to promote decent work. Globally, its main focus is on four inter-related areas: to promote rights at work, to encourage decent employment opportunities, to enhance social protection, and to strengthen social dialogue at workplace.

Currently ILO office in Bangladesh is engaged with the several government and private sector agencies in delivering a major programme on Technical and Vocational Education and Training (TVET) through two technical cooperation projects in order to strengthen the skills system to achieve a better trained and qualified workforce in key industry sectors for sustainable economic development. The ILO's skills projects aim to improve the national enabling environment for industry driven and competency based inclusive skills development for increased employability of young and adult women and men.

ILO's skills initiatives in the last one decade have triggered a process of major reform and the government is working with the development partners to advance the skills reform initiatives including development of policy, demand driven and competency based inclusive skills system, industry linkages and quality in provision. In recognition of the importance of developing skills to serve the economy and the potential contribution that TVET can make to support economic growth and reduce poverty, the government has initiated a number of significant skills development projects intended to reform, develop and support the TVET and skills system and improve the employability of graduates.

One of the ILO's projects is Bangladesh Skills for Employment and Productivity Project (BSEP), which is supported by the Government of Canada and implemented by the International Labour Organization. It aims to create a better trained, qualified and competent workforce with increased economic opportunities. It is to contribute to creating enabling environment for increased skills development and employment to support higher value economic growth. The four project components include: (1) Skills funding, Planning and Support services; (2) Competency-based Training and Assessment (CBTA) Quality and Relevance; (3) Industry skills development; and (4) Improved access to skills.

2. Background

The B-SEP Project implementation period is from January 2014 to December 2018. A team of international and national experts and short-term consultants, headed by the Chief Technical Adviser, is responsible for delivering the project outcomes. Key project partners include Technical and Madrasa Education Division (TMED) of Ministry of Education, Bangladesh Technical Education Board (BTEB), National Skills Development Council (NSDC) and Bureau of Manpower Employment and Training (BMET) and the departments under these ministries, organization of employers, trade unions, employers in five selected sectors, and NGOs involved in skills training. Direct project beneficiaries are: Staff of partner organisations; and Instructors, trainers & Master Crafts persons; and Workers & market entrants.

The Project has so far provided skills training to 16,107 with varying percentage of female participants in different interventions.

Name of component	Total Training Outreach (Gender disaggregated)
Component 2: Implementation of new NTVQF courses	846 (21 % Female) and 750 certified, so far
Component 3: Apprenticeship <ul style="list-style-type: none">- Formal Sector- Informal sector	Total: 12,400 6,200 (27% Female) 6,200 (32% Female)
Component 4: <ul style="list-style-type: none">- Skills training, particularly to girls in non-traditional occupations- Self-employment, including green jobs- Technical and entrepreneurial skills to persons with disabilities	1, 150 (84% Female) 1081 (59% Female) 630 (49 % Female)

3. Purpose:

This assignment aims to assess:

- (a) the project pilot initiatives' employment outcomes by examining whether the project enabled the TVET graduates, trained apprentices and micro-entrepreneurs to be employable, and
- (b) whether the skills and enterprise development training proved relevant, adequate, need-based and productive for employers and the market.

This study will also assess employment status and income status following their participation in the TVET project. It will specifically identify whether the TVET graduates and self-employed micro-entrepreneurs are able to continue in employment or whether they relapsed back to their previous informal work or moved to employment not related to skills acquired or for higher learning. It will also analyse the perceived economic and social outcomes of vocational training on the youth and their families.

More specifically the project seeks to answer the following:

1. The employment and income status of the graduates prior to their participation in the TVET project?

2. The time it took for the TVET graduates and apprentices in different sectors to get employment after completing the training?
3. The current employment and income status of TVET graduates? (Whether the TVET graduates and self-employed micro-entrepreneurs are able to continue in or whether they relapsed back to their previous informal work or moved to employment not related to skills acquired or for higher learning)
4. The sectors with higher and quicker absorption of the trained graduates, especially girls and persons with disabilities?
5. If TVET graduates are meeting the knowledge, skill, and attitude expectations of employers and are more productive?
6. The social and economic (i) enablers and (ii) barriers facing graduates, especially women, and men and women with disabilities in securing valued employment?
7. The perceived social and economic outcome of the project on graduates' families and the wider community?

The findings of the study will help us understand the relevance and effectiveness of the project intervention. The field delivery of the B-SEP Project is pilot-based and is of the nature of action research. The findings of the study would help rethinking on what works and what does not and informing designs of other similar projects.

4. Methodology

The study will follow mixed method of research techniques. Hence the answer for above questions will be based on the analysis of data gathered through both quantitative and qualitative methods of enquiry.

The proposal should include the appropriate sampling technique and size (representative) based on number of beneficiaries for each component and each project interventions, such as implementation of new NTVQF courses (component-2); apprenticeship in formal and informal sectors (component-3); skills training for girls in non-traditional occupations, self-employment in informal sector and skills to persons with disabilities (component-4), selected from the list available with the B-SEP Project. Samples should reflect (a) the regional diversity of the location of interventions, (b) different institutions (including factories), (c) training providers engaged in implementation, (d) different occupations in which training has been conducted.

Primary data and information is to be collected from the field through field-visits. Therefore, the proposal should include suggested quantitative and qualitative methods for field investigation and resources required for the same. The secondary data and information will be collected through desk-review of institutional documents and reports including the Project Document, Training database of the project, National Skill Development Policy, sector-reports and various strategy documents.

A gender disaggregated table of the actual number of beneficiaries including those disadvantaged will be made available by the B-SEP Project. The findings of the tracer study will present gender disaggregated results of all the categories of interventions.

5. Tasks and responsibilities of the consultancy firm/research agency

1. Establish a work plan with time line and milestones and have it approved by the Project
2. Establish the data collection approach (how to collect data) and decide on data analyses tools and get approval
3. Define the sample size and sampling method of the target groups (graduates, employers) and get approval
4. Design questionnaires in English and Bangla for each of the target populations and get feedback and approval
5. Develop pre-test questionnaires and adjust them as required
6. Train surveyors, collect information
7. Contact and organise the target population, ensure that they are available for survey (Project will assist in this regard)
8. Collate and analyse data
9. Submit draft report and get feedback from the project
10. Issue final report
11. Inform B-SEP on weekly basis about the survey progress

6. Tasks and timeline

Agreed upon through prior consultation with the B-SEP Project, the research agency (the vendor) should complete the assignment during 1st week of August to 4th week of October 2018.

SI	Tasks	Due date
1.	Inception report with summary appreciation of ToR, detailed methodology, draft questionnaire and work plan	1 st week of Aug.
2.	Finalized questionnaires and other data collection tools (Bangla and English), recruitment of research team, enumerator and their training	2 rd week of Aug.
3.	Field testing of data collection tools (quant and qual)	Last week of Aug.
4.	Field execution/ data collection, data entry, cleaning and quality control of quantitative data is done, raw qualitative data is collated.	Last week of Sept.
5.	Draft Report submission and presentation on major findings	2 nd week of Oct.
6.	Final report submission after feedback along with database (soft copy) and filled-in questionnaire	Last week of Oct.

7. Deliverables

1. Inception report of the study
2. Mid-term progress report of the study
3. Submission of the Major findings through presentation and Draft report
4. Submission of the Final report and PPT

8. Report (proposed format):

The report should be of maximum 25 pages (excluding annex), A4, Standard Margin, font size Calibri 11, 1.5 line spacing. The report shall include:

- a) Executive Summary
- b) Introduction (max 3 pages)
 - a. Background and Rationale of the Study
 - b. Objectives and Scope of the Study

- c. Description of Methodology: sampling, tools applied, process of data collection, analysis, sources of data, etc.
- d. Limitations of data collected and analysed
- c) Detail Findings of the study (Component and intervention specific) providing answers to the survey questions in Annex 1
- d) Summary of findings
- e) Conclusions
- f) Recommendations
- g) Annexes
 - a. List of graduates, trainers, enterprises surveyed with date, time and place
 - b. Questionnaires in Bangla and English
 - c. Contacts of the consultant and the survey team
 - d. Transcripts of qualitative tools applied

The report shall be developed containing tables and graphs for easy comprehension. There must be an interpretation/ analyses of figures in tables and graphs where necessary (what do the figures/ graphs tell us). "Interpretations/ analyses" that are limited to repeating in words what can be read in the tables/ graphs will not be accepted.

9. Responsibilities of ILO

1. Clarification on the ToR
2. Assist in managing secondary information mentioned above
3. Timely review and approval of work plan, data collection approach & tool, survey samples, questionnaires, and draft report
4. Monitor and supervise the work of the consultant and review progress of the work and provide feedback;
5. Provide regular technical support and feedback
6. Provide support for engaging stakeholders, organizing workshops/ interviews
7. Provide relevant ILO documents/ report on TVET

10. Schedule and Reporting

The service provider will implement all the activities under this ToR in three (3) months spread over the period from 1st week of August to 4th week of October 2018. The Service provider will report to the Chief Technical Adviser (CTA) of ILO B-SEP Project and submit final report to him. The CTA will provide oversight and quality assurance, and will also carry out a performance evaluation at the end of the assignment.

11. Contract Modality

The type of contract modality and its Terms & Conditions (T & C) to be applied, if the selected competent party is of which category; (i) NGOs – Implementation Agreement (IA) and the related T & C, (ii) Commercial Companies – Purchases Order (PO) for Contract for Services and the related T & C.

12. Justification for engaging a consultancy firm/research agency

Tracer study is a specialized technical work and given the enormity, diversity and geographical spread of the interventions of the Project, the study requires full-time engagement of a specialized consultancy firm/research outfit (or any University or institution) with demonstrated evidence of having accomplished similar work.

13. Special Terms and Conditions

(a) 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 this 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.

(b) 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.

14. Qualification, Experience and Eligibility of the consultancy firm/research agency

14.1 Minimum eligible criteria of the Firm:

- 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
 - c.1. Strong Knowledge and experience of TVET in Bangladesh, and at least three (3) years of experience in working in TVET sector
 - c.2. At least five (5) years relevant professional experience in research for any national or international organization.
 - c.3. Demonstrated evidence of quality research in the area of tracer studies, preferably in TVET.
- d. Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc.;

14.2 Minimum qualification and experiences of Key Experts: Firm/Organization must have at least 5-member team comprising of a Team Leader, one Gender/ Research/ Field Coordinator and Data Management Experts/Researchers.

- a. A post-graduate degree in Social Sciences, Education, Economics, Statistics or related field
- b. Excellent communication and report writing skills in Bangla and English,
- c. Working experience with ILO/ UN agency/ international organizations

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.

15. Evaluation Criteria:

The proposals will be evaluated according to the criteria described below:

- a) Educational qualifications of the consultants/ members of consultancy/ research firm;
- b) Relevant knowledge and experience in working in TVET sector in Bangladesh;
- c) Relevant professional experience in research for any national/ international organization;
- d) Demonstrated evidence of quality research in the area of tracer studies, preferably in TVET;
- e) Experience with ILO/ UN/ international organization.

The process of evaluating the proposals will be based on the following percentage combination of Technical and Financial elements:

	Percentage
Technical Proposal	70%
Financial Offer	30%
Total	100%

16. Submission of Proposal

The ILO invites **Technical** (Please see **Annex-A** for the format of technical proposal) **and Financial Proposals** (in separate folders / envelopes) with work plan indicating timeline from qualified organizations to implement the assignment. A cover letter/ motivation letter explaining why they are the most suitable for the work, organizational profile along with CVs of the lead and other consultants proposed to be engaged in this work and detailed methodology in the technical proposal and a detailed budget in the financial proposal are required to be sent. The qualified organization will be awarded contract as per ILO procurement and financial rules and regulations. Payment will be made in Bangladesh Taka (BDT) as per ILO financial rules and payment conditions as stipulated in the agreement and ToR.

The interested organizations are requested to submit their proposals electronically to BSEP_BID_DHAKA@ilo.org and addressed to Mr. Kishore Kumar Singh, Chief Technical Advisor, B-SEP Project, or submit in hard copy to: Mr. Kishore Kumar Singh, Chief Technical Advisor, B-SEP Project, IDB Bhaban (Ground Floor), E/8-A, Begum Rokeya Sharani, Agargaon, Sher-e-Bangla Nagar, Dhaka.

Last date of submission technical & financial proposal: 15 July 2018 by 04:30 pm (BST).

Please mention **“Conducting Tracer Study to examine employment outcomes of B-SEP supported TVET Graduates, Micro-entrepreneurs and Apprentices”** as the subject of e-mail or on top of the sealed envelope.

FORMAT
Technical Proposal Submission

- A.** Assignment Title
- B.** Summary of the assignment (maximum ½ page)
- C.** Technical Approach and Methodology (maximum 2 pages)
(Please explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and attaining the expected outputs)
- D.** Justification for proposed Methodology (maximum 1 page)
- E.** Detailed Description of Activities (maximum 2 pages)
(Provide detailed descriptions of key activities, which are critical for the methodology and approach to be successful)
- F.** Work Plan (maximum 2 pages)
(Please propose the main activities of the assignment, their content and duration and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing clear understanding of the ToR. The work plan should be consistent with the program schedule)
- G.** Organization and Staffing (maximum 2 pages)
(In this section please propose the structure and composition of the team. You should list the key expert responsible, and proposed technical and support staff. The roles and responsibilities of professional staff should be summarized. The organization and staffing will be reflected in the team composition and task assignments)

(NB: Proposers are requested to abide by page limits and formats described above.)