

HELVETAS Swiss Intercooperation Bangladesh

Shamerto – Sustainable Skill and Employment in Small Scale Agro-Food Processing Project

Terms of Reference (ToR) for the development of Competency Based Learning Material (CBLM)

1. Introduction

SHAMERTO-Sustainable Skills and Employment in Small Scale Agro Food Processing Project has been designed to address the burning needs of capacitating the small and cottage enterprises with the joint efforts of consortium of HELVETAS Swiss Interoperation, Tradecraft Exchange, Dhaka Ahsania Mission, Bangladesh Agro Processors' Association (BAPA) and Jamalpur Chamber of Commerce and Industry (JCCI). SHAMERTO is co-funded by the European Union under its Poverty Reduction through Inclusive and Sustainable Markets (PRISM) portfolio.

The overall goal of the project is *to strengthen the skills, employability and income of workers and entrepreneurs in agro-food processing Small, Micro and Cottage Enterprises (SMCE) with focus on scaling-up value addition and increasing the competitiveness of these enterprises in the wheat, rice, groundnut, lentil, mung bean, spice and mustard value chains*. Specifically, the project aims to increase gainful employment of workers and job seekers, who will be counselled, trained and skill-tested, and receive satisfactory job placement. Simultaneously the competitiveness and capacity for employment creation in the targeted SMCE will be enhanced through better integration in the selected sub-sector value chains and improvements in the business environment. The focus will be on scaling-up value addition and increasing competitiveness of SMCE in the selected value chains.

Shamerto will build capacity of Training and Employment Service Providers (TESP) who will then build capacity of the job seekers on agro-food processing and provide them with job placement support. As a result, poor and extreme poor men and women and disadvantaged people get placement in gainful job at agro-food processing SMCE. Besides, some of the trained people will also operate small scale processing enterprises and create employment opportunity. Project will introduce result based financing approach for the TESP. That means the TESP will get compensation for the services of post training certification and job placement services.

Through an internal study, 2 demanded occupations have been identified. Following the requirement of the National Technical and Vocational Qualifications Framework (NTVQF), Bangladesh Technical Education Board (BTEB), Agro Food Industry Skills Council, National Skill Council with the support from agro processing SMCE have already developed CS of following two occupations:

- Food Packaging level 1
- Food preparation level 1

To promote skill workers, Competency Based Learning Materials (CBLM) against the CS of the above occupations are required. Therefore, Shamerto seeks proposal from the qualified consultants/ consulting firms for the development of CBLM as per attached CS.

2. Purpose

Purpose:

The main purpose of the ToR is to prepare Competency Based Learning Materials (CBLM) on the above mentioned two occupations following the CS as per the standard guideline of the Bangladesh Technical Education Board (BTEB).

3. Expected outcomes

The following are the major expected outcomes of the assignment

- CBLM in Bengali version on the mentioned two occupations are developed as per the standard guideline of the BTEB following the respecting CS. CBLM of each Unit of Competency (UoC) should not be more than 60 pages.
- Occupation wise an unified learning materials in Bengali version from the extraction of each (UoC)

4. Documents to be shared

- Relevant documents
- Competency Standards

5. Expected Deliverables

The consultant shall deliver CBLM on the mentioned two occupations as per the standard guideline of the BTEB in Bengali version. The Bengali font should be sutonny MJ and font size should be 13.

6. Time table

The CBLM on the mentioned two occupations should be completed by the 30th of October 2018. There is a specific timeframe for the assignment and the consultant/ consulting firm would need to work around the following dates:

Activity	Deadlines
Sharing ToR	September 13, 2018
Receipt price quotation	September 20, 2018
Briefing session on the requirement and process of writing CBLM	11 am on September 16, 2018
Completion of contracting formalities	September 25, 2018
Work commences	September 26 to October 18, 2018
Submission of draft CBLM	October 21, 2018

Review by the resource person	October 22 to 25, 2018
Adjustment and Submission of final CBLM	October 30, 2018

7. Application **process**

Interested agency/firm/ individual are requested to submit proposal electronically on or before 30 September 2018 (4.30pm). Proposal should include only following elements:

- Profile of the firm reflecting only similar work
- Short CV of the consultants (not more than 3 pages)
- Financial proposal

8. Mode of Payment

- Payment will be made through account payee cheque or bank transfer upon receiving final CBLM with invoice
- Any VAT/TAX incurred from this assignment must be deducted at source as per government rule and policy

9. General terms and conditions

- HELVETAS Swiss Intercooperation reserves the right to accept or reject any proposal without giving any verbal and/or written rationale
- All reports and documents prepared during the assignment will be treated as HELVETAS Shamerto Project's property
- The CBLM shall ensure EU visibility where it is applicable
- The CBLM/documents or any part, therefore, cannot be sold, used and reproduced in any manner without prior written approval of HELVETAS Swiss Intercooperation
- HELVETAS or its representatives reserve the right to monitor the quality and progress of the work during the assignment

10. Communications

For additional information on the consultancy please contact:
Md. Misbahuzzaman, Agro Processing and Skill Development Expert
E-mail: misbah.uzzaman@helvetas.org

Submit the proposal electronically to recruitmentbd@helvetas.org