HELVETAS Swiss Intercooperation Bangladesh

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

Terms of Reference (ToR) for the promotion of skill workforce including certification and job placement support

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, Traidecraft 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 thus, 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 TESPs. That means the TESP will get compensation for the services of post training certification and job placement services.

Shamerto project supported Bangladesh Technical Education Board (BTEB) and Agro Food Industry Skills Council to develop competency standards on five demanded occupations in agro food processing of 7 selected value chains. The occupations are as follows:

i)   Baking that covers wheat value chain
ii)   *Chanachoor* and *Jhuri Vaja* processing that covers pulse, spices, ground nut, wheat and rice value chain
iii) Puffed rice and flattened rice processing that covers rice value chain
iv)   Food Grain Machine Operator that covers rice, wheat, pulse, mustard and spices value chain
v)   Rice Processing that covers rice value chain
vi)   Food Packaging
vii) Food Preparation (known as restaurant cooking)

The project also developed Competency Based Learning Material (CBLM) with the support from professional experts. At this stage, Shamerto seeks proposal from the Training and Employment Service Providers (TESPs) for the promotion of skill workforce including certification under level 1 and job placement support on the above five demanded occupations and in the process of developing CBLM of last two occupations.

2. Purpose

Purpose:

The main purpose of the ToR is to provide skill training to the potential job seekers on the above mentioned seven occupations under level 1 including supporting the trained participants for certification and job placement.

3. Expected outcomes

The following are the major expected outcomes of the assignment

- Demand of skilled workers' requirement on the above mentioned occupation(s) are collected from the SMCEs.

- Potential job seekers (poor men, women and disadvantaged categories) are selected from the working upazila as follows:

  ➔ Kurigram (7 Upazila; Rajarhat, Sadar-Kurigram, Bhurungamari, Chimari, Nageshwari, Phulbari and Ulipur)
  ➔ Gaibandha (4 upazila; Sundarganj, Saghata, Sadullapur and Fulchari)
  ➔ Jamalpur (5 upazila; Sadar-Jamalpur, Bakshiganj, Dewanganj, Islampur and Madarganj)
  ➔ Mymensingh (6 upazila; Sadar-Mymensingh, Fulbaria, Haluaghat, Ishwarganj, Nandail and Phulpur)
  ➔ Sherpur (3 upazila; Sadar-Sherpur, Nakla and Sreebardi)
  ➔ Barisal (7 upazila; Sadar-Barisal, Babuganj, Bakerganj, Banaripara, Muladi, Uzirpur and Gournodi)
  ➔ Shariatpur (4 upazila; Sadar-Shariatpur, Bhedorganj, Gosairhat and Jajira)

- Potential job seekers are trained following the CBLM of the respective occupation under level 1.

- Trained participants are supported awarding certification from BTEB.

- Trained participants are supported getting job (job placement or self-employment).

4. Documents to be shared

- Competency Standards can be retrieved from following link:

  Three CS (rice processing, food grain machine operator and *chanachur* and *jhuri* processing) are available in the following link:
  http://btebcbt.gov.bd/utility/list_user?offset=130&max=10
  Two CS (baking and puffed and flattened rice are available in the following link:
  http://btebcbt.gov.bd/utility/list_user?offset=140&max=10
  CS on Food Preparation Level II is available in the following link:
  http://btebcbt.gov.bd/utility/list_user?offset=150&max=10

- CBLM on the respective occupation

5. Terms and conditions

- The TESP should collect the demand of skill workers' requirement from the relevant agro food processing SMCEs

- The TESP should submit proposal as per attached excel sheet based on the demand collected from agro food processing SMCE

- The TESP should select potential job seekers from the poor men, women and disadvantaged categories from the working areas and give entry to the web based monitoring system of Shamerto

- The TESP will prepare detailed training calendar

- The TESP will engage certified trainers for providing skill training on baking under level 1 following the detailed training calendar

- The TESP will support the trained participants to get certification from BTEB
- The TESP will support the trained participants to get job at different SMCEs
- HSI Shamerto will give incentive as per following particulars:
  → 60% incentives for disadvantaged group
  → 50% incentives for women and
  → 30% incentives for poor men
- HSI Shamerto will pay the cost (both effective and incentives) to the TESP in 4 instalments as follows:
  ✓ 70% on effective cost will be paid after signing the contract
  ✓ 5% on effective cost will be paid after the completion of the skill training and upon submission of bill/ vouchers of effective cost including registration documents
  ✓ 15% on effective cost and 50% of incentive will be paid after 3 months of training based on job placement result
  ✓ 10% on effective cost and 50% of incentive will be paid after 6 months of training based on gainful job status (gainful job would be treated if the trained graduate earns BDT 5,300 or more

    Note: incentive cost is the proportionate % of effective cost as stated in the above

6. Application Process

Interested institutes/ firms are requested to submit **EoI (not more than 5 pages)** highlighting following points:

➢ Profile of the institute/ organisation – maximum 1 page
➢ Relevant experiences (which occupations, how long, how many, with which project/ organization etc.) – maximum 1.5 pages
➢ Job placement experience (job placement model adopted with which project/ organization, occupation wise job retention percentage) - maximum 1 page
➢ Proposal as per attached excel sheet based on the demand collected from relevant agro food processing enterprises – 1 page

Please submit only soft copy of the EoI at: recruitmentbd@helvetas.org

7. Communications

For additional information, please contact:
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Note: Shamerto will assess the EoI and establish contract with only potential Training and Employment Service Providers (TESP)