Terms of Reference

Conduct Rapid Market Appraisal for Technical and Vocational Education and Training (TVET)

## Project Background

The Suchana program aims to reduce undernutrition leading to stunting in children under two years of age living within 250,000 very poor households with women of reproductive age (15-45 years) in the Sylhet and Moulvibazar districts of Bangladesh. The program adopts an integrated approach to nutrition-specific and nutrition-sensitive interventions and aims to develop a sustainable and replicable model that can be scaled. Suchana is funded by the UK Department for International Development (DFID) and the European Union (EU) and is implemented by a consortium of eight partners, including Save the Children, iDE, WorldFish, Helen Keller International, and implementing agencies CNRS, RDRS and FIVDB. icddr,b is responsible for carrying out the impact monitoring of the program. iDE’s role in the program is to provide technical advisory services related to strengthening market linkages and capacity building of the consortium partners on market-based approaches.

## About the Assignment

**2.1 Context of the Assignment**

Suchana is working with very poor HHs where the direct beneficiaries are primarily women and adolescent girls. Suchana will work with 50,000 adolescent girls aged 15-19 years who are not in education and not in employment, and are not married (married girls within this age group will be treated socially as adults). The aim of the adolescent development initiative of the project is to empower the adolescents through improved life-skills and livelihood skills to be able to take control over their lives. In 2019, Suchana targeted to conduct vocational training to 400 very poor and school dropout adolescent girls through public and private organizations and the number of adolescents will be increased in next three years.

Generally, rural adolescents face a number of challenges in receiving quality vocational skills training, resulting in unemployment and underemployment. To overcome these obstacles, the project will provide vocational training to adolescents. These girls will receive funding for vocational training instead of for IGA productive assets. The training will focus on specific trades in line with the National Skills Development System (NSDS) – this will be based on a specific market analysis, focusing specifically on opportunities for adolescent girls. Community-based vocational training instructors will be hired for specific trades to conduct the training. The project will take initiatives to build capacity of the vocational training instructors to adapt their teaching to suit adolescent girls, i.e. including vocational training pedagogy, mentorship, on the job training as well as training on hard skills. Training courses will be conducted for 2-3 months based on the curricula designed by Save the Children and local NGO or Private service providers. The project will introduce mobile vocational training through using local resources to set-up mobile training centers so that the whole target area can be covered, limiting the amount of travel that the girls have to do, as this could present a barrier to their participation.

Through vocational training, entrepreneurship development training and financial literacy the project will increase technical skills of the adolescents, thereby increasing their opportunities for access to wage employment or self-employment on selected trades. Suchana has established a target of 75% of vocational training graduates placed in decent jobs or self-employed based on either their vocational training or IGA grants.

**2.2 Objective of the Assessment:**

iDE wants to conduct a rapid market assessment whose primary objective is to gain a better understanding of the TVET sector. This assessment should help address the following guiding questions:

* What is the current landscape of TVET (specially for adolescent girls) both nationally and in the Suchana working area? Who is providing services?
* What does the TVET infrastructure look like in the working area and how does it function?
* What are the constraints and opportunities of TVET in the Suchana working area? How might these constraints be overcome?
* Are there any interesting, pro-poor TVET initiatives already present in the Suchana working area? How might we build on those in a synergistic manner?

In this regard, iDE is seeking the following services from a competent consultant:

* Mapping existing TVET services (specially for adolescent girls) and public/private/NGO actors in Suchana regions, with initiatives identified for potential partnerships between the TVET institutions and the program.
* Identify gaps in the environment, adverse demand-side factors, supply-side constraints and TVET infrastructure and existing policy framework.
* Assess bottlenecks to affordable TVET services with key entry points for inclusion of adolescent girls specifically identified by Suchana.
* Strength, Weakness, Opportunities and Threats (SWOT) analysis of the current different TVET models (specially for adolescent girls).

## Major responsibilities of Consultant or Firm

The major responsibilities of the consultant or Firm are as follows:

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| **Phase** | **Responsibilities** |
| Phase-1:  Inception Phase | * Develop a brief report and a work plan after initial briefing with iDE * Desk review of secondary literature * Develop assessment tools and TOC of the final report |
| Phase-2:  Deep-Dive/ Field research | * Conduct deep-dive research and collect qualitative and quantitative information. * Data Quality Control * Upon completion of research, the consultant will present initial findings to the iDE team along with a revised TOC for the final report |
| Phase-3:  Reporting | * Submit a draft of this report to iDE for review and feedback. The consultant should expect at least two rounds of feedback. Depending upon the quality of the report, additional rounds of review may be required * Submit a final report, field notes, case studies, data set and other required deliverables to iDE |

## Major responsibilities of iDE

iDE will provide the consultant with necessary support to undertake and implement the assignment and execute the ToR. Such responsibilities include the following:

* Provide initial briefing and existing work overview
* Provide relevant documents and technical support
* Monitor regularly, and provide feedback and ensure effectiveness of the contract; and,
* Disburse payment as per the agreed schedule

## Expected Deliverables

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| **Phase** | **Deliverables** | **Description of deliverables** |
| Phase-1:  Inception Phase | * Inception report (5-7 pages) * Study tools/ Questionnaire * TOC/outline of final report | Subsequent to signing the contract, the consultant will present iDE with a brief report demonstrating its understanding of this assignment, the proposed methodology of carrying out the assignment, a work plan with implementation schedule, associated budget, and a draft table of contents (TOC) for the final report (see below). A draft of this inception report will be reviewed by iDE, resulting in a final agreement on the strategy that guides the consultancy. |
| Phase-2:  Deep-Dive /Field research | * Presentation slides on initial findings (12-15 slides) | Upon completion of research, the consultancy will present initial findings to the iDE Team along with a revised TOC. The feedback from iDE during this session will help shape the final report, especially the areas of focus for analysis and recommendations |
| Phase-3:  Reporting | * Draft Report * Final Report (30-40 pages) | The final report should answer the questions outlined above in “Guiding Questions.” A draft of this report will be shared with iDE for review and feedback. The consultancy should expect at least two rounds of feedback. Depending upon the quality of the report, additional rounds of review may be required. The report should include the following:   * + Literature Review: Summary of current TVET, policies, statistics, reports and an overview of recent past and present interventions, including their findings, strategic approach and lessons learned. Primacy should be placed on literature within the Suchana project area; however, it is understood that broader Bangladesh country-level studies and data may be pertinent.   + Summary of existing TVET services (specially for adolescent girls) and public/private/ NGOs actors in Suchana regions   + Assessment findings on TVET needs, particularly regarding the needs of Suchana targeted beneficiaries (adolescent girls)   + SWOT/Gap Analysis including the constraints that exist in the TVET sector within the project area (specially for adolescent girls), possibility & barrier of job employment of trained adolescent under Sylhet region.   + Recommendations for products and initiatives identified for potential partnerships between the TVET institutions and the Suchana consortium for enrolling BHHs under different TVET with employment opportunity, way forward to overcome barrier of adolescent friendly TVET.   + Annexure that includes: * Questionnaires * Field Notes – should provide sufficient information to be able to identify and validate both the source and the information ascribed to that source |

All three deliverables described above should be written and/or presented in English. The quality should be suitable for an international audience.

## Eligibility Criteria

General experience and expertise:

* Any qualified international or national firm or individual consultant may apply
* Ability to communicate cross-culturally and collaborative nature.
* Excellent communication, written and verbal skills in English
* The consultant must have rigorous experience of conducting studies, clear understanding of market research methodologies and experience in using different social research tools and techniques
* Should have experience to conduct similar surveys or assessments of TVET and SME sector.
* Experience in project management is required with an excellent understanding of the MSD and M4P
* Personal commitment, efficiency and flexibility, together with the ability to work both independently under minimum supervision and with large diverse project teams.

## Budget and Payment Schedule

The total budget for this work must not exceed BDT 850,000 (Eight Lakh and Fifty Thousand Taka only) which should cover all costs including consultants' fee for conducting the entire assignment until final deliverables submission. This should include remuneration, field-based travel (accommodation, transport, per diems) and any miscellaneous costs. Government tax regulation will apply and tax deduction at source will be applied. The consultant will submit an invoice at the end of each phase. Payment schedule is as follows:

* 20% of the contract value disbursed upon approval of Phase 1 deliverables
* 40% of the contract value disbursed upon approval of Phase 2 deliverables.
* 40% of the contract value disbursed upon approval of Phase 3 deliverables.

## Work Schedule

The assignment will be carried out from 1st May 2019 to 20th June 2019 as stated below.

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| **Phases** | **May 1 - 10** | **May 10 - 30** | **June 1 - 20** |
| Phase-1: Inception Phase |  |  |  |
| Phase-2: Deep-Dive/ Field research |  |  |  |
| Phase-3: Reporting |  |  |  |

## Bid Submission

All expressions of interest should include:

* Cover letter (maximum one page);
* Technical Proposal (maximum 3-4 pages) which should include:
* Understanding of the assignment
* Relevant experience of the consultant/ firm
* Profiles/resumes of the personnel to be involved in the assignment must be included in the annex
* Financial Proposal (maximum one-page): breakdown of cost estimates (which must be within the stipulated budget mentioned in the ToR) for services rendered. This should include, but not be limited to: daily consultancy fees, enumerator fees, accommodation and living costs; transport cost, stationeries, and supplies needed for the consultancy.
* If applicable, please also include:
  + Company profile
  + VAT Registration Certificate
  + TIN Certificate
  + Joint Stock Company Registration Certificate
  + Trade License Certificate

Interested and qualified consultants/ consultancy firms should submit their proposals to **bangladesh-jobs@ideglobal.org** by **4:30PM, 30 April 2019**Dhaka time. Please write “Suchana RMA on TVET Consultant” in the subject line. Only shortlisted firms will be contacted and invited by an interview either in-person or via video-conference.

iDE is an equal opportunity employer and does not discriminate on grounds of race, gender, religion, or sexual orientation.