TERMS OF REFERENCE

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| --- | --- |
| Title | Monitoring supports to Sudokkho’s skills training |
| Objectives | Conduct monitoring and supervision of trainee enrolment and final assessment of trained graduates for the training implemented by partner Private Training Providers (PTPs) to ensure the authenticity of data |
| Period | October 2018 to December 2018 |
| Location | Within and outside of Dhaka |
| Reports to | The consultant will work closely with the Training Coordinator of PTP and Skills Development Director, and reports directly to the Team Leader of Sudokkho |

**Background of Sudokkho**

Sudokkho is a 5-year private skills training and employment programme, funded by DFID and SDC and implemented by Palladium in a consortium with Swisscontact and the British Council.

The programme seeks to test and scale-up market-driven, quality skills training systems within the Readymade Garments (RMG) and Construction sectors that will stimulate further investment in training by trainees, private training providers and employers. The programme’s target is that 100,000 poor people, including women and disadvantaged populations, will earn increased income in skilled or semi-skilled jobs after successful completion of training

The programme supports Private Training Providers (PTPs) and Industry-based training initiatives (supply-side stimulation) and raises awareness about the value of skills development among the trainees and industry (demand-side stimulation).

Sudokkho builds upon the TVET reform agenda in coordination with the Directorate of Technical Education (DTE) of the Ministry of Education (MoE). The Government of Bangladesh (GoB) supports initiatives that facilitate greater involvement of the private sector to ensure skills training is relevant and of high quality, thereby increasing post-training employment opportunities, as stipulated in the National Skills Development Policy 2011. The programme strengthens the institutional capacity and supports key functions of the Industry Skills Councils (ISC) in the concerned sectors and supports capacity building of national training consultancy service providers (TCSP) to sustain a long-term development process.

**The rationale for the consultancy assignment**

The project has been partnering with PTPs nationwide to build their capacity and assist them to deliver industry standard training services to jobseekers, who after graduation and certification apply for relevant jobs in both RMG and construction sectors. Sudokkho provides technical and financial supports to these PTPs for implementing demand driven and relevant skills training in both sectors. At present, there are 40 PTPs who implement such skills training in partnership agreement with the project. Sudokkho contributes 50% of the total training cost in two instalments: 75% of the agreed training fee is paid upfront i.e. after enrolment of trainees and 25% is released after completion of the training.

Since project has limited manpower to monitor all training courses, which are going on across the country, it is required to outsource the services from competent consulting firm(s) to audit these training activities and validate the information related to enrolment and graduation provided by the partner PTPs.

**Key duties and tasks**

The consulting firm (s) will undertake the following duties and tasks:

1. Review all relevant documents provided by the project related to PTPs enrolment and graduation, and participate in orientation session, which will be organised by the project.
2. Conduct desk and spot verification of enrolment information for each batch immediately after the first week of training start date. The start date of training can be obtained in consultation with the PTPs and/or respective Project Officers of Sudokkho. Verify the following information:

* Trainee intake form with attached color photograph
* Copy of national ID or passport or birth registration for each trainee attached to intake form
* Compiled list of trainees per batch
* Group photo of all trainees per batch at the time of enrolment
* Training/attendance register
* Any other verification as required

Person who is verifying enrolment information must sign off on each document with name, signature and date of verification.

1. Conduct desk and spot verification of graduate information for each batch of training on the day of assessment. The assessment date of training can be obtained in consultation with the PTPs and/or respective project officers. Verify the following information:

* List of graduated trainees with an assessment score (assessment score of each trainee needs to be verified and signed off)
* Copy of daily attendance sheets with a signature from trainees against each day (Training Register)
* Group photo of all trainees per batch at the time of assessment
* Any other verification as required

Person who is verifying graduation information must sign off on each document with name, signature and date of verification.

1. Consulting firm must conduct monitoring visit at least twice for each batch of training immediately after one week of enrolment and on the day of assessment despite of geographical location of the PTPs.
2. Prepare progress report for each batch of training verification and share with project. Report can be produced on monthly basis incorporating findings of all PTPs.

**Deliverables and reporting**

The Consultant will ensure the following deliverables:

1. An outline of the visit plan for all assigned PTPs with a name of responsible for each PTP
2. Monthly progress report for enrolment and graduation on the 1st day of each month
3. A brief report on consulting assignment including the time sheet for each person together with invoice for payment. The report has to be accepted by the Skills Development Director and approved by the Team Leader.

**Duration and Time Schedule**

40 PTPs who are implementing 548 batches (313 for construction occupations and 235 for RMG occupations) of training across the country; each batch contains 20 trainees. List of PTPs with number of batches is provided in annex-1. It has been estimated that 0.5 day per person will be spent for verification of enrolment data and 1 day for assessment process of each batch of training. This will lead to 1.5person days of work for each of training batch. Therefore, total number of estimated workdays for this assignment is 822. Travel days will not be considered as workdays. The duration of contract will be from October to December 2018. However, it can be extended depending on the progress of training implemented by the PTPs.

**Profile/requirement of the consultant**

The consulting firm should meet the following profile:

* A minimum of 5 years of working experience in monitoring of skills training activities
* Team members having certified assessors from Bangladesh Technical Education Board (BTEB) under Construction and RMG sector will be preferred
* A good track record in the implementation and monitoring of project intervention will be an added value
* Proficiency in MS Office (particularly Word, Excel and PowerPoint)
* Excellent communication and analytical skills
* Proficient in English and fluent in Bangla
* Results orientated and team player

**Consultancy proposal**

Interested consulting firm should prepare a technical and financial proposal. **Depending upon the expertise, consulting firm may send their proposal either for RMG or Construction or both sectors for auditing of training courses.**

The technical proposal should include:

1. CV(s) of the Consultant(s) proposed (during due diligence conduction, Sudokkho may ask to submit copy of highest academic certificate, and BTEB certifications/license)
2. Overview of relevant experiences
3. Copy of updated Trade license, eTIN and VAT certificate

The financial proposal should include the number of consultant-days and daily gross per-person consultancy fee including VAT as applicable. Travel outside of Dhaka will not be allowed by airlines. While estimating the travel cost, please refer to geographical location of the training centres as attached in annex. Financial proposal should clearly mention any other costs involved during the monitoring process. All payments are subject to VAT and IT deduction at source in accordance with NBR rules. Both proposals should be sent to Sudokkho, email: [info@sudokkho.org](mailto:info@sudokkho.org) with ‘Monitoring Supports to Sudokkho’ in the subject line.

Closing date and time for issuing proposals are 29th September 2018, 17:00 pm Bangladesh Time. **Only electronic copy of proposals will be accepted.**

**Annex-1**

List of PTPs with geographical location, occupations and target

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| SN | **Name of PTPs** | **Address** | **CONSTRCTION** | **Number of batches** | **Number of Trainees** | **RMG** | **Number of batches** | **Number of Trainees** |
|  | PTP-1 | House-53, Road-7, Block- d, Vatuliya, Turag, Dhaka. | Mason | 3 | 60 | Sewing Machine Operator | 4 | 80 |
| Shuttering Carpenter | 3 | 60 |  |  |  |
| House Wiring Electrician | 3 | 60 |  |  |  |
| Welder and Grill Maker | 4 | 80 |  |  |  |
|  | PTP-2 | 142, 143 Miraspara, BISIC I/A, Tongi, Gazipur | Mason | 4 | 80 | Sewing Machine Operator | 4 | 80 |
| House Wiring Electrician | 8 | 160 |  |  |  |
| WGM | 2 | 40 |  |  |  |
| Building Painter | 2 | 40 |  |  |  |
| Rod Binder | 4 | 80 |  |  |  |
| Tiles Fitter | 4 | 80 |  |  |  |
| Plumber & Pipe Fitter | 4 | 80 |  |  |  |
|  | PTP-3 | House#18, Road#1, Block-D, Mirpur-2, Dhaka. |  |  |  | Sewing Machine Operator | 8 | 160 |
|  | PTP-4 | 56/7 N, Palashnagar, Section-11, Pallabi, Mirpur, Dhaka |  |  |  | Sewing Machine Operator | 8 | 160 |
|  | PTP-5 | Road – 1, House No – 6, Katalgonj R/A, Chittagong | House Wiring Electrician | 2 | 40 | Sewing Machine Operator | 8 | 160 |
| Welder & Grill Maker | 1 | 20 |  |  |  |
|  | PTP-6 | Holding#1317, East Madatek (Hoque Vila), Krishi Bank Road, Subujbagh, Dhaka – 1214, | House Wiring Electrician | 4 | 80 | Sewing Machine Operator | 10 | 200 |
|  | PTP-7 | Ziabag More, Moyner Tek, Uttarkhan, , Dhaka | Mason | 2 | 40 |  |  |  |
| Building Painter | 2 | 40 |  |  |  |
| Plumber & Pipefitter | 2 | 40 |  |  |  |
| House Wiring Electrician | 2 | 40 |  |  |  |
| Rod Binder | 2 | 40 |  |  |  |
|  | PTP-8 | 4679 Chanpara, Uzampur, P.S.: Uttarkhan, District:Dhaka, Dhaka, E | Mason | 2 | 40 |  |  |  |
| Plumber & Pipefitter | 3 | 60 |  |  |  |
| Rod binder | 3 | 60 |  |  |  |
| House Wiring Electrician | 4 | 80 |  |  |  |
| Tiles Fitter | 2 | 40 |  |  |  |
|  | PTP-9 | Chowgasa centre:  Chowgacha Bazar (near police station), Isapur battala, Chowgacha, Jessore    Jhikorgasa centre:  Krishno Nagor (Uttarpara), ward#4, Jhikorgasa Paurosava Jessore | House Wiring Electrician | 10 | 200 | Sewing Machine Operator | 8 | 160 |
| Plumber & Pipe Fitter | 5 | 100 | Knitting Machine Operator | 4 | 80 |
| Mason | 10 | 200 |  |  |  |
| Tiles Fitter | 10 | 200 |  |  |  |
|  | PTP-10 | 556, North Ibrahimpur, Dhaka |  |  |  | Sewing Machine Operator | 10 | 200 |
|  | PTP-11 | Hosen Ahmed Para (Khalpar), Patenga, Chittagong  Extension venue:  Mohalkhan Bazar, Shah Mohsin Aulia Road, Kornofuli, Anwara, Chittagong |  |  |  | Sewing Machine Operator | 10 | 200 |
|  | PTP-12 | Amulia Model Town, Demra, Dhaka | Mason | 4 | 80 |  |  |  |
| House Wiring Electrician | 6 | 120 |  |  |  |
| Rod Binder | 4 | 80 |  |  |  |
| Plumber & Pipe Fitter | 4 | 80 |  |  |  |
| Shutt. Carp | 2 | 40 |  |  |  |
| Welder & Grill Maker | 4 | 80 |  |  |  |
| Tiles Fitter | 4 | 80 |  |  |  |
| Alu. Fab | 1 | 20 |  |  |  |
|  | PTP-13 | North Medinimondol (Mawa), Lauhajong, Munshigonj, | Rod Binder | 2 | 40 |  |  |  |
| House Wiring Electrician | 3 | 60 |  |  |  |
|  | PTP-14 | 19/4 Goran Chatbari, Mirpur -1 , Dhaka | House Wiring Electrician | 3 | 60 |  |  |  |
| Welder & Grill Maker | 2 | 40 |  |  |  |
| Plumber & Pipefitter | 2 | 40 |  |  |  |
|  | PTP-15 | Bawalia, Banaripara, Barishal | Plumber & Pipe Fitter | 3 | 60 |  |  |  |
| Sewing Machine Operator | 6 | 120 |  |  |  |
| House Wiring Electrician | 3 | 60 |  |  |  |
|  | PTP-16 | A-88/2, East Rajation, Birulia Road, Savar, Dhaka | House Wiring Electrician | 3 | 60 | Sewing Machine Operator | 8 | 160 |
|  | PTP-17 | Sheikher Jayga, Dasher Kandhi, Khilgaon | Rod Binder | 2 | 40 |  |  |  |
| Shuttering Carpenter | 2 | 40 |  |  |  |
| Mason | 2 | 40 |  |  |  |
| House Wiring Electrician | 2 | 40 |  |  |  |
| Plumber & Pipefitter | 2 | 40 |  |  |  |
| Welder and Grill Maker | 1 | 20 |  |  |  |
|  | PTP-18 | Main Office: 16/C-D, Nurjahan Road, Bansbari, Mohammadpur, Dhaka.  Centre location: Sath Mosjid Housing, Mohammadpur Beribandh (Adjacent to Vanga Masjid), Dhaka. | House Wiring Electrician | 6 | 120 | Sewing Machine Operator | 4 | 80 |
| Plumber & Pipefitter | 4 | 80 |  |  |  |
|  | PTP-19 | 26/2 Block C,  Kaliakoir Bazar Birulia, Savar, Dhaka 1216 | House Wiring Electrician | 3 | 60 | Sewing Machine Operator | 6 | 120 |
| Plumber & Pipefitter | 2 | 40 |  |  |  |
|  | PTP-20 | Section 11, Block-A, Road-3, House-1, Pallabi, Mirpur. | House Wiring Electrician | 6 | 120 | Sewing Machine Operator | 8 | 160 |
|  | PTP-21 | Anarkoli bus stand, Aukpara, Ashulia Savar, Dhaka. | Rod Binder | 3 | 60 |  |  |  |
| Shuttering Carpenter | 3 | 60 |  |  |  |
| Mason | 3 | 60 |  |  |  |
| House Wiring Electrician | 3 | 60 |  |  |  |
| Plumber & Pipefitter | 3 | 60 |  |  |  |
| Building Painter | 3 | 60 |  |  |  |
| Welder and Grill Maker | 3 | 60 |  |  |  |
| Tile Fitter | 3 | 60 |  |  |  |
|  | PTP-22 | 242, Nawaoara road, Ghop, Jessore |  |  |  | Sewing Machine Operator | 4 | 80 |
|  | PTP-23 | 161, Jail Sarani, Boyra, Khulna | House Wiring Electrician | 4 | 80 | Sewing Machine Operator | 4 | 80 |
| Plumber & Pipefitter | 4 | 80 |  |  |  |
| Welder & Grill Maker | 3 | 60 |  |  |  |
|  | PTP-24 | Uttara EPZ more Sangalshi, Nilphamary |  |  |  | Sewing Machine Operator | 12 | 240 |
|  |  |  | Linking Machine Operator | 4 | 80 |
|  | PTP-25 | Uttara EPZ more Sangalshi, Nilphamary |  |  |  | Sewing Machine Operator | 12 | 240 |
|  |  |  | Linking Machine Operator | 4 | 80 |
|  | PTP-26 | Rupshi, Rupgonj, Narayangonj | House Wiring Electrician | 8 | 160 | Sewing Machine Operator | 16 | 320 |
| Plumber & Pipefitter | 8 | 160 |  |  |  |
|  | PTP-27 | 105, Senpara Parbata, Mirpur-10, Dhaka | House Wiring Electrician | 2 | 40 | Sewing Machine Operator | 3 | 60 |
|  |  |  | Garments Finishing Person | 2 | 40 |
|  | PTP-28 | 12, Block H, Road # 6 Ward # 8 yearpur Union Zirabo, Ashulia, Savar, Dhaka | House Wiring Electrician | 1 | 20 | Sewing Machine Operator | 3 | 60 |
| Plumber & Pipefitter | 1 | 20 |  |  |  |
|  | PTP-29 | Mirpur Centre: House # 1, Road # 5, Block-G/1, Mirpur-2, Dhaka.  Ashulia centre: Holding # 77, Sreekhondia, Molla market, Ashulia, Savar, Dhaka  Jessore centre: Sector 12, Plot# 31 (1st floor) Adjacent to Kajura bus stand, Upashohor, Jessore | House Wiring Electrician | 6 | 120 | Sewing Machine Operator | 6 | 120 |
| Mason | 2 | 40 |  |  |  |
| Rod Binder | 2 | 40 |  |  |  |
| Aluminum Fabricator | 2 | 40 |  |  |  |
|  | PTP-30 | Bakshigonj Bazar, Jamalpur | House Wiring Electrician | 4 | 80 | Sewing Machine Operator | 4 | 80 |
|  | PTP-31 | Holding number 07/1296/1 Road: 08, Ward: 07, Block: C, Ghoshbag, Ashulia, | House Wiring Electrician | 2 | 40 |  |  |  |
| Welder and Grill Maker | 2 | 40 |  |  |  |
| Tile Fitter | 2 | 40 |  |  |  |
| Building Painter | 1 | 20 |  |  |  |
|  | PTP-32 | 69/B, Bismillah Complex, Arakan Road, Bohoddarhat, Chittagong 4212  Phone: +880671772, +8801553314463 | House Wiring Electrician | 3 | 60 | Sewing Machine Operator | 3 | 60 |
|  | PTP-33 | Head office:  South Breeze  House-22, Road-10/A  Dhanmondi, Dhaka.  Training centers:  1. 688, Hossain Market,  Tongi, Gazipur.  2. Zirani Bazar (Opposite of BKSP)  Kashimpur, Gazipur. |  |  |  | Sewing Machine Operator | 12 | 240 |
|  |  |  | Knitting Machine Operator | 4 | 80 |
|  |  |  | Linking Machine Operator | 4 | 80 |
|  | PTP-34 | 187/9 , South Pirerbag ( 60ft) Mirpur, Dhaka-1216 | Plumner & Pipe Fitter | 1 | 20 | Sewing machine Operator | 4 | 80 |
| House Wiring Electrician | 1 | 20 |  |  |  |
|  | PTP-35 | Badda : Plot # 194 , North Badda , Gulshan , Dhaka-1212, Bangladesh.  Gazipur : Plot # 162-163 , Kashimpur , Gazipur, Bangladesh. |  |  |  | Sewing Machine Operator | 8 | 160 |
|  |  |  | Garments Finishing Person | 4 | 80 |
|  | PTP-36 | 305/6, Golgonda School road, Mymensingh. | House Wiring Electrician | 5 | 100 |  |  |  |
| Welder & Grill Maker | 4 | 80 |  |  |  |
| Mason | 4 | 80 |  |  |  |
|  | PTP-37 | Corporate Office : Rx Care International  46, Kamal Ataturk Avenue,4th Floor,  Road No.10, Banani, Dhaka-1213  Training Centre  : Rx Care International  Charabag , Tongabari, Bangabandhu Road, Ashulia,  Savar, Dhaka | Mason | 2 | 40 |  |  |  |
| House Wiring Electrician | 2 | 40 |  |  |  |
| Plumber & Pipe Fitter | 2 | 40 |  |  |  |
| Shuttering Carpenter | 2 | 40 |  |  |  |
| Tiles Fitter | 2 | 40 |  |  |  |
|  | PTP-38 | Kazibari, Eidgah Road, Dhanbari, Tangail | House Wiring Electrician | 2 | 40 | Sewing Machine Operator | 6 | 120 |
|  | PTP-39 | 147 Monipuripara (Ground Floor), Gate 7, Dhaka 1215 | House Wiring Electrician | 6 | 120 | Sewing Machine Operator | 8 | 160 |
|  | PTP-40 | 144/12, Velanagar, Narshingdi sadar, Narhsingdi-1600. | House Wiring Electrician | 4 | 80 | Sewing Machine Operator | 8 | 160 |
|  |  |  | **Total** | **313** | **6260** |  | **235** | **4700** |

Name of PTPs will be provided to the selected consulting firm (s).