**Terms of Reference**

**For Hiring Consultant to Identify Consultancy Firms Within RMG Sector**

1. **Background**

Swisscontact is a business-oriented independent foundation for international development cooperation. Represented in 40 countries with over 1,400 employees, it promotes - since 1959 - economic, social, and environmental development. The focus of systemic interventions in the private sector is the strengthening of local and global value chains. The organisation is based in Zurich. Swisscontact Bangladesh is registered as an International NGO under the NGO Affairs Bureau of Bangladesh. For more information, please refer to [www.swisscontact.org/en/countries/bangladesh](http://www.swisscontact.org/en/countries/bangladesh)

The Building Youth Employability through Skills (BYETS) is a four-year-long programme supported by the Embassy of the Kingdom of the Netherlands (EKN) and implemented by Swisscontact. The project commenced in October 2022 and aims to empower 25,000 Bangladeshi youth (including 50% women) with improved technical, employability and entrepreneurial skills, and connect them to income-generating opportunities, namely, jobs and self-employment in three sectors: Ready Made Garments (RMG), Agro-Processing (AP) and Information and Communication Technology (ICT). BYETS will partner with Training Service Providers (TSPs) and Employers to facilitate employment opportunities for youth across Dhaka, Chattogram, Khulna and Rajshahi in Bangladesh. BYETS will also support 50 private sector employers in the RMG and AP sectors to adopt Swisscontact’s proven workplace-based training (WBT) model.

The project has a special focus on Gender Equality and Social Inclusion (GESI), Environmental Responsibility (ER), and Labour Rights and Decent Work (LRDW) within the technical modules to develop youth’s capacity on transversal issues.

Therefore, the project is looking for multiple Consultancy Service Providers (CSPs) to collaborate with the project team in providing upskilling and multiskilling training to the RMG workers in the Tier-1 factories.

1. **The Objective of the Assignment**

BYETS is currently looking for firms who are willing to work with the project in delivering training in the RMG sector through a service agreement. Under current operational modality the project develops capacity of the service provider in delivering workers training at the factory on the customized training module.

The objective of the assignment is to identify firms/service providers who has experience in providing training to the RMG sector workers/ supervisors and interested in expanding their training services for this sector through sustainable business model. The assignment will involve the following tasks:

* Identify consultancy firms/service providers who has experience or currently operating training in the RMG factories, specifically Work Based Training (WBT).
* Follow the selection guideline provided by the project while screening firms which has potential to operate training in the RMG sector and interested to have a sustainable business model for training.
* Gather information on the overall capacity, HR, organizational structure, current services of the consultancy firms for training in the RMG sector and provide an analytical report about which firm has more potential to operate a business model beyond the project period.
* Acquire information on their current capacity and expertise in developing and adapting services and/or training curriculum, experience in developing curriculums/modules in the past and their ability to integrate soft skills in the training curriculums.
* Profile of the existing trainer pool and capacity of the firm to hire new trainers/experts to impart training.

1. **Duration of the Assignment:**

The duration of the assignment is initially two months from the date of start.

1. **Task & scope of the assignment:**

The scope of work for the consultancy service provider includes three areas of focus:

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| **SL. No.** | **Activity** | **Sub-Activity** |
| **1** | **Developing assessment tool for screening CSPs** | The consultant will develop an assessment tool for screening potential firms/ service providers that has experience in delivering WBT or other forms of training in the factory. The assessment tool should be aligned with the project’s objective and strategy to deliver training in the RMG factories. |
| **2** | **Identifying potential firms** | Identify at least ten (10) potential firms with expertise in delivering technical training in the RMG sector. This should involve researching and reaching out to industry networks, professional associations, and other relevant sources to compile a list of qualified organizations. |
| **3** | **Developing analytical report** | Develop an analytical report outlining the number of firms identified, strong and valid reasons for selecting the firm, types of training services offered by selected firm, geographic coverage, and key findings from the assessment through a formal report. |
| **4** | **Organize meeting with short listed firms** | The consultant will be responsible for organizing in person meeting between BYETS and the shortlisted firms. The shortlisted firms will need to make presentation on their work experience with RMG. |
| **5** | **Final selection of CSP** | Support BYETS project in selecting atleast six (6) CSPs for future partnership. |

The key scopes have been mentioned above. Swisscontact may include additional scopes later and the consultant can also include additional useful and relevant data and information to enrich the assessment.

1. **Deliverables**

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| SL. No. | Deliverables |
| 1 | Submission of the detailed work plan with deliverable and timeline |
| 2 | Share assessment tools and methodology |
| 4 | Submit a draft copy of a comprehensive analytical report incorporating findings from the assessment. |

1. **Desired requirements:**

* Master’s degree in Industrial Engineering, Mechanical Engineering, Fashion Technology, Social Science or any other relevant field from any reputed university.
* Prior work experience in WBT or technical training in the RMG sector or a good understanding of the RMG sector.
* A strong proven network in the development sector and as well as in the RMG sector is compulsory.
* Experience working with international development projects or organizations, particularly in capacity-building initiatives.
* Evidence of successful implementation of similar tasks, including client references and case studies.

1. **Documents Required for Submission**

All bidding consultants are required to submit the following:

* A short technical proposal- The technical proposal must include a detailed work plan, reflect the understanding of the assignment, and the proposed methodology of how the assignment will be carried out and timeline. (Should not exceed more than 5 pages)
* A summary of relevant services provided during the last two years.
* Profile/resume of the key personnel who will be involved in the assignment.
* A list of the existing clientele of the consultant.
* The bidding consultant must submit documentary evidence demonstrating their legal, taxation, and financial status. This includes:
* Tax identification number (TIN)
* VAT registration number, Bank Identification Number (BIN) (If applicable)
* A signed statement testifying that all information contained within the proposal is correct and true.
* A separate financial proposal setting out a detailed budget for the assignment.

1. **Evaluation Criteria:**

Given that this is a selection process based on quality and cost-based consideration, the initial process includes an evaluation of the technical proposal. Next, the financial proposals of only those service providers scoring at least 50% in technical proposal, will be opened. During the financial proposal evaluation, the highest marks will be allocated to the lowest bidder, and other scores will be proportionally adjusted. From this combined evaluation of technical and financial proposals, a shortlist of applicants will be created. Shortlisted consultants will be invited for an interview to present their technical proposal and demonstrate its relevance to the financial proposal.

Based on the combined assessment of the technical proposal, financial proposals, and presentation, the final selection will be determined. To note, shortlisted consultants may be requested to review and amend their technical and financial proposals for another round of evaluation.

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| Scoring criteria | Scores |
| Technical Proposal | 50 |
| Financial Proposal | 25 |
| Presentation | 25 |
| Total | **100** |

1. **Submission Guideline**

Both online and offline submissions must be submitted for the technical and financial proposals. We kindly ask interested parties/individuals to provide all necessary documents. In the case of physical submissions, it is recommended to use two separate envelopes for the technical and financial proposals. Please ensure that the technical proposal bears the title **"Technical proposal for hiring consultant to identify consultancy firms within RMG sector.”**  Similarly, the financial proposal is labelled **"Financial proposal for hiring consultant to identify consultancy firms within RMG Sector."**

For email submission, kindly email the technical and financial proposal files and documents. Before sending, remember to rename these files appropriately. (Please find the email address below)

The online and offline submissions should be submitted by **09 April 2024, before 5:00 pm.**

Your adherence to these instructions is greatly appreciated.

**The envelope must be addressed:**

**Manager, Business Administration, BYETS**

**Swisscontact**

**SWISS FOUNDATION FOR TECHNICAL COOPERATION**

**House 20, Road 68, Gulshan 2, Dhaka 1212, Bangladesh**

**and email to** [**bd.byets@swisscontact.org**](mailto:bd.byets@swisscontact.org)

***\*No late submission will be accepted***

***\*Swisscontact reserves the right to accept or reject any or all proposals without assigning any reason***

***\*Swisscontact reserves the right to select more than one service provider for the assignment***