**Terms of Reference for Developing Training Module Design on 4 BDS Topics and Organizing training for SMCEs on BDS**

# **Introduction:**

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| ***Project Name*** | *SHAMERTO – Sustainable Skills and Employment in Small Scale Agro-Food Processing* |
| ***Project Location*** | *Bangladesh – Mymensingh, Sherpur, Jamalpur, Kurigran, Gaibanda, Shariatpur and Barisal districts* |
| ***Project duration*** | *36 months from 1st February 2017* |
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| ***Donors*** | *Co-Funded by the EC* |
| ***Implementing agency and partners*** | *The project is managed by HELVETAS Swiss Intercooperation Bangladesh and co-implemented by TRAIDCRAFT, Bangladesh Agro-Food Processors Association (BAPA), Dhaka Ahsania Misson (DAM) and District Chamber of Commerce and Industry (DCCI)* |

SHAMERTO project is designed to strengthen the skills, employability and income of workers/entrepreneurs of small, micro and cottage agro-food processing enterprises (SMCE) to achieve the goal, ***“to reduce poverty by promoting sustainable pro-poor growth”*** . Specifically, it aims to increase gainful employment of workers and job seekers, who will be counselled, trained and skill-tested, and receive satisfactory job placement by enhancing the competitiveness and capacity for employment of the targeted SMCE 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 **wheat, rice, groundnut, lentil, mug bean, spice and mustard** sub-sector value chains in 7 districts, in three geographic clusters in the North West (Kurigam, Gaibandha Districts / 11 Sub-districts), North East (Jamalpur, Sherpur, Mymensingh Districts / 14 Sub-districts) and South-West (Barisal, Shariatpur Districts / 11 sub-districts).

The project planned to develop entrepreneurial, managerial and technical skills of 25’000 entrepreneurs, workers, job-seekers with a target of 30% women participation and seeks to ensure that 80% of the trainees will achieve gainful employment and 10% of the 20,000 taking up own business. Final beneficiaries will include approximately 90’000 household members of the employed graduates; about 250’000 family members of other workers employed in the targeted SMCE; about 200’000 farmer households increasing income from supply of raw material to the targeted SMCE; and about 10’000 traders, retailers and other forward/backward market actors active in the prioritised sub-sector value chains.

As a result of limited capacity to invest in technology and new and safer production methods these small scale agro-food processors in the target areas are engaged in low value adding manufacturing using inefficient labour, outdated technology with little consideration for compliance with decent work conditions, labour rights and norms, food safety standards and environmental regulations.

Therefore, the project planned to facilitate a close interaction between the SMCE, related BIO and the TESP to develop and implement not only market oriented skills training delivery models, but also to promote opportunities for a stronger integration of SMCE in the specific value chains to address other

factors like compliance with decent work conditions, labour rights and norms, food safety standards and environmental regulations that limiting their business capabilities and productivity.

The selected agro-food processing subsectors/value chains (above mentioned 7 value chains) have been analyzed in the targeted seven districts to find out the underlying/systemic constraints that limiting the growth and developments of the SMCEs by a reputed consultant. It also identified opportunities for value addition in the value chains and a detailed report has been submitted by the consulting firm. By analyzing the type and magnitude of the systemic constraints and as well as the scope of the opportunities the consultant identified some BDS topics on which training is required for SMCEs.

In the 1st year of the project five Training Modules have been prepared according to the recommendation of the report and 50 batches of training have been conducted following the module as per need and priority of the SMCEs in the last year.

Based on the gained experiences, findings and recommendations project planned of develop another four training modules on four different topics and also to organize 72 batches of BDS training in targeted 36 upazilas of 7 districts.

# **Purpose and Objectives:**

**Purpose:**

The main purpose of this assignment is

* Designing and delivering training for capacity development of SMCEs on the 09(five) selected topics of Business Development Services (BDS) with a view to address the constraints identified the Value Chain Analysis completed recently

**Objectives:**

The specific objectives of the assignment are:

1. To internalize the effectiveness of recommended four BDS by analyzing the Final Report on “Value Chains Analysis and Identification of Skill Gaps in Backwards and Forward Linkages Industries”. The 4 selected BDS topics are:-
   1. Food safety and quality control
   2. Good manufacturing practice
   3. Advocacy and Negotiation skills
   4. Occupational Safety, health and hygiene at workplace
2. To prepare Training Modules on these 4 selected BDS
3. To Review the other five modules, prepared earlier
4. To Conduct 72 batches training on BDS (using the prepared training modules) for enlisted SMCEs in targeted 7 districts in 3 geographic clusters as per their need.
5. **Geographical coverage**

The project has been implementing in 7 districts, in **three geographic clusters in the North West (Kurigam, Gaibandha Districts / 11 Sub-districts), North East (Jamalpur, Sherpur, Mymensingh Districts / 14 Sub-districts) and South-West (Barisal, Shariatpur Districts / 11 sub-districts).**

1. **Methodology:**

To meet the above mentioned objectives of the preparation of training module and conduct/facilitate trainings, the proposed methodology should include (but not limited to) the following steps

* A desk review/research of project information including the key documents like log frame, other relevant resources.
* Review the final report on Value Chain Analysis and Identification of Skill Gaps in Backward and Forward Linkage Industries.
* Review the other relevant modules and documents
* Review the other five modules, prepared earlier.
* Preparation and submission of draft modules and collect feedback on it
* Submission of final modules after adjusting the comments and feedback.
* Conduct 72 batches training in 7 districts under 3 geographic clusters (training in different 3 clusters to be conducted in parallel).

The methodology and relevant tools should be adjusted in consultation with Project Management Unit.

# **Documents that we will provide**

* Detail report on Value Chains Analysis and Identification of Skill Gaps in Forward and Backward Linkage Industries
* Training Modules of 5 BDS Topics prepared earlier by the SHAMERTO project
* Project Log frame
* Other relevant resources (if any)

# **Expected Deliverables**

The expected deliverables are

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| **Deliverable 1: Prepare Training Modules on the 4 Topics and Propose the Training Schedule for 72 batches of Training** | The 4 selected BDS topics are:-   * 1. Food safety and quality control   2. Good manufacturing practice   3. Advocacy and Negotiation skill   4. Occupational Safety, health and hygiene at workplace |
| **Deliverable 2: Conduct training (72 batches) on the 9 topics** | The total training days will be 150 days which means that the average duration of each training will be 2 days. However, the exact duration of each training will depend on the proposed contents and the complexity of the topic.  Training on different topics and/or in different regions will run in parallel. The number of proposed Resource Persons should be sufficient to conduct multiple trainings in parallel and as the topics of the training are also quite diverse, it is expected that there will be at least 5/6 resource persons with expertise and experience to cover the 9 topics. |
| **Deliverable 3: Final Report on completed training** | A summary report on the training programs completed along with supporting documents like attendance list of participants. |

For deliverable 1 and 2 the lists of the topics which are expected to be included in each module are as follows

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| --- | --- | --- |
| Sl # | Training Title | Topics under this Module *must include but should not be limited to the following* |
| 1 | Food safety and quality control | * How to define Food safety and quality control * Importance of Food safety and quality control * Laws of Food safety and quality control * Effects of defy the laws * What are the major food safety and hygiene issues * Why are food safety and hygiene issues important * How can the enterprise owners comply with the key food safety and hygiene issues * What are the key skills and knowledge required for Food safety and quality control |
| 2 | Advocacy and Negotiation skill | * What is Advocacy, Networking and Negotiation * How to identify issues for policy advocacy * How to collectively raise issues * Who are the major stakeholders regarding policy issues * How to network with other enterprise owners and stakeholders * How business membership organisation can play role in policy advocacy * Negotiation process and skills |
| 3 | Good manufacturing practice | * Basic requirements and guidelines of GMP for Contract manufacture and analysis   Guidelines of GMP for manufacturing special products   * Guidelines of GMP for processed foods and dairy products * Cleaning and analytical procedures validation * GMP and validation * GMP and ISO 9000 Quality Management System - WHO’s recommendations * Non-conformity, correction and corrective and preventive actions * Hazards Analysis and Risk Assessment (HIRA) in food manufacturing * Self - inspection and Quality Audits * GMP Compliance Audit and Audit Checklist |
| 4 | Occupational Safety, health and hygiene at workplace | * What are occupational Safety, health and hygiene at workplace * Introduction to safety and health at work * Management of prevention * Risks assessment * Accidents Prevention and Reporting * Motivating Workers: Leadership and supervision * Work permits * Personal Protective Equipment * Safety and Health signalization * Emergency responses * Internal emergency plan * Ergonomics * Hazardous substances |

# **Timeline**

The development/preparation of the training modules and conduct/facilitate trainings as above mentioned topics have to be completed on a selected time frame. The consultant would need to work around the following dates:

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| --- | --- |
| Activity | Deadlines |
| Publication of Expression of Interest | 24 June 2018 |
| Receipt of Proposals (EOI) | 4 July 2018 |
| Completion of contracting formalities | 10 July 2018 |
| Submission of Draft Module and Proposed Training Schedule | 22 July 2018 |
| Submission of final Modules | 28 July 2018 |
| Conduct 72 batches training on BDS modules (average 2 days duration each) | 29 July to 3 Dec |
| Submission of training completion report | 10 Dec 2018 |

# **Application Process**

Interested agencies/firms are requested to submit their Expression of Interest (EoI) **electronically** to the following address on or before 6 PM on 4 July 2018

Mohammed Ashraf Uddin

TRAIDCRAFT EXCHANGE

Bangladesh Country Office

Apt. 1/B, House # 11, Road # 13 (New), Dhanmondi R/A, Dhaka 1209

Please email to: [Mohammad.Ashrafuddin@traidcraft.org](mailto:Mohammad.Ashrafuddin@traidcraft.org)

Mobile no.: +88 01711 055308

The EoI must include:

* Contact details of the Consulting Firm i.e. mailing address along with name, mobile number and email address of primary contact person
* Profile and experience of the Consulting Firm highlighting similar experience in BDS training design or delivery and list of major clients
* Up to date and detailed CV of the Consultants and Resource Persons with brief descriptions of relevant assignments
* A clear overview of how this piece of work will be approached, the methodology proposed and the outputs generated, with a clear timeline
* A detail budget (Financial Proposal) for the assignment
* Two references

The EOI, *excluding the CVs*, should not be more than -12 pages long, should have 1.15 spacing, and use Times New Roman typeface with a minimum font size of 12.

# **Selection Criteria**

On receipt of the EOI designated project management unit will evaluate the Technical and Financial Proposal. Selection of the consulting firm/agency will be based on:

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| --- | --- |
| **Selection criteria** | **Scores** |
| Proposed Methodology and Approach | 10 |
| Previous experience on Training Module Design and Conducting Training/Workshops | 10 |
| Experience of the Consulting Firm on Value Chain and BDS | 10 |
| Scoring on CVs of Individual Consultants/Resource Persons on the 5 specific topics | 10 |
| Costs – value for the assignment | 10 |
| TOTAL | 50 |

# **Mode of Payment**

* Total fees for the evaluation will be paid in three installments. The first installment (40% of the total fee) will be paid on signing the contract, the second installment (30% of the total fee) will be paid after submission of final module and training schedule, and the remaining amount (30%) will be paid upon acceptance of the final report and after the successful completion of 72 batches training.
* The payment would be made in account payee cheque in the name of the organization
* Any VAT/TAX incurred from this assignment must be deducted at source as per government rule and policy.

1. **General terms and conditions**

* Traidcraft Exchange 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 Traidcraft’s property
* The reports/documents or any part, therefore, cannot be sold, used and reproduced in any manner without prior written approval of Traidcraft Exchange
* Traidcraft Exchange or its representatives reserve the right to monitor the quality and progress of the work during the assignment