

## **Terms of Reference (ToR) for Effectiveness of “Dual-apprenticeship Model” for Skills Development of the Youths of Bangladesh**

### **1. Background and Rational of the Study**

This Terms of Reference (ToR) sets out the basis for evaluation **of the effectiveness of “Dual-apprenticeship Model”** for skills training to youths of Bangladesh **piloted and** supported by Empower Youth for Work (EYW), Oxfam Bangladesh.

EMPOWER YOUTH FOR WORK (EYW) project is a five year (2016-2021) global programme which is being implemented in four countries: Bangladesh, Pakistan, Indonesia and Ethiopia. The goal of the project is “To improve economic and social empowerment for young women and men living in rural climate-change affected areas”. It is funded by IKEA foundation and being implemented jointly by Oxfam and its partner organizations (UCEP, RDRS, CODEC and Wave Foundation). 67,000 young women and men of age 15-29 will be reached through this project. In Bangladesh it is being implemented in 4 districts: Rajshahi, Khulna, Barisal and Rangpur.

UCEP Bangladesh is a non-profit and non-governmental organization aims to uplift the socio-economic conditions of underprivileged communities through help to learn skills to earn. Since the established in 1972, UCEP Bangladesh provides a) second chance to education for out-of-school children and b) decent jobs to youth through Technical Vocational Education & Training (TVET). It has a special focus on social inclusion and therefore gives priority to females, children and youth from poor and underprivileged families. Supporting young people in development of appropriate skills is an important intervention under UCEP program. Annually around 14,000 youth graduate from 35 courses of which more than 40% are female and all the graduates are offered for decent job in different industries after completing their skills training courses.

UCEP Bangladesh as implementing partner of Oxfam EYW Project identified potential industries and linked the graduate’s with them to pilot the dual-apprenticeship model in Rajshahi and Khulna district. Dual-apprenticeship is a concept which has been introduced by ILO in Bangladesh. The model entails both theoretical and practical training sessions for skills transfer, whereby the trainee is required to undergo a specific number of hours of training as per the national competency standard, in addition to on-the-job practical training. Based on this principle, the project tried to establish a formal mechanism whereby youth, particularly women from rural areas, could participate in the theoretical training and acquire practical skills from local industries/companies. After the partnership development and endorsement of the training module, youth, particularly

women, have been supported to receive the training from UCEP Bangladesh. During the pilot period, a total number of 120 students graduated from UCEP Rajshahi Technical School and UCEP Mohsin Khulna Technical School. The details of graduates are as bellow:

Table 1: Dual apprenticeship graduate's data sheet

District	Trade	Course Duration	Graduation year	Graduates		
				Male	Female	Total
Rajshahi	Motorcycle servicing	3 months	2018	46	4	50
Khulna	RAC	3 months	2018	66	4	70
Total				<b>112</b>	<b>8</b>	120

## 2. Objectives of the study

The overall objective of the study is to assess the effectiveness of “dual-apprenticeship” model in achieving the project’s goal and its potential for replication. The specific objectives are to:

- evaluate the relevance, effectiveness, efficiency and sustainability and the added-value of the model to EYW project’s Theory of Change.

## 3. Research Questions

1. What are the strengths, weakness, opportunities and threats of the pilot?
2. To what extent was the pilot’s strategic intent considerate of the context?
3. To what extent was the intervention logic between pilot and the strategic intent of the project well-designed?
4. To what extent were the outputs and outcomes of EYW project achieved through the pilot? How has the pilot contributed to the gender equality and women empowerment aspirations of the project?
5. What is the potential scope for the pilot to contribute to broader sector progress at national and regional levels?
6. Were sufficient resources allocated to the pilot? Was it cost efficiency model?
7. How did the implementing partner effectively identify and engage with stakeholders?
8. What is the potential of the pilot in terms of replication, scale-up and sustainability in the project period and beyond?
9. What are the key lessons drawn that should be considered in future programmes?
10. What key strategic approaches should EYW project take to facilitate and accelerate the outcomes from this pilot? Based on the context, what is the unique selling point (USP) for the pilot’s existence and its influence at national, regional and global levels?

## 4. Scope of Work

The evaluation will assess the Dual Apprenticeship pilot from its initiation in 2018. The process has been commissioned by the UCEP in collaboration with the Oxfam country team leadership to ascertain the impact the pilot has made in youths' socio-economic empowerment. The evaluation team will conduct consultations with all key stakeholders including the communities and other stakeholders as per guidance by the commissioning team.

## 5. Methodology

The evaluation should follow Qualitative Impact Assessment Protocol (QUIP) approach of evaluation. The Qualitative Impact Assessment Protocol uses a combination of Beneficiary Assessment & Contribution Analysis approach- self-reported attribution of impact (key informant attribution) gathered through interviews to provide sufficient evidence using process tracing to test the theory of change behind the activity being evaluated.

The consultant is expected to share suitable methodologies to apply the approaches mentioned.

In addition to the methods suggested by the consultant, the study will include a desk-based review of relevant documents: project proposal, action plan, training module, local workshop/ industry selection procedure and guidelines and reports. The study methodology would be finalized in consultations with UCEP Bangladesh MEKM team.

### **Possible Key Respondents:**

- Graduates of EYW dual apprenticeship program
- Families and communities of graduates
- Workshop Owners/ Supervisors
- Instructors
- Employers
- UCEP and Oxfam officials

**Ethical standards:** The team should explain clearly to participants involved in the research what the purpose of the exercise is, how people's information will be used. They should follow ethical standards for research and data collection, and should include a risk assessment covering security risks to respondents. As a minimum, the research should 'do no harm'.

## 6. Time Frame of the Research

The total numbers of person days allocated for this study is 25 working days that will be spread over 40 calendar days starting from March 25, 2019 to May 05, 2019.

**Table 2: Tentative Timeline**

Activity	Working Days
Preparation and finalisation of methodologies, tools and work plan (inception meeting including final inception report)	3
Field work for primary data collection	10
Data transcription and analysis	4
Report Writing	5
Presentation	1
Final report incorporating feedback	2
Total	25

## 7. Expected Deliverables

The consultant(s)/ firm will submit the following outputs in English language.

- 1) Inception report including detailed methodology and reporting template submitted to UCEP prior to data collection
- 2) A comprehensive plan including methodology and approaches
- 3) Draft and final report to include, but not limited to:
  - Executive summary (1500-2000 words)
  - Methodology
  - Findings/Results
  - Conclusions
  - Recommendations
  - Annexes
- 4) All data and other collected information:
  - Evaluation tools/questionnaires,
  - Final data file including raw data entry, cleaned data, and data analysis
  - Transcript of FGDs and Key Informant Interviews
  - All pictures/photos.

## 8. Technical Proposal Submission Format:

- a) **Assignment Title:** Effectiveness of “Dual Apprenticeship model” for skills development of the youths of Bangladesh.
- b) **Understanding of the Assignment** (maximum 1 page)
- c) **Study Approach and Methodology** (maximum 4 pages): Here you should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output.

You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach. The methods of sampling, data collection, data analysis, data management should be stated.

- d) **Detailed Description of Activities** (maximum 2 pages) Provide detailed descriptions of key activities mentioned above which are critical for the methodology and approach to be successful.
- e) **Work Plan** (maximum 1 pages). Here you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and delivery dates of the reports. The work plan should be consistent with the Work schedule.
- f) **Organization and Staffing** (maximum 2 pages) In this section you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support staff. The roles and responsibilities of professional staff should be summarized followed by **Annex-I**. The organizations and staffing will be reflected in the Team Composition and Task Assignments (including engagement of time)
- g) Detailed CV's of the team members should be included in the annexure of the technical proposal. It is desirable that the proposal should contain the above mentioned sections only.

**9. Financial Proposal Submission Format:**

The budget of the task should be broken down in details as like the following format:

**Cost Proposal Format**

Sl	Description	Unit	Man days	Per man day unit cost	Total cost
	(a)	(b)	(c)	(d)	(b) X (c) X (d)
A	<b>Consultancy Fee</b>				
<b>Sub Total</b>					
B	<b>Data Collection and Analysis</b>				
C	<b>Other Cost</b>				
<b>Sub Total</b>					

	<b>Total Cost (A+B+C)</b>				
	VAT 15%				
	Tax @10%				
	Grand Total				
	Total Cost (in Ward)				

Note:

- The consultant/team may **include/exclude** any necessary heads from the above mentioned format.
- Proposers are required to abide by page limits and formats. All attached forms must be completed and submitted with the proposals. Organizations are also required to submit their Technical proposals in English (Font – Time new Roman, size 12, page margins – 1” on all sides, Page size-A4).

All the pages of the financial proposal must be signed by the consultant/ firm.

## 10. Eligibility Criteria:

The consultant/ firm shall possess the following qualification: Proposers/Organizations must provide information and documentary evidences to establish that they have:

- a) The consultant/firm must have technical knowledge on TVET field, labor market and sufficient writing skills to carry out the tasks.
- b) Minimum of 5 years’ relevant professional experience in research for any national and international agencies
- c) Knowledge and experience in vocational skills training and job placement programs
- d) Lead consultant should have post-graduate degree in Anthropology, Sociology, Development studies, Economics or related field
- e) Strong experience in conceptualizing and implementing program evaluation within the context of TVET and preferably in the context of Bangladesh
- f) Excellent communication and report writing skills.

## 11. Documents Required:

- a) Company profile/CV of the consultants
- b) Copy of the Trade License
- c) Up-to-date VAT and Tax certificate (form individual Consultant only Tax certificate)
- d) List of clients served and at least 02 acknowledgement letter (successful completion of study) form clients.
- e) Recent report on similar work done by the proposed team

## 12. Proposal Evaluation

The Proposal Evaluation shall be carried out based on the following criteria:

Sl. no	Description	Weight
1.	Understanding of the task	15
2.	Methodology/approach including analytical framework of the study	20
3.	Execution plan	10
4.	Team composition	15
5.	Relevant knowledge, and research experience in vocational skills and/or program evaluation/ impact study	15
6.	Legal documents and affiliation	5
7.	Financial proposal	20
Total		100

## 13. Payment Schedule

The payment schedule is as follow:

Instalments	Amount	Terms and condition of payment
1 <sup>st</sup> instalment	20% of the total amount	Satisfactory completion and sharing Inception Report with detailed methodology, tools and work plan
2 <sup>nd</sup> instalment	30% of the total amount	Satisfactory completion and submission of the Draft Report to UCEP
Final instalment	50% of the total amount	Satisfactory completion and submission of the final Report to UCEP along with data set and relevant documents

### 13.1 Payment Details-

- Payment will be made through account payee cheque.
- UCEP Bangladesh will deduct VAT and Tax from the invoice amount as per Govt. rules
- The consultant will provide appropriate invoice / Bill and E-TIN
- No TA/DA will be paid by UCEP Bangladesh for any activity carried out by the consultant or his representative for the survey activities.

#### **14. Expiry of Agreement and Negotiable Flexibility**

Considering the initiative as proactive and responsive, activities can be amended and elaborated based on the properly documented negotiation between the two parties.

The Agreement will be invalidated after expiry of duration unless further extension is made by UCEP Bangladesh. UCEP also reserves the right to amend or change or cancel the Agreement at any time.

For any clarifications, please write to **Protap Kumer Shil** ([protap.shil@ucepbd.org](mailto:protap.shil@ucepbd.org)).

#### **15. Disclaimer:**

UCEP Bangladesh has the right to accept or reject any or all proposals without assigning any reason what so ever. The organization also reserves the right to terminate the contract if it is not satisfied with the performance in terms of quality and progress of work. In case of termination, the payment will not be made. Copyright of the study report will remain with the UCEP Bangladesh.

#### **16. Submission of Proposal**

- a) Consultant/firm that meet the requirements mentioned above are invited to submit detail technical proposal and financial proposal on or before 5:00 PM, **March 16, 2019** to Director- People and Operations, Head Office, UCEP Bangladesh, Plot# 2 & 3, Mirpur-2, Dhaka – 1216 or e-mail to: [tender@ucepbd.org](mailto:tender@ucepbd.org);
- b) Apply under the subject line of **Proposal – Effectiveness of “Dual Apprenticeship Model” for Skills Development of the Youths of Bangladesh.**

#### **Annex 1: Team Composition Format**

Sl	Resource Persons	Area of Expertise	Task Assigned
1	Principle Investigator		
2	Co- Investigator		
3	Data Management Expert		
4	Field Coordinator		



