

## **TERMS OF REFERENCE**

### **FACILITATION SUPPORT FOR ESTABLISHING EMPLOYMENT LINKAGE FOR PRIVATE TRAINING PROVIDERS (PTP)**

#### **1. Background of Sudokkho**

Sudokkho is a 7-year skill 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 110,000 poor people, including women and disadvantage populations, will earn increased income in skilled or semiskilled 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. Sudokkho also supports Industry Skills Councils (ISC) in the concerned sectors, strengthening their institutional capacity and key functions. In addition, the programme works with training consultancy service providers (TCSP) at national level, for sustainable long-term skills development services.

#### **2. Objectives of the Assignment**

Sudokkho has been providing technical assistance to Private Training Providers (PTP) in Bangladesh for developing training curriculums and training programs; which enables PTPs to produce skilled graduates ready to work in the Readymade Garments (RMG) and Construction sectors. In this context, Sudokkho seeks to engage a service provider (research/consultancy firm) to complete the activities:

- 2.1 Map potential RMG factories and Construction companies or businesses who are willing to source semi-skilled workers in various RMG and construction related occupations (Sewing Machine Operators, electrician, mason, plumber, rod bender, welder etc.).
- 2.2 Facilitate PTPs to supply semi-skilled workers to RMG and Construction industry by establishing linkage with construction sub-contractors and RMG factories.
- 2.3 Develop capacity of PTP management for enabling them to establish linkage with RMG factories and construction sub-contractors and conduct training need assessment of RMG factories
- 2.4 Monitor, manage and report the results of linkages between PTPs and employers

### **3. Scope of the Assignment:**

The assignment will take place in various districts and sub-districts in Bangladesh, where PTPs have been supported by Sudokkho. Majority of the mapping activities would take place within Dhaka, Savar, Ashulia, Tongi and Gazipur area. In this assignment, there are approximately 40 PTPs for whom Sudokkho plans to map potential factories and link industries in the RMG and Construction sector. Apart from a few, majority of the PTPs produce both RMG and Construction graduates. Detail locations will be provided to the service provider after awarding of contract.

In addition to these 40 PTPs, Sudokkho through past research/mapping has already identified potential clients in RMG and Construction for another 36 of its partner PTPs. The consulting firm will make use of this existing data to implement activities 2.2 to 2.4 outlined in section 2 of the ToR "Objectives of the Assignment".

### **4. Major Tasks and Deliverables:**

The consulting firm will be responsible for the following tasks and deliverables:

#### **4.1 Conduct Mapping Study to identify interested RMG Factories and Construction Companies for additional PTPs**

- Prepare a master database of RMG factories and construction companies for the new batch of 40 PTPs utilizing the available information, resources and experience from the initial mapping study.
- Filter and shortlist all the factories based on location, social and safety compliance study utilizing the available information, resources and experience from the initial mapping study.
- Organize and Conduct one-to-one briefing/sensitization meetings with relevant company top and middle management representatives with at least 150 RMG factories and 100 construction companies.
- Get formal confirmation from at least 100 RMG factories and 80 construction companies on their interest to collaborate with Sudokkho to source semi-skilled worker from nearby PTPs
- Generate a database of the finally sourced RMG factories and construction companies.
- Update the Skill-requirement template utilizing the available information, resources and experience from the initial mapping study.
- Collect data from the interested 100 RMG factories and 80 construction companies on their specific skills requirements for the required occupation using the prepared template/format.
- Synthesize a database detailing the responses on skilled worker demand, the specific skills requirements, skill gap from the relevant factory/company representatives based on the filled-up template.

#### **4.2 Facilitate PTPs to supply basic-skilled workers to RMG and Construction industry by establishing linkage with construction contractors and RMG factories**

##### RMG:

- Collecting various information on the skills requirement from the identified RMG factories and Construction companies.

- Meet with concerned PTP management to sensitize them on the identified linkage potential and attain their buy-in.
- For each PTP initiate follow-up meetings in collaboration with PTP personnel with 2 factories to orient them on the details of the linkage with PTPs.
- For each PTP, schedule and facilitate initial linkage meeting between factory management and PTP management for 2 factories, note key findings/requirements from both sides.
- Follow up and monitor PTPs to assess factory's need effectively, recruit relevant trainees in time, train the trainees based on the requirement of the factories and deliver required no. of trainees in time to the factories for the first batch of trainees.
- Bi-weekly follow up with relevant PTP coordinator to ensure smooth supply of trainee for the subsequent 2 batches.
- Facilitate each PTP to establish linkage with 2-3 additional factories by themselves by following up, monitoring and providing backstopping support to PTP management.

#### Construction:

- Meet with concerned PTP management to sensitize them on the identified linkage potential and attain their buy-in.
- For each PTP initiate follow-up meetings in collaboration with PTP personnel with 1-2 contractors or 3-5 sub-contractors to orient them on the details of the linkage with PTPs.
- Schedule and facilitate initial linkage meeting between contractor and PTP management, note key findings/requirements from both sides.
- Follow up and monitor PTPs to recruit relevant trainees in time, train the trainees based on the requirement of the clients, contact with linked contractors for delivering required no. of trainees in time.
- Bi-weekly follow up with relevant PTP coordinator to ensure smooth supply of trainee for the subsequent 2 batches.
- Identify additional contractors from the master database and facilitate each PTP to establish linkage with 1-2 contractors or 3-5 sub-contractors in other occupations by themselves by following up, monitoring and providing backstopping support to PTP management.
- Schedule meetings with at least 3 large construction companies to sensitize them on benefits of recruiting basic skilled workers from PTPs
- Conduct linkage workshops with large construction companies, sub-contractors and relevant PTPs to establish informal linkage between the sub-contractors and PTPs
- Conduct meetings with Government Department/s related to construction works (e.g. LGED, PWD) to sensitize them on benefit of recruiting basic-skilled worker (from PTP)
- Explore the possible areas of collaboration with digital service platforms relevant to PTP courses such as Sheba.xyz.

#### **4.3 Develop Capacity of PTP management for enabling them to establish linkage with RMG factories and construction vendors and conduct training need assessment of RMG factories**

- Develop one guideline/manual (both English and Bangla) on sourcing and linkage development with RMG factories and construction companies for concerned PTP personnel
- Conduct day-long training session for concerned PTP personnel to build their capacity on linkage development to ensure PTPs can continue to source and establish linkage with new factories and sub-contractors on their own

- Share the Master database and sourcing list with the PTPs to capacitate them with potential factory and contractor details for future sourcing and linkage development.
- On the job capacity development of PTP personnel by coordinating all linkage development activities with relevant PTP coordinators.

#### **4.4 Monitor, Manage and Report the results of linkages between PTPs and employers**

- Develop a data assessment template to capture employment data and other relevant insights from the linkage initiatives.
- Coordinate with PTPs on a regular basis to ensure quality and timely delivery of graduates to employers.
- Coordinate with employers to capture data on the developed template to capture no. of graduates employed, graduate performance, reasons for rejection.
- Manage contact and coordination with factory management and PTP management for troubleshooting
- Regularly monitor progress, challenges, achievements and report to Sudokkho for remediation

#### **5. Timeline**

The research / consultancy firm needs to complete the whole assignment and submit final report by December 31, 2020. All necessary activities for the separate objectives will have to be completed within this duration.

#### **6. Essential criteria for participating organisations:**

- Demonstrated understanding of Market Systems Development (MSD) approach and prior experience of working in MSD research and implementation.
- Good understanding of the Private Training Provider (PTP) landscape including their capacity, practices, opportunities etc.
- Experienced in conducting studies / research in RMG and Construction sector in Bangladesh
- Experienced in working with RMG factories and construction sub-contractors

#### **7. Essential criteria for nominated team members:**

- The RMG expert should have technical understanding of manufacturing processes of the RMG sector
- Both RMG and Construction experts must have technical understanding of the recruitment practices and criteria in the respective sectors
- Fluent in both Bangla and English
- Strong communication and interpersonal skills

#### **8. Requirements for Consultancy Proposal**

- a. Interested service provider (research / consultancy firm) should submit a technical and financial proposal

- b. The technical proposal should include CV(s) of all relevant personnel; and a statement which elaborates an overview of relevant experience and how the scope of work in the ToR will be addressed.
- c. The service provider (research / consultancy firm) needs to propose two separate teams for activities relevant to RMG and Construction sectors.
- d. The service provider needs to engage personnel with RMG and Construction background who will facilitate access to RMG factories and Construction companies for service provider.
- e. The financial proposal should provide a breakdown of all costs and must include the daily consultancy fees of each personnel.
- f. The application must be sent by 17:00 (Bangladesh time) on 20 May 2019. Please send your application via email to [info@sudokkho.org](mailto:info@sudokkho.org) stating "Facilitation support for establishing employment linkage for PTPs" in the subject line.