**CALL FOR INTEREST**

From: NRC - Bangladesh

Date: 7th June 2021

No. of pages including this page: 4

**Subject:**

**Invitation for application for the Subject matter experts to assist in developing vocational curriculum and training**

**Manner of Submission:**

Please submit your Application in accordance with the requirements detailed below by

By hand delivery to

**Sayeman Heritage Residence (SHR), Building -2,**

**3rd Floor, Old Sayeman Road, Baharchara,**

**Cox’s Bazar – Bangladesh.**

OR by email to [bd.tenders@nrc.no](mailto:bd.tenders@nrc.no)

If you need the TOR in Bangla please email us at [bd.tenders@nrc.no](mailto:bd.tenders@nrc.no)

Deadline for submission is 20th June 2021.

**Requirements:**

The office of the Norwegian Refugee Council invites your company to apply for **developing** vocational curriculum and training

**Terms of Reference (Annex 1)**

**ToR for development vocational curriculum and training**

# Background

NRC is an independent, humanitarian, non-profit, non-governmental organisation, currently present in 33 countries. NRC works globally with refugees and internally displaced persons and supports the specific coping strategies that enable people to claim and defend their human rights.

NRC established its presence in Bangladesh in 2017 and has been active in Education through local and international partners while also contributing to the coordination mechanism and the Education Sector. Currently, NRC Country Office is at a fast-growing stage and scaling-up direct programming in Education, ICLA (Information, Counselling and Legal Assistance), and Shelter since the obtained government registration in November 2018. A team of over 63 national and seven international staff implement programmes in these sectors and support with finance, logistics, human resources, and project management.

# Objectives

NRC funded by UNICEF is developing vocational curricula for the 5 below subjects:

Solar installation and maintenance

Tailoring and dress making

Phone Repair and maintenance

Motorcycle mechanics

Handcraft and embroidery

NRC will be contracting a DACUM expert to lead and supervise a team of subject matter experts for the process of curricula development. NRC is collecting a pool of subject matter expert applications for the DACUM consultant to recruit from. The DACUM expert will put together a team of 5 subject matter experts (as per the subjects above). Each subject matter expert will deliver the following:

1. Support in the selection of the master craft person for the DACUM process.
2. Design a curriculum using Developing a Curriculum (DACUM) process for one of the subjects mentioned above.
3. Develop facilitators guide (including session plans), student workbook, competency-based assessments (with appropriate pictures for all developed materials) for handicraft and embroidery
4. Participate in designing a training for the curricula and provide Master Training (MT) to participants for handicraft and embroidery,
5. Prepare training reports and end of training assessments.

**Note 1:** The process should be gender and inclusion sensitive, and a gender and inclusion lens should be applied to all parts of the consultancy.

# Scope of work

|  |  |  |
| --- | --- | --- |
| **Each curricula** | **Sessions** | **Total sessions** |
| Practical training sessions | Technical sessions (level 1) | 180 sessions |
| Technical sessions (level 2) | 180 sessions |

Maximum 20% of the curriculum should be theory, and 80% practical.

\* Each session time are 1 hour 30 minutes including breaks

Based on this, the scope of work is detailed below –

1. Design curricula using Curriculum Development (DACUM) process:

* Conduct stages of DACUM process for 5 vocations.

1. Develop facilitators guide (including session plans), student workbook, competency-based assessments (with appropriate pictures for all developed materials):

* Curricula manuals and documents for the vocation
* Facilitators’ guidebook that supports trainers for session facilitation.
* Student workbook
* Competency based learning assessments.

1. Participate in designing a training for the curricula and provide Master Training (MT) to participants:

* Design MT training plan with participants pre-selection assessments.
* Develop training sessions plans, PPT, training assessments and other relevant documents
* Provide Master training to participants

1. Participate in preparing a curriculum review report, DACUM workshop report, curricula documents, training reports and end of training assessments:

* Curriculum review report
* Document full DACUM workshop process
* Training reports and end of training assessments

1. Participate in the curriculum revision after programme implementation at the end of the project (conduct meeting with partners, get feedback, and revise as need)

- Conduct review meetings with partners and relevant stakeholders

- Collect and organize feedback.

- Revise curriculum based on feedback.

**Note 2**: *Preparation of the content for the tools and standards need to be aligned with UNICEF policies and standards, Bangladesh Technical Education Board (BTEB) standards (National Training and Vocational Qualifications Framework (NTVQF) and National Skills Quality Assessment System) are applicable to both Rohingya and host communities.*

# Timeframe

The whole process shall be concluded within 2 to 3 months. The detailed workplan will be developed by the consultancy lead, the DACUM expert.

**Requirements**

*Consultant will be part of a consultancy team consisting of DACUM expert and 5 subject experts*.

*National Team Members*: NRC national education staff in Bangladesh will be available to support the consultant. NRC staff will also contribute to logistics and security support.

*Other Stakeholders:* the consultancy will require interaction with UNICEF partners and NRC staff. Communication with key members of the NRC Education team and other stakeholders will be an essential part of the process.

Consultant will be expected to work from CXB, with frequent field visits.

# Qualifications

Subject Matter Expert (Maximum number of Expert 05) (National Expert)

* Graduate university qualifications or Diploma in relevant technical field.
* Minimum 5 years of relevant academic and industry experience.
* Experience in curricula development and providing training.
* A good understanding of the VET system in the Rohingya / host community context would be highly desirable;
* Demonstrated awareness and understanding of political, cultural, gender and inclusiveness issues, particularly in displacement contexts;
* Experience working in complex and insecure environments;
* Ability to work with a group of diverse stakeholders and produce results;
* Fluency in English and Bangla language, both written and verbal;
* Knowledge of Chittagoniyan or Rohingya language.

# Applications for Consultancy

# The application must be sent by mail in Word, Excel and/or PDF files as an attachment to the resume. Only shortlisted candidates will be contacted.

Consultants who wish to apply for this consultancy must submit an application package as following:

Phase 1:

1. Consultant’s contact information including the consultant’s name, email address and phone number(s).
2. Cover letter
3. Consultant/s CV that is limited to 3 pages
4. Sample of curricula and training designed for selected VET programme.

Phase 2:

All applications will feed into a pool of candidates that will be shared with the DACUM consultant to select the 5 subject matter experts. Applicants shall expect to be contacted by more than one DACUM expert. The contractual relationship of the applicant will be with the DACUM expert not NRC.

**Applicant’s Information**

Name…………………………………………………………………………...

Address…………………………………………………………………………………...............

Contact person……………………………………………………………………………………

Date of Birth……………………………………………………………………………………

Contact Telephone number……………………………………………………………………..

Email/Fax………………………………………………………………………………………….

NRC reserves the right to accept or reject the whole or part of your Application based on the information provided. Incomplete Applications which do not comply with our conditions will not be considered.