Request for Proposal to

Integrate Labour Rights and Decent Work Agenda in

National TVET system

## Assessing current status of Labour Rights and Decent Work in Informal Enterprises

This call for Expression of Interest (EoI) describes in Part (A) Swisscontact, the project’s background, the assignment that needs to be carried out and the deliverables of the consultant/s. Part (B) explains the content, evaluation and submission of the proposal for the assignment to be carried out as described in Part (A).

# PART A

## Background

Swisscontact was established in 1959 as an independent organisation by prominent individuals from the worlds of commerce and science in Switzerland. It is exclusively involved in international cooperation and since 1961 has carried out its own and mandated projects. Since it was founded, Swisscontact has maintained close ties with the private sector. Swisscontact is currently active in 36 countries implementing 123 projects with a workforce of over 1,400 people. The organisation is based in Zurich. Swisscontact concentrates on four core areas of private sector development:

* Skills Development
* SME Promotion
* Financial Services
* Resource Efficiency

Swisscontact Bangladesh office is based in Dhaka. As per the Mission of Swisscontact, the Country Office has the mandate to develop and maintain the Foundation’s portfolio of development projects in Bangladesh.

## Building Skills for Unemployed and Underemployed Labour (B-SkillFUL)

Jointly funded by Swiss Agency for Development and Cooperation (SDC) and European Union (EU), B-SkillFUL project of Swisscontact aims to improve the well-being of poor and disadvantaged men and women by increasing their access to the labour market and increased income, while safeguarding their fundamental rights at work. The project facilitates implementation of demandable skills training programmes and job placement through local Training Service Providers (TSPs) in Dinajpur, Joypurhat, Bogura, Tangail, Gazipur and Jashore. B-SkillFUL also raises awareness amongst potential trainees, graduates and informal sector enterprises on issues of labour rights and decent work (LRDW). The duration of the project Phase I is 4 years 3 months.

## Rationale

The project targets poor and disadvantaged people most of whom end up working in the informal economy with low or no skills. These poor and disadvantaged people do not have any means of learning about decent work standards. Also, the informal enterprises are not under any regulatory system to maintain such standards. Hence, workers in informal enterprises do not get their entitlements because of weak enforcement of the Labour Law and lack of knowledge about labour rights. As such, they often have precarious working conditions.

As Bangladesh commits to attain Sustainable Development Goals (SDGs) by 2030, it is important to turn these commitments into meaningful action plans so that economic growth is inclusive. SDG targets 8.5 and 8.81 (Promote sustained, inclusive and sustainable growth, full and productive employment and decent work for all)[[1]](#footnote-1) are specific agendas that the B-SkillFUL project directly contributes to. Apart from the global goal, the project also keeps in mind the Bangladesh Perspective Plan of 2010-2021[[2]](#footnote-2) which highlights that there is a need to create a million decent jobs every year. National Skills Development Policy, 2011 also highlights the need to focus on skills training for the poor and disadvantaged and the need to provide decent employment for all[[3]](#footnote-3).

It is evident that more than 44% employees have no knowledge on decent work issues as per the situation analysis conducted by B-SkillFUL. Against this backdrop, B-SkillFUL’s is sensitizing trainees and enterprises on decent work issues with the ambition that when they are informed about decent work issues, they would be practicing these in their daily lives, as it would benefit them in the long run. Project aims to make informal enterprises owner realise that workers’ productivity is correlated with decent work environment. At the same time, the project also wishes to make workers aware of their obligations and rights at workplaces.

The project developed a 50-hour common module that includes decent work issues. Thus, trainees learn about decent work during Classroom based trainings. Besides, project is working with different actors i.e. IS-ISC, BWCCI, NASCIB and TSPs to raise awareness about decent work at informal enterprise level. Currently, IS-ISC is working towards sensitising employers regarding the issue by organising LRDW orientation workshops in different districts[[4]](#footnote-4) and subsequently following them up on regular basis. IS-ISC also distributes promotional materials, developed by B-SkillFUL to promote LRDW issues, during the workshops.

However, apart from grassroots level interventions, the project has also aimed to advocate towards decent work agenda integration within the National Technical and Vocational Education and Training (TVET) system. To that end, the project is closely working with IS-ISC’s LRDW cell that lobbies with sectorial Industry Skill Counsel (ISC), National Skills Development Authority (NSDA) and Bangladesh Technical Education Board (BTEB) to ensure the integration of decent work agenda into TVET system.

## Objective

The objective of the intervention is to develop competency standard integrating decent work agenda and include it in National Technical and Vocational Education and Training (TVET) system.

## Implementation Process

B-SkillFUL will hire technical and content expert/s to develop competency standards (CS) integrating decent work agenda for national TVET system. The expert/s must have experience in developing CS following the nationally agreed consistent format i.e. Unit Title, Unit Code, Nominal Hours, Unit Descriptor, Elements and Performance Criteria, Evidence Guide. The expert/s will submit a work plan. The workplan will include timeline for developing a draft CS based on day long CS development workshop. It will be followed by a validation workshop. Based on the recommendations and feedback from the validation workshop, the consultant will finalise the CS and submit it to B-SkillFUL. B-SkillFUL will arrange the workshops. Accordingly, consultant/s will submit the CS and a report to B-SkillFUL.

* + 1. **Role of the expert/s**
       1. Orient content experts and project staff on the procedure of integrating decent work agenda in Competency Standard
       2. Identify content of Decent work through CS development workshop[[5]](#footnote-5)
       3. Develop Competency Standard (CS) integrating decent work agenda
       4. Facilitate final validation workshop and incorporate feedback in draft CS
       5. Develop final CS incorporating feedback from SCDC
       6. Get approval from the relevant authority on the CS
       7. Provide a report to B-SkillFUL detailing the process of integrating decent work agenda in Competency Standard/ Coming up with a way forward to integrate decent work components in the informal sector.
    2. **Role of Swisscontact**
       1. Provide a clear instruction to the expert/s regarding the assignment and share Common Module.
       2. Assist to organise CS development workshops.
       3. Review draft Competency Standard (CS)
       4. Assist to organise validation workshop with IS-ISC
       5. Facilitate SCDC meeting with BTEB
       6. Ensure feedbacks are incorporated in final CS
       7. Provide common module to the expert/s
       8. Provide reporting template to the expert/s
       9. Monitor and supervise activities of the consultant as and when necessary

## Tentative Timeline

To be finalised by consultant and approved by Swisscontact:

| **#** | **Activities** | **Deadline** |
| --- | --- | --- |
| 1 | A detailed work plan with milestones and deliverables | 22 August 2019 |
| 2 | Conduct CS development workshop and develop draft CS. | 05 September 2019 |
| 3 | Conduct validation workshop and incorporate feedback to CS | 19 September 2019 |
| 4 | Facilitate SCDC meeting, finalise CS for approval and submit the report | 30 September 2019 |

## Timeframe and Reporting:

A total of up to 30 working days from 22 August 2019 to 7 October 2019 has been allocated for the whole work. The consultant reports to the Sr. Manager, Training Operations B-SkillFUL.

**PART B**

Guidelines for submission of the proposal

These guidelines shall ensure uniformity of proposals submitted by all applicants and transparency of the evaluation process.

### Minimum Eligibility Criteria

* Applicants must submit a signed cover letter expressing interest to complete the assignment
* Applicants must have the legal documents to work with Swisscontact (for example: Tax Identification Number, National ID for individual applicants etc.)
* Applicants must have prior experience of conducting similar type of assignment
* Applicants must submit the EoI in English. Bangla proposals will not be accepted.

**Please note that if any applicant does not meet the minimum eligibility criteria, the application will be disqualified without further evaluation.**

### Content of the proposal

The table below will guide the interested applicant/s to apply:

|  |  |  |
| --- | --- | --- |
| Section # | Description | Page Limit |
| 0 | **Signed Cover Letter to express interest for completing the assignment** (as mentioned in A under minimum eligibility criteria above). | **Max 1 pg** |
| 1 | **Legal Documents:**  Valid legal documents (as mentioned in A under minimum eligibility criteria above – TIN and NID). | No pg limit |
| 2. | Experience of conducting similar kind of assignment (as mentioned in A under minimum eligibility criteria above). | 2 pg max |
| 3. | CV of the consultant | 2 pg max |
| 4 | **Any other remarks:**  Please mention the source from which you were informed about this study – i. Swisscontact website, ii. Newspaper, iii. Online job posting portal such as bdjobs, iv. Word of mouth, v. Others (please specify). | **1 pg max** |

### Evaluation process

All EoIs submitted must follow the points A and B mentioned above, or else will be disqualified.

### D. Submission of proposal:

Proposals must be written in English and submitted in hard copies **and** soft copies. Both hard and soft copies must reach Swisscontact by 18 August 2019, 05:00 pm. *Any application received after the deadline will be disqualified.*

#### a) Hard copies of proposals must be submitted to:

Mr. Mostafizur Rahman

Coordinator – Admin, Finance, External Relations, B-SkillFUL

Swisscontact Bangladesh

House 19, Road 11, Baridhara, Dhaka‐1212, Bangladesh

The envelope must be marked with “**Name of the applicant”** and “**B-SkillFUL LRDW integration into National TVET system”.**

**b) Soft copies of the EoIs are to be submitted by email to:**

[bd.bskillful@swisscontact.org](mailto:bd.bskillful@swisscontact.org)

1. <https://sustainabledevelopment.un.org/sdg8> [↑](#footnote-ref-1)
2. <http://www.plancomm.gov.bd/wp-content/uploads/2013/09/Perspective-Plan-of-Bangladesh.pdf> [↑](#footnote-ref-2)
3. <http://www.nsdc.gov.bd/wp-content/uploads/2017/01/NSDP-11.pdf> [↑](#footnote-ref-3)
4. Bogura, Dinajpur, Gazipur, Jashore, Joypurhat and Tangail [↑](#footnote-ref-4)
5. The workshop will be comprised of industry people i.e. Compliance officers, Master craft person (2 persons), Representatives (3 persons) of the organisations i.e. Bangladesh Institute of Labour Studies (BILS), Bangladesh Employers’ Federation (BEF), Bangladesh Occupational Safety, Health and Environment Foundation (OSHE) and academician. [↑](#footnote-ref-5)