

**Terms of Reference for** **consultancy service for reviewing skills development sector of Bangladesh**







We are a leading organisation for the implementation of international development
projects. We promote inclusive economic, social, and ecological development to make an effective contribution towards sustainable and widespread prosperity in developing and emerging economies.

Swisscontact is a business-oriented independent foundation for international development cooperation. Represented in 39 countries with over 1400 employees, it promotes - since 1959 - economic, social, and environmental development. The focus of systemic interventions in the private sector is the strengthening of local and global value chains. The organization is based in Zurich. Swisscontact Bangladesh is registered as an International NGO under the NGO Affairs Bureau of Bangladesh. For more information, please refer to <https://www.swisscontact.org/en/countries/bangladesh>

Uttoron - Skills for better life is a skills development project, funded by Chevron under Bangladesh Partnership Initiative (BPI) and implemented by Swisscontact. The first phase of the project continued from 2016-2019 and provided skills training to 1400 community youth in the Sylhet division. Uttoron phase II has expanded its work and consists of three components, details have been stated in the annex[[1]](#endnote-1)

**Contract duration:** 02 (three) months

**Objectives**

The objectives of this assignment are:

1. Current status of skill development sector. An overall analysis.
2. Develop a comparative analysis of different skills development programs implemented by government, NGOs, development partners.
3. Evaluate the effectiveness of skills development training through collecting primary data from different level stakeholders.
4. Explore perception of skills development sector beneficiaries on increased skill level and employability because of the training.
5. Explore perception of private sector and industry in regard to existing skills training and possible ways of collaboration.
6. Identify new and emerging sectors with high demand for skilled workforce.
7. Assess the innovations/new activities incorporated in the skills development domain of the country by different development partner-funded projects and evaluate the effectiveness of those innovations/activities.
8. Identify the major challenges of the skills sector.
9. Provide specific recommendation to overcome those challenges.

## **Methodology**

## The study should include both primary and secondary data applying both qualitative and quantitative approaches.

**Secondary data collection:**

The study will include a desk review of relevant project documents (e.g., training implementation manual, various reports of the project). Other secondary works of literature include (but are not limited to) Labour Market Survey reports and Technical and Vocational Education and Training (TVET) Policy Documents.

**Primary data collection:**

The consultant will collect primary data through appropriate quantitative and qualitative methods.

## **Scope of work:**

1. Provide a technical proposal, as well as a budget, clearly outlining the design of the work, methodologies, feasibility, and effectiveness.
2. Develop data collection tools in consultation with Uttoron project of Swisscontact Bangladesh.
3. Conduct field visits.
4. Collect, clean data, and preparation of the transcript.
5. Share field observation and cross-check the information with Uttoron team.
6. Prepare the draft report.
7. Incorporate Uttoron’s feedback on the draft report and provide a final version.
8. Consultant will keep regular communication and coordination with the focal point of Uttoron for this assignment.
9. Provide recommendations based on findings.

## **Task of Uttoron**

1. Provide a detailed idea of the assignment and its objectives and approve the work plan.
2. Provide feedback in finalizing methodology.
3. Review and approve data collection tools.
4. Provide necessary support for data collection in fields and during data analysis.
5. Provide feedback on the draft report.
6. Approve the final report.

## **Tentative task schedule**

## Mentioned in annex[[2]](#endnote-2)

##

**Eligibility criteria:**

**Expected profile of the lead consultant:**

1. Minimum of ten (10) years of relevant evaluation experience with strong expertise in quantitative and qualitative data collection and analysis.
2. Previous experience in conducting similar consultancy assignments.
3. Demonstrated understanding of the overall skills development domain and TVET context of the country.
4. Excellent analytical, research, writing (English) and facilitation/coordination skills.
5. If an individual consultant and not a research consultancy firm is applying to undertake this assignment, then the consultant must be able to mobilize a team of enumerators on short notice.

**Expected profile of the research consultancy firm:**

1. Previous experience of the research firm and the team members in conducting midterm and baseline evaluation surveys of development partner-funded skills development projects in the country.
2. Strong experience in quantitative and qualitative data collection and analysis.
3. Strong experience in training of enumerators and ensuring quality data collection.
4. Ability to translate data collection tools, pilot these tools and share feedback for revision, if necessary.
5. Ability to deploy the lead consultant and enumerators who can work remotely and across several districts on short notice.
6. Proven track record of working effectively with youth, community, and local level NGOs.
7. Have pool of qualified enumerators who is familiar with TVET sector, has track record of conducting interviews, FGDs, and KIIs and have appropriate academic qualification.

**Scoring criteria for technical and financial proposal**

Mentioned in annex[[3]](#endnote-3)

**Submission guideline**

Interested individuals/firms are requested to submit a technical and financial proposal. Technical and financial proposals need to be received at bd.procurement@swisscontact.org mentioning “Consultancy service for reviewing skills development sector of Bangladesh” in the subject line by 18 August 2022, 05:00 PM, no late and hard copy submissions will be accepted. Only shortlisted candidates will be contacted for a presentation on their proposal. The candidates will have to make a presentation in front of a selection panel of experts. The final selection decision will be made after the presentation.

**Swisscontact has no obligation to award the contract to any applicant if the proposals submitted do not match the quality and/or the budget requirements of Swisscontact**

**Swisscontact has no obligation to provide any further information to bidders or any other third party about the evaluation process and its result**

1. Project overview

|  |  |  |  |
| --- | --- | --- | --- |
| **Objective** | **Component-1:** Skills training for community youths | **Component-2:** Facilitate the establishment of a sustainable training centre near Sylhet City Corporation. | **Component-3:** Upgradation of a welding training institute |
| To support community youths from the selected areas within the Sylhet division in securing gainful employment by equipping them with market-demanded skills. | To facilitate the establishment of a skills training centre for the community youths around Sylhet City Corporation with an aim that the centre will run beyond the project period. | To support upgrading a national-level training institute to offer training in advanced welding skills. |

 [↑](#endnote-ref-1)
2. Tentative task schedule

|  |  |  |
| --- | --- | --- |
| Sl. | Deliverables | Deadline |
| 1 | Proposal submission by shortlisted candidate  | 18 August 2022 |
| 2 | Notify shortlisted candidates for presentation  | 25 August 2022 |
| 3 | Contract signing  | To be decided |
| 4 | Final work plan and methodology submitted and approved | To be decided |
| 5 | Prepare, review, and approve data collection tools | To be decided |
| 6 | Provide orientation to the enumerators on the data collection tool | To be decided |
| 7 | Data collection | To be decided |
| 8 | Data analysis and presentation of findings  | To be decided |
| 9 | Submission of draft report | 25 October 2022 |

 [↑](#endnote-ref-2)
3. Scoring criteria for technical and financial proposal

|  |  |
| --- | --- |
|  | **Score** |
| **Technical proposal** | Sample of prior work  | **10** |
| Quality of the technical proposal   | **25** |
| Soundness of proposed methodology | **20** |
| Profile of the consultant and the team | **15** |
| **Financial Proposal** | Financial proposal | **25** |
| Documents submitted | **5** |
| **Total Score** | **100** |

 [↑](#endnote-ref-3)