

Skills 21 – Empowering Citizens for Inclusive and Sustainable Growth Project
ILO Country Office for Bangladesh
Terms of Reference (ToR)

Assignment:	Hiring an International Consultant to Provide Technical Assistance in Identifying and Implementing Green Indicators in Seven (7) Model TVET Institutions and Two (2) Centre for Skills Excellence
Contract Type:	ExColl Contract
Location:	Dhaka, Bangladesh
Duration:	55 working days (50 in-country and 5 home-based) over the period of 5 months starting from January 2020 but the date will be finalized after completion of recruitment process.

1. Background and Rationale

The ILO has been supporting the Government of Bangladesh in reforming its Technical and Vocational Education and Training (TVET) system for the past 10 years through partnership with the European Union (EU) and Government of Canada. The overall objective of the ILO's partnership is to establish a better link between education and training system to current and emerging specific demands in world of work including sustainable TVET.

ILO's **Skills 21 – Empowering Citizens for Inclusive and Sustainable Growth** project is intended as a catalyst towards realizing a quality, private-sector driven, inclusive and sustainable (green) training system for Bangladesh to increase productivity and environment friendly better employment opportunities in the labour market.

The Project has three main outcomes:

Outcome 1. Improved Quality of the TVET and skills development system

Outcome 2. Improved Access to and Equity within the TVET/skills development system through TVET Model Institutions

Outcome 3. An enabled environment through Improved Governance and Management of the TVET and skills development system

One of the key interventions of the Project is to support two teacher training institutions to become centres for skills excellence (CSEs)¹ (Activity 1.2.1) and seven (7) institutions to become model TVET institutions (MTIs)² for skills training (Activity 2.1.2). To be a CSE and/or MTI, the dimension of green standards is of cardinal importance. Further, Outcome 2, Output 2.1, Activity 2.1.8 mandates the Project to provide support to the institutions to become green institutions practicing green standards and delivering environment friendly TVET programmes.

¹ The 2 CSEs are: Technical Teachers Training College (TTTC), Dhaka; and Vocational Teachers Training Institute, Bogura

² The 7 MTIs are: Bangladesh Sweden Polytechnic Institute, Kaptai, Rangamati; Khulna Mahila Polytechnic Institute, Khulna; Institute of Marine Technology, Bagerhat; Gaibandha Technical Training Centre, Rangpur; Feni Polytechnic Institute, Feni; Jamalpur Technical School and College, Jamalpur; and Sylhet Technical School and College, Sylhet.

2. Objectives

The main objective of this assignment is to engage an international consultant to provide technical support in guiding the greening of Skills 21-supported institutions.

The specific objectives are:

1. To identify set of green guidelines for the institutions in accordance with existing guidelines developed by ILO, UNESCO, UNEP and other bodies;
2. To provide technical support in the development of strategic/action plans to green the TVET institutions;
3. To provide capacity building to the institutions - managers, instructors, support staff and IMAB members - on the concept of greening TVET institutions;
4. To give directions and guidance to the institutions on how to implement the Strategic action plans in greening TVET institutions; and
5. Identify four priority “green job” related qualifications relevant to address green transition under Bangladesh conditions.

3. CONSULTANT’S RESPONSIBILITIES

The Consultant will support the Project in identifying indicators and develop strategic action plans in making nine (9) Institutions as green institutions for environmental sustainability, implementing green standards and developing green jobs curricula. The scope of areas are to:

- 2.1 Develop a Work Plan for the assignment after conducting stakeholder meetings and interviews, and desktop reviews;
- 2.2 Draft/recommend guidelines for Greening TVET Institutions based on developed/adopted guidelines (e.g. ILO, UNESCO-UNEVOC, others);
- 2.3 Conduct capacity development workshops and/or meetings to guide the 9 institutions to develop strategic action plans for making green TVET institutions;
- 2.4 Provide Technical Support to the institutions in the Implementation of strategic action plan to make green institutions;
- 2.5 Identify four green job occupations and prepare report with description; and
- 2.6 Submit progress and final reports to the ILO based on the scope and specific deliverables of the assignment.
- 2.7 One travel/round trip to Dhaka will be allowed for 50 w/days assignment in Dhaka; and
- 2.8 Possibly conduct eight (8) field visits to TVET Institutions outside Dhaka.

In the development of plans, reports and other documents, the Consultant will participate in meetings with project team, provide comments on the drafts and reports as required and revise materials as requested by the project team.

4. Specific Deliverables:

The assignment will be completed within 55 working days over the period of five months. The specific deliverables for the consultancy are:

No.	Specific Deliverables	No. of work days required	% of Payment
1.	Work Plan and Inception Report based on the format provided	2 days	10 %
2.	Guidelines for Green TVET Institutions (GTIs) developed	10 days	40 %
3.	Final draft strategic action plans for greening of MTIs and CSEs prepared	15 days	
4.	9 (nine) capacity building workshops in 7 MTIs and 2 CSEs conducted to implement strategic action plans for greening these institutions	18 days	

No.	Specific Deliverables	No. of work days required	% of Payment
5.	Report with recommendation for four green job qualifications aligned with NTVQF	9 days	20%
6.	Comprehensive Report for the Assignment based on the template provided by the Project	1 day	30 %
	Total	55	

5. ILO's RESPONSIBILITIES

The ILO will:

- Monitor and supervise the work of the consultants and review progress of the work;
- Provide research documents such as Skills 21 project documents, national policy documents, previous skills needs analyses (if available), and other relevant internal documents;
- Provide technical assistance /feedback as necessary;
- Provide support for engaging stakeholders and organizing meetings/workshops;
- Ensure payment of agreed amount in three tranches. Payment will be linked to successful delivery of the outputs as per ILO rules and regulations; and
- Perform any other tasks as described in the contract document.

6. SCHEDULE AND REPORTING

- The envisioned assignment will be completed as per details provided above in 3_ Specific Deliverables.
- The Consultant/s will report to TVET and Skills Specialist, Skills-21 and submit final report to the Skills-21 Chief Technical Adviser of ILO Dhaka.
- The Consultant will coordinate with the Programme Officer (NQF and TVET). The Programme Specialist will provide oversight and quality assurance, and will also carry out a performance evaluation at the end of the assignment.

7. COMPLETION CRITERIA

- All reports and documents to be submitted to the ILO must be relevant to the outputs mentioned in the ToR;
- Provide information and update progress as requested by Skills 21 project of ILO;
- The consultant has to follow the ILO guidelines to ensure quality of the reports / documents;
- The consultant should be proactive, timely report on the progress, and undertake visits to implementing partners' site, participate in meetings as and when necessary.

8. SPECIAL TERMS AND CONDITIONS

8.1. Confidentiality Statement and Intellectual Property of Data

All data and information received from the ILO and the stakeholders for the purpose of this assignment are to be treated confidentially and are only to be used in connection with the execution of these ToR. All intellectual property rights arising from the execution of this ToR is assigned to ILO according to the grant agreement. The contents of written materials obtained and used in this contract may not be disclosed to any third parties without the express advance written authorization of the ILO.

8.2. Unsatisfactory or incomplete work

For the assignment, the ILO's Standard Rules and Procedure for Implementation Agreement shall be applicable. In event that the service delivered is unsatisfactory or fails to conform to the conditions set out above, the ILO reserves the right, as appropriate to interrupt it, to request that it be corrected or modified, or to refuse to accept the service.

8.3. Insurances

The ILO accepts no liability in the event of death, injury or illness of the External Collaborator. The External Collaborator attests that he/she is adequately covered by insurance for these risks. In no circumstances shall the External Collaborator be covered by any ILO insurance and it is his/her responsibility to take out, at his/her own expense, any personal insurance policies he/she may consider necessary, including a civil liability insurance policy.

9. Duration of the Work and Duty Stations:

The duration of the assignment will be for 55 working days (50 in-country and 5 home-based) over the period of 5 months starting from January 2020 but the date will be finalized after completion of recruitment process. ILO shall NOT provide office space in Dhaka and necessary logistics (like Laptop, Printer, Paper, internet, local travel, etc.) to carry out day to day jobs of the consultant.

10. Final Product:

The assignment should result in a report that should be formatted to A4 size paper, and be in a condition that can be published without any need for further work. All data sets and analysis must be shared and handed over to the project.

11. Schedule of Payments:

- 1st Payment: 20% of total contract value will be paid after submission of Inception report and work Plan and accepted by contract administrator;
- 2nd Payment: 50% of total contract value will be paid after completion of deliverables 2, 3 and 4 of section 3;
- Final/^{3rd} Payment: 30% of total contract value will be paid after submission of comprehensive terminal report and accepted to the satisfaction of the ILO.

12. Qualifications and Experiences of the Consultant

The assignment will be contracted to a person with demonstrated knowledge and understanding of the green issues related to establish Green TVET Institutions familiar with TVET / skills development system of Bangladesh.

Academic Qualification:

At least Master Degree in Physical/Natural/Social Sciences or relevant discipline.

Experience:

- At least five years of work experience at the international/national level in climate change/environment/waste management/green economy sector. At least 5 years' experience in Education;
- Relevant experience in working in South Asia.

13. Evaluation Criteria and Score

The selection of the candidate will be made based on the cumulative analysis scheme, where total score will be obtained upon combination of weighted technical and financial aspects.

(a) Technical weighted score, out of 70: When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

- a) responsive/compliant/acceptable, and
- b) Having received the highest score out of a pre-determined set of technical and financial criteria specific to the solicitation.

Only candidates obtaining a minimum of 70% score in the technical evaluation would be considered for the Financial Evaluation. The technical proposal will be evaluated in accordance with the criteria stated below:

Evaluation Criteria:
(a) Relevant educational qualification
(b) Approach and Methodology
(c) Proven working experience in developing green institutions/industry/agency
(d) Proven experience in developing strategic action plans for educational and training institutions

(b) Financial weighted score, out of 30:

The maximum number of points assigned to the daily fee is allocated to the lowest daily fee quoted by the applicant. All other quoted daily fees receive points in inverse proportion. The suggested formula is as follows:

$$p = y (\mu/z),$$

p = points for the daily fee being evaluated,

y = maximum number of points for the daily fee (here it is 30),

μ = the lowest daily fee

z = the daily fee being evaluated

14. Recommended Presentation of Proposal

Interested individuals must submit the following documents/information to demonstrate their qualifications.

- **Personal CV**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;
- **TECHNICAL PROPOSAL** – Sample Technical Proposal in any green project done by the candidate must be submitted.
- **Financial Proposal** shall specify the professional fees for this assignment. Financial Proposal has to be submitted through a standard template attached herewith (*ANNEX-01*).
- **Copy of a recent contract** to be submitted as an evidence of daily fees offered to the candidate for similar assignment by other agency.

The ILO promotes equal opportunities for women and men to obtain decent and productive employment in conditions of freedom, equity, security and human dignity.

*Interested individuals must submit aforementioned documents to the ILO through email ID: dac_skills@ilo.org within **December 04, 2019 by 4.30pm**. Proposers who shall not submit these documents shall not be considered for further evaluation.*

**BREAKDOWN OF COSTS
SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL**

A. Breakdown of Cost by Components:

Cost Components	Unit Cost in USD	Quantity	Total Rate for the Contract Duration
I. Personnel Costs			
Professional Fees		55 working days	
II. Travel Expenses to Join duty station			
Round Trip Airfares to and from duty station		1 (one) round trip	
Living Allowance	USD 146	70 days	USD 10,220
III. Duty Travel			
Round Trip Airfares (Domestic Airfare)		8 (eight) round trips within Bangladesh	
Grand Total			