

Government of the People's Republic of Bangladesh
Finance Division, Ministry of Finance
Skills for Employment Investment Program (SEIP)

ToR for Company Operation and TVET Financing Manuals Development Specialist (National)
For NHRDF (SD-32D)

Terms of Reference (ToR)

A. Background and Objective of SEIP

1. The skills for employment investment program (SEIP) supports the Government of Bangladesh's reforms in skills development anchored in the National Skills Development Policy (NSDP), 2011. It also supports private sector involvement and public-private partnership, which is critical to meet existing and future labor market needs and in reducing skills-gap. This in turn is crucial for Bangladesh to move away from the current "low-skill, low-wage equilibrium" to a "higher skill, higher wage virtuous cycle" to transition to a middle income country. The program helps the government to scale up skilling of new entrants and up-skilling of existing workers that will contribute to higher growth of priority sectors. The SEIP will strengthen the skills eco-system in Bangladesh by establishing a unified funding system and enhancing overall coordination of the currently fragmented system.
2. The overall objective of the project is to qualitatively and quantitatively expand the skilling capacity of identified public and private training providers of Bangladesh by establishing responsive skill ecosystem and delivery mechanisms through a combination of well-defined set of funding triggers and targeted capacity support. Quality skills training will be strengthened by implementing vocational trainers' development program; quality assurance functions and appropriate skills assessment. The project will enhance mid-level trainee targets with expanded partnership with private sector and public sectors. Institutional capacities for mid-level training would be strengthened and a national governance structure for skills development would be established. The project has been supporting training providers to meet industry skills requirements; finance skills training.
3. For coordinating the training activities done by the training providers and ensuring uninterrupted fund for the skills training program i.e. Human Resource Development, National Human Resources Development Fund (NHRDF) was established with a capital of BDT 100.00 crore NHRDF, Finance Division is a not-for-profit Company registered on May 17, 2017 under the Companies Act, 1994 in Bangladesh. NHRDF aims to pool resources from the government, private sectors and development partners to support pre-employment training of new labor force entrants and up-skill training of existing workers, including training for women, disadvantaged people, and unemployed ones. The Fund will be an institutional framework for collecting and allocating resources to training providers with a view to strengthening training programs, diversify financing, achieve closer integration of skills training with industry needs, and to reach out to underserved population.
4. SEIP will bear necessary costs to operationalize NHRDF till December 2020 under ADB Loan No. 3468-BAN (SF). In this connection the scope of SEIP co-operation includes, inter alia the financing and appointment of specialists for (a) preparation of operation manual for financial administration for running the company (NHRDF) efficiently and effectively, (b) preparation of operation manual for disbursement of grants, and (c) development of selection mechanism and criterion for training institutions to finance pre-employment and up-skilling training programs. The TVET financing manual for disbursement of grants will indicate financing modalities for channelizing funds from NHRDF to different training institutions, such as public and private sector training providers, industry associations, ISCs, NGOs, etc.

B. Objectives of the assignment, Scope of Services, Specific Tasks (Components)

5. **Objective:** The specialist will develop company operation and TVET financing manuals in order to operationalize NHRDF. The specific objectives of the assignment are:

- To develop operation manuals for both financial administration and disbursement of grants for TVET programs ;
- To incorporate the recommendation of stakeholders' consultation meetings for finalization of manuals.

6. **Scope of Service and Tasks:** The Company Operational Manual and TVET Financing Manual Development Specialist (National) will be engaged to support the SEIP Management. S/he will closely work with SEIP Management and NHRDF Company. S/he will (i) examine and review the operation manual(s) used by the similar companies in home and abroad;(ii) examine and review the TVET financing manual used by the similar companies in home and abroad (iii) develop draft operation manual and TVET financing manual; (iv) recommend stakeholders' consultation, if needed, on draft manuals ; (v) collect feedbacks from the stakeholders and screen the effective ones; (v) incorporate feedbacks into the draft manuals ; and (vi) submit the final operation manual for financial administration and TVET financing manual for running the company (NHRDF).

C. Qualification, Experience, Competencies of the National Specialist

7. **Qualification and experience:**The Specialist shall have the following qualifications: (i) Preferably Master's degree with 25 (twenty five) years experience in Government/Semi-Government in Bangladesh; (ii) deep knowledge of similar funds created in Bangladesh and abroad for specific social purposes; (iii) proven record and experience in setting up similar funds or companies in Bangladesh with development of detailed operation manuals and guidelines; (iv) excellent communication skills to undertake stakeholder consultations across various sectors; (v) excellent writing and presentation skills in English; (vi) knowledge and familiarity with recent national initiatives on skills development is preferred; and (vii) knowledge of the workings of multilateral development institutions (e.g., Asian Development Bank, World Bank) will be an advantage.

D. Expected Deliverables and Reporting Requirements:

8. The **Company Operation and TVET Financing Manuals Development Specialist** will develop the following outputs for the assignment:

(a) Operation Manual

- The manual will encompass financial administrative guidelines for running the company (NHRDF) efficiently and effectively, which do not contradict with any laws of the soil;
- The manual will also include administrative and financial delegation for day to day operations of the company, asset management, accounting system, documentation and record keeping, fund flow management, financial transaction and reporting systems; and

(b) TVET Financing Manual

- The TVET financing manual is aimed at running the company (NHRDF) efficiently and effectively by allocating funds for the purpose of NHRDF, which shall not contradict with any laws of the soil;

- The manual for disbursement of grants for TVET programs will indicate financing modalities and mechanisms for channelizing financial assistance from NHRDF to different training institutions, such as public and private sector training providers, industry associations, ISCs, NGOs, etc;
- The manual will include the format for application of training providers for disbursement by NHRDF, format for report on disbursement by NHRDF, check list for disbursement of NHRDF, monitoring mechanisms and any other aspects as decided by SEIP Management and NHRDF.

9. The Specialist shall submit the status report to the Executive Project Director (EPD), SEIP and Managing Director (MD), NHRDF at the end of every month.

E. Duration of the assignment :

132 (One hundred and Thirty two) working days spread over 8 months.

F. Payment Schedule: The payment will be made based on the submission of deliverables as follows:

- (i) The draft operation manual to be submitted within 22 working days of commencing the assignment;
- (ii) The draft TVET financing manual to be submitted within 66 working days of commencing the assignment;
- (iii) The extensive consultations with government, private sector, and NGOs to be completed within 88 working days of commencing the assignment, which will be discussed with NHRDF and SEIP;
- (iv) The revised operational and TVET financing manual to be completed within 110 days of the assignment, incorporating comments and reviews of stakeholder consultations;
- (v) The final operational and TVET financing manual to be submitted within the assignment period.

G. Assignment Location: Dhaka.