# Section 7. Terms of Reference for Development of Competency-based Training and Quality Assurance

1. **Background**
2. The Government of Bangladesh recognizes the low educational and skill levels of the labor force as a major binding constraint to achieving higher economic growth. To have a major dent on the economy, Bangladesh needs to invest heavily in human development, particularly in schooling and skills development. Currently, only 500,000 people receive skills training annually against the actual industry need of at least 2 million. Industry leaders want to participate actively in skilling and up-skilling the work force in priority sectors to exploit the full potential of growth opportunities. The government intends to establish a National Human Resource Development Fund (NHRDF) by 2015 to pool resources from the government, private sector and development partners.
3. The investment program will support the Government of Bangladesh’s reforms in skills development anchored in the National Skill Development Policy (NSDP), 2011. It will support large-scale 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 will help 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 ecosystem in Bangladesh and support transition to a sector-wide approach (SWAp) by establishing an unified funding system and enhancing overall coordination of the currently fragmented system.
4. The impact will be increased income and productivity of the working population aged 15 years and over. The outcome will be increased employment in priority sectors and skills for males and females. There are four targeted outputs that include: (i) market responsive inclusive skills training delivered; (ii) quality assurance system strengthened; (iii) institutions strengthened; and (iv) effective program management.
5. **Objectives of the SEIP Program**
6. The overall objective of the project is to qualitatively and quantitatively expand the skilling capacity of identified public and private training providers by establishing and operationalizing a responsive skills ecosystem and delivery mechanism through a combination of well-defined set of funding triggers and targeted capacity support. Specifically, the objectives are to:
7. Improve program for skilling new entrants and up-skilling existing workforce to enhance productivity and growth of priority industry sectors;
8. Impart skills training linked to gainful employment or self-employment through PKSF partners and their livelihood programs as well as through Bangladesh Bank Small and Medium Enterprise (SME) Department linked to jobs in SMEs;
9. Develop a network of training providers that are endorsed by industry for providing excellence of training to meet the skills needs of employers;
10. Establish and implement a strategy to address the special needs of groups specified in the NSDP and ensure their participation in SEIP programs;
11. Implement a vocational trainer development program for trainers and assessors and a management leadership program for training provider management reflecting NSDP requirements;
12. Strengthen capacity of BTEB in approving training providers registration process, course accreditation and monitoring quality assurance and implementation procedures of training providers;
13. Support the training providers for capacity development to ensure quality training delivery mechanism;
14. Establish and institutionalize a credible recognition of prior learning (RPL) system;
15. Support the NSDC and key government ministries to strengthen institutional arrangements and coordination to enable the TVET system to meet policy objectives within a coherent skills development framework; and
16. Support the establishment and operationalization of a National Human Resources Development Fund (NHRDF).
17. **Scope of Services, Tasks (Components) and Expected Deliverables**
18. The purpose of this assignment is three-fold (i) to develop the competency standards for the SEIP training programs in the priority sectors (RMG &Textile, IT, Light Engineering, Construction, Shipbuilding and Leather & Footwear) (ii) to prepare competency based learning materials(CBLMs) and (iii) to support training institutions (both public and private) in developing and implementing trainees performance assessment and certification to meet the needs of SEIP;
19. Under this assignment, 50(fifty) competency standards for six priority sectors of SEIP and 03(three) complete set of competency based learning materials for each sector will be developed. SDCMU will advise the consultants which standards and learning materials will be developed under this assignment. The standards and learning materials are to be aligned with the requirements for approval of BTEB.
20. **Team Composition &Qualification Requirements for the Key Experts (and any other requirements which will be used for evaluating the Key Experts under Data Sheet 21.1 of the ITC)**

| **Areas** | **Total person month** | | **Key Tasks and Qualification & Experience of the consultants** |
| --- | --- | --- | --- |
| **Intern’l** | **Nat’l** |
| Development of Competency-based training (CBT) standards and Competency based learning materials for SEIP training in priority sectors | (2x12)=24 | (7x24)= 168 | The consultant team will develop competency standards and competency based learning materials with endorsement of the corresponding Industry Skills Councils (ISCs), and approval of BTEB. The team will include two international competency standards and outcomes-based curriculum specialists and seven national subject matter experts, with TVET experience in the respective 6 priority sectors (textile and readymade garments-2, leather and footwear-1, construction-1, light engineering-1, Shipbuilding-1 and information technology-1) to review and update the training programs developed by the industry associations so as to aligned them to the competency standards and duly endorsed by ISCs and approved by BTEB in due course. The team will develop competency standards and qualifications which are job focused packages for high demand short and long duration courses for each priority sector. Each competency package will include occupational standards to be adapted with support of ISCs, based on the format of competency standards of Bangladesh and adopted from international good practices as appropriate.The consultant team will provide course materials including ICT based materials where feasible, equipment required and assessment tools. Each set of course material will comprise at the minimum a) Trainee’s Handbook, b) Trainer Manual comprising i) Session Plans ii) Assessment Module and iii) Training Aids. The development of curriculum and course packages will be through a participatory process, which will include forming a team of trainers, occupational based industry experts and related specialists from different relevant institutions, through the concerned ISCs, who will also be involved in trialing of the materials. The qualifications packages will be trialed, assessed and revised before taking to scale more widely. The team will develop a manual for developing and fast-tracking implementation of competency based training and will help to prepare materials for training of trainers. The team will work closely with the Course Specialist and TVET Specialist based at the SDCMU who will coordinate this activity on behalf of the SDCMU Project Director.  One of the international consultants will serve as the team leader and one of the national consultants will serve as the deputy team leader. The team leader and deputy team leader should have 10 years’ experience in relevant areas of TVET.  **Qualification and Experience of International Specialists:** The specialists will have at least a master degree with minimum 10 years experience in developing and producing of outcome-based standards, curriculum and learning materials.  **Qualification and Experience of National Specialists** :The Specialists will have at least a bachelor degree in the respective field (RMG &Textile, IT, Light Engineering, Construction, Shipbuilding and Leather & Footwear) with minimum eight years experience in skills training program development and implementation |
| Assessment and certification | 1x12=12 | 2x12=24 | The consultant team will develop and implement assessment and certification in the priority sectors in close partnership with industry skill councils in a practical way, for the Sectors in general, and for the courses developed as part of this Assignment. Since this effort is linked to development of course materials (particularly assessment tools) and recognition of prior learning, the consultants will also work closely with the CBT consultants. In close coordination with Course Specialist and TVET Specialist of SEIP, the consultants will develop strategies and implementation plans for devolved quality assurance mechanism in partnership between BTEB and ISCs. The consultants will review existing assessment and certification practices and introduce improvements to help establish a credible CBT based assessment and certification system that involves support from ISCs and training institutions. The consultants will develop a manual for CBT based assessment and certification system which all institutions will be able to follow in terms of institutional arrangements, procedures and expertise needed to ensure compliance. The consultants will identify 05 assessment centers in Dhaka and Chittagong divisions to train a group of core assessors for each priority sector in consultation with the different projects engaged for training assessors. The consultants will liaise closely with other ongoing efforts as well as other consultants involved under SEIP to avoid any duplication and overlapping.  **Qualification and Experience of International Specialist:** The specialist will have at least a master degree with minimum 10 years experience in implementing competency based training (CBT), assessment and certification.  **Qualification and Experience of National Specialists** :The specialists will have at least a bachelor degree with minimum eight years experience in skills training program development and implementation |

**5. Duration of the Assignment: 24 months**

**6. Deliverables and Time Schedule for Deliverables**

1. The consultant team will deliver the following :
2. Two copies of Inception Report at the end of month one;
3. Draft progress reports on the deliverables (competency standards, course learning materials, assessment and certification mechanisms) at the end of month three;
4. Draft competency standards and learning materials
5. Draft strategies and manuals for conducting assessment and certification for priority sectors including trialing of assessment and certification and identifying five assessment centers at the end of month three;
6. Draft courses (new/revised) and assessment tools including report on trialing of courses and expanding assessment centers at the end of month six;
7. Complete training of assessors, demonstration of assessment and certification mechanisms in identified 05 assessment centers at the end of month 18;
8. Three copies of Final Report and three copies in CD ROM which will include recommendations and action plan to expand this process.
9. **Client’s Input and Counterpart Personnel**
10. The client will provide financial support for the assignments and will invite the consultant team for regular update and participation in meetings with the key implementing/contracted agencies providing training. The client will also facilitate meetings with key stakeholders and liaise with others consultant team as appropriate. One Assistant Executive Project Director, TVET specialist and Course Specialist at the SDCMU will coordinate the consultant team.