

No: RTISC/SEIP/EoI/ICN-01

Date: 31 December 2020

Invitation for Expression of Interest

Title of the Project : Asian Development Bank Loan 3468-BAN: RTISC-SEIP Project, Skills for Employment Investment Program,
 Executing Agency : RMG & Textile Industry Skills Council (RTISC)

A. Project Background:

The RMG & Textile Industry Skills Council (RTISC) is established under specific terms and conditions of the National Skills Development Policy with responsibility to plan, manage and coordinate skills development within the RMG & Textile industry in Bangladesh. RTISC is responsible to the development and review of skills standards and qualifications, Training of Trainers & industry skills assessors and participate in the development and review of new training curriculum for RMG & Textile sector.

RMG & Textile Industry Skills Council (RTISC) is funded by a grant from Skills for Employment Investment Program (SEIP), Finance Division, Ministry of Finance, Government of the People's Republic of Bangladesh. Under the contracts on grants for supporting ISC of RMG & Textile, RTISC is assigned to Develop, review, update in (English) Competency Based Learning materials (CBLB), Facilitator guide and Training aid. Three (03) Individual Consultants (short-term) will be appointed for the SEIP-RTISC Project on a competitive basis. The location of the assignments, qualifications, required experiences and responsibilities are as follows:

B. Assignment Location: RTISC office, 39, Rabindra sarani (6th Floor), R # 15, Sector # 3, Uttara, Dhaka-1230

C. Detailed qualifications, Experiences and Responsibilities:

Position	No	Minimum Qualification	Minimum General Experience	Responsibilities
03 Individual Consultant (National)	1	Degree in Engineering Education/General Education, TVET, or related fields with experience of developing Competency Based Learning Materials (CBLM) with Facilitator guide and Teaching aid in English/Bangla	<ul style="list-style-type: none"> • 3 years' experience of developing Competency Based Learning Materials (CBLM); • Consultant should have sound knowledge on the validation and approval process of CBLM & Facilitator guide following NSDA/BTEB/SEIP guidelines; • Proven work experience of CBLMs & Facilitator guide in English/Bangla; • Strong Communication, Interpersonal and computer skills especially excellent typing speed in English/Bangla; 	<ul style="list-style-type: none"> • Develop, Review, update Validation of 3 (three) CBLMs, Facilitator guide & Teaching aid in English; • Develop, Review, update Validation of 3 (three) CBLMs, Facilitator guide & Teaching aid in English within stipulated time; • Conduct validation workshops to get approval on CBLMs, Facilitator guide & Teaching aid in English • Incorporate the feedback and submit the final, CBLM including Facilitator guide & Training aid in English/Bangla.

Interested consultants are requested to send their Expression of Interest (EoI) latest by January 08, 2021 at 5.00 PM following the submission instructions mentioned in the ToR. EoI template and ToR are available at:

<https://www.rtisc.org/Knowledge Bank>

Only short-listed candidates will be notified.

(Md. Zaglul Hayder)

Chief Executive Officer, RMG & Textile Industry Skills Council (RTISC)

39, Rabindra sarani (6th Floor), R # 15, Sector # 3, Uttara, Dhaka-1230.

RTSC-SEIP Project, Consultant (National 3 Individual) funded by Skills for Employment Investment Program-Tranche-2 under Asian Development Bank Loan 3468-BAN.

Terms of Reference

Objective and Purpose of the Assignment

RMG & Textile Industry Skills Council (RTSC) is looking for a competent 03 (three) Individual Consultant (National) to Develop (in English/Bangla Language) the **Competency Based Learning Materials (CBLM) including Facilitator guide (FG) & Training aids (TA)**.

Scope of Work

In order to achieve the objective, the Consultant will collaborate with RMG & Textile Industry Skills Council (RTSC) and ensure the following:

- i. Conduct meeting with RTSC, SEIP and relevant stakeholders before starting of the assignment.
- ii. Study existing CBLM & Facilitator Guide, Training aids for conceptualization and action planning.
- iii. Develop a detailed work plan for the entire period of consulting work.
- iv. Develop the CBLMs including Facilitator guide and Training aids in English/Bangla.
- v. Submit the draft CBLMs including Facilitator guide and Training aids to RTSC for feedback.
- vi. Incorporate the feedback and submit the final of CBLM including Facilitator guide & Training aids.
- vii. Facilitate the validation workshops to get approval on CBLMs including Facilitator guide and Training aids
- viii. Submit the final version of CBLMs and Facilitator guide incorporating the feedback received from the development & validation workshops.

Detailed Tasks and/or Expected Output

The Implementation plan is an integral part of the contract between Client and Consultant. The Consultant shall, when engaged with Client, follow and accomplish the implementation plan within the time allocated for completion of the assigned task. Specific assignment output will be:

- i. A work plan indicating the timeline with various stages of the assignment after signing the formal contract with RTISC.
- ii. The Consultant must submit an Inception Report updating the assignment progress weekly basis.
- iii. **03 (three) Competency Based Learning Materials (CBLM) including Facilitator guide and Training aids in English/Bangla.**
- iv. Conduct 03 (three) validation workshops to get approval on CBLMs including Facilitator guide and Training aids English/Bangla.
- v. Conduct 1 development & 1 validation workshop for each CBLM including Facilitator guide and Training aids
- vi. Final Report must be submitted both soft copy and two hard copies to RTSC after completion of the assignment.

Client's Input and Counterpart Personnel:

RTSC will provide financial support for the assignments and will invite the Consultant for regular update and facilitate meetings with the presence of key team members of RTISC. RTSC will coordinate and

facilitate this assignment. Concerned DEPD, AEPD, TVET Specialist and Course Specialist at the SDCMU, SEIP will provide valuable input during validation workshop.

Place of assignment:

The Consultant will work in RTSC office, Apt. No: A-6, Rabindra Sarani, Sector-03, Rd: 15, Uttara, Dhaka-1230 and under supervision of Concerned RTSC Executives in close collaboration with SEIP.

Logistics and facilities to be provided to the consultant by the clients:

Logistics and facilities to be provided to the consultant by the clients are listed below:

- i. Office space with furniture including file cabinet and electric connection.
- ii. Office equipment like computer and printer etc.
- iii. Bear the expenses related to organizing validation workshops.
- iv. Facilities for production and binding of reports etc.

Minimum Qualification Requirements

The qualifications and experiences of Consultant is as follows:

- i. Degree in Engineering Education/General Education, TVET, or related fields, combined with at least 3 years' experience of developing and managing TVET programs in Bangladesh.
- ii. At least 3 years' experience of developing Competency Based Learning Materials (CBLM).
- iii. Familiar with the validation and approval process of CBLM & Facilitator guide following NSDA/BTEB/SEIP guidelines.
- iv. Previous working experience of developing CBLM & Facilitator guide.
- v. Proven work experience of developing CBLMs & Facilitator guides in English/Bangla will be an added advantage.
- vi. Excellent computer skills in MS word, Excel, Photoshop etc.
- vii. Typing skills both English and Bangla.
- viii. Excellent proofreading skills with the ability to identify grammar, spelling, and punctuation errors.
- ix. At least 3 years' experience in facilitating skills training programs and CBT based learning materials development workshop will be an added advantage.

Assignment Duration & Payment Conditions:

The Consultants will be recruited to support RTSC to perform the above-mentioned activities.

- i. Duration of the Assignment: 40 Days after signing the formal contract.
- ii. Honorarium shall be on output basis;
- iii. Payments shall be made in Bangladeshi Taka;
- iv. RTSC will deduct the local Taxes at source as per NBR- SRO-([Section 52AA of ITO](#)).
- v. The Consultants ensure proportionate progress of work as per work plan indicating timeline with various stages of the assignment after signing the contract;
- vi. The Consultant shall submit an invoice for Honorarium as per the milestones mentioned in the agreement and payments shall be made by the client within 15 (fifteen) calendar days of the receipt of the invoice;
- vii. The Client may, by written notice of suspension to the Consultant, suspend all payments to the Consultant hereunder if the Consultant fails to perform his/her obligations under this contract.

Minimum General Experience 3 Years

Minimum Specific Experience (relevant 3 Years

to assignment)

Application Procedure

Interested consultants are requested to send their Expression of Interest electronically or hard copies to the following address on or before January 10, 2021 at 5:00 pm. Eoi template is available in <https://www.rtisc.org/Knowledge Bank>

Any application received after the deadline will be disqualified.

Email to: moniruzzaman.rtisc@gmail.com/azommoshihul.rtisc@gmail.com

The subject line in the email must mention **“Name of the applicant”** and **RTSC Individual Consultant”**.

Hard copy of Eoi must be submitted to:

Md. Moshihul Azom
Assistant Executive (Finance & Admin)
RMG & Textile Industry Skills Council (RTSC)
Apt. No: A-6, 6th Floor, 39, Rabindra Sarani, Road # 15
Sector-3, Uttara, Dhaka-1230

The envelope must be marked with **“Name of the applicant”** and **RTSC Individual Consultant”**.

Only short-listed candidates will be notified.

Chief Executive Officer
RMG & Textile Industry Skills Council (RTSC)