



LEISC-SEIP Project

Light Engineering Industry Skills Council (LEISC)

Memo no: LEISC/SEIP/ICN/REOI/ES-11/2023/867

Date: 17/01/2023

Recruitment of Individual Consultant for Conducting Enterprise Survey In Light Engineering Sector

LEISC-SEIP Project invites eligible National Individual Consultant to submit Expression of Interest (Eoi) for Conducting Enterprise Survey in **Light Engineering Sector under Light Engineering Industry Skills Council (LEISC)**. Detailed Terms of Reference (ToR) can be downloaded from SEIP website: <https://seip-fd.gov.bd>.

The deadline for submission of Expression of Interest (EOI) is 3.00 pm BST on 31 January, 2023 at the following address:

Executive Project Director, Skills for Employment Investment Program (SEIP) Project, Finance Division, Ministry of Finance, Prabashi Kallyan Bhaban (Level-16), 71-72, Old Elephant Road, Eskaton Garden, Ramna, Dhaka-1000 and the Eoi can also be submitted in PDF version through e-mail: ceo.leisc.seip@gmail.com.

Md. Rafiqul Islam Bhulyan,
CEO, LEISC-SEIP Project

Government of the People's Republic of Bangladesh

Finance Division, Ministry of Finance

Skills for Employment Investment Program (SEIP)

**ToR for Engaging a Consultant for Conducting Enterprise Survey in the Light
Engineering Industry Sector**

1.0 Background of SEIP Project

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. SEIP initiative for skills development contributes to meeting the demands of skilled workforce in maintaining higher productivity and accelerated growth. Growing demand for skilled manpower in industry sectors indicates two important dimensions, viz: i) a significant segment of existing workforce does not have requisite skills demanded by occupations and ii) industry sectors may face reduced growth in the future due to lack of appropriate skills.

SEIP has been addressing these issues by providing skills training through partnerships with industry associations and public training providers. The impact of SEIP training is targeted to the increased income and productivity of the working population aged 15 and over, aligned with NSDP. The achievement of the skills training outcomes has been ensuring enhanced employment in priority industry sectors and acquiring quality skills for males and females.

SEIP has also been supporting to three Industry Skills Councils (ISCs) giving some specific tasks to complete during the project period. LEISC is one of them that has been working to develop the capacity of trainers and assessors engaged in training delivery and training assessment process. One of the major tasks assigned to LEISC to carry out an enterprise survey for enterprises that produce engineering products. The survey will extract data and information of at least 30 enterprises which will be required for SEIP to strategize the future plan for skills development.

2.0 Light Engineering Industry Skills Council (LEISC)

Light Engineering Industry Skills Council (LEISC) is one of the Industry Skills Councils (ISCs) to promote a wide range of skills development activities such as identifying priority occupations, developing industry demand-driven curriculum in consultation with industry experts, supporting industry to up-skill employees to improve their productivity. It has been working to produce some results and outputs with the financial support of SEIP project.

LEISC is, therefore, planning to engage an individual consultant to conduct enterprise survey. The consultant will conduct in-depth assessment and present a clear picture of enterprises in accordance with the scope of work.

3.0 Objectives and Scope of the Assignment

(a) Objective of the Assignment

The main objective of the assignment is to carry out an in-depth study of at least 30 enterprises to find out a clear picture of the enterprises in the areas of their business operations, challenges in involving skilled workforce, productivity, growth of business and employment, investment in skills development and their plans for developing workforce in the next 5 years.

(b) Scope of the Assignment

The consultant will develop profiles (both soft and hard copy) of at least 30 enterprises employing minimum 30 employees in the following areas:

1. expected growth of business and challenges and growth of employment in the coming five years.
2. the impact of technology on employment and skills profile of the workforce.
3. current occupational composition with the size of employment (number of employees engaged in each of the occupations);
4. types of employees involved in each occupation (for instance, ratio of unskilled, semi-skilled and skilled workers);
5. employers' view on 4ir and their readiness.
6. current practice of recruitment in enterprise.
7. current practice of on-the-job training and recruitment.
8. investment in skills development.
9. the employment of female workers and their productivity, etc.

The consultant will prepare report of the Enterprise Survey in English with various graphical presentation and statistical analysis to illustrate a clear picture of enterprises in the areas mentioned above.

The assignment will draw a statistically valid sample size from 40,000 light engineering enterprises from different sub-sectors through appropriate sampling method. Consultant should analysis the data focusing on the context of geographical location, rural-urban segment and sub-sector including the above-mentioned issues. S/he should use appropriate method to perform trend analysis and estimate the projection. In case of data analysis, consult should use various graphical method, univariate, bivariate, correlation analysis, etc.

For doing the study, the consultant should visit different enterprise in different location and consult with members of different sub-sector associations for the purpose of data collection. Consultant should also discuss with LEISC executives and SEIP Project Implementation Team of BEIOA for data validation, data presentation, data analysis and report preparation.

4.0 The detailed Tasks of the Consultant will be the following but not limited to -

- a) Prepare an inception report mentioning a detailed work plan, research design, methodologies, a set of questionnaires and data collection tools etc;
- b) Review related literatures for portraying the light engineering industries.
- c) Develop questionnaire for data collection.
- d) Visit different enterprise in different geographical locations.
- e) Complete KII, FGD and conduct consultation meetings with different stakeholder of different sub-sectors in different geographical location.
- f) Develop profiles (both soft and hard copy) of at least 30 enterprises.
- g) Prepare a clean dataset without missing any field of enterprise survey and analyze data with graphical presentation, appropriate forecasting method, univariate, bivariate, correction coefficient method, etc.
- h) Present Final Draft Enterprise Survey report to a 'Findings Sharing Workshop'
- i) Collect feedback from workshop participants
- j) Finalize and submit the Enterprise Survey Report

5.0 Minimum Qualification and Experience of the Consultant

The finally selected individual consultant/ firm must have a profile which include the following:

- ✓ A post graduate degree or Ph.D. in Statistics/ Economics/ Development Studies/ Social Sciences.
- ✓ Research experience in multi-sectorial education projects-especially in TVET projects will be an added advantage
- ✓ Proven experience in preparing baseline reports, different study report, project evaluation report of development organizations such as international or national NGOs
- ✓ At least 10 years of experience in the field of research.

6.0 Deliverables and Timeline:

The Consultant will ensure the following deliverables within the timeline mentioned below:

Sl.	Deliverables	Timeline
1.	a) An Inception report containing - 1. Analysis on understanding the Terms of Reference. 2. A detailed work plan, 3. A research design and methodology 4. A set of questionnaires and data collection tools for conducting Enterprise Survey b) Inception report with a set of questionnaires in the meeting of Project Standing Committee (PSC) for collecting feedback.	2 weeks of signing the contract
2.	A set of questionnaires and data collection tools for conducting Enterprise Survey a) Analyzed data with graphical presentation, appropriate forecasting method, univariate, bivariate, correction coefficient method, etc.; b) Profiles (both soft and hard copy) of at least 30 enterprises, c) A survey report with various graphical presentation and statistical analysis. The report should represent a thoughtful, well-researched and well-organized. Findings of the report should be specific, concise and supported by strong quantitative or qualitative evidence. Recommendations should be supported by a specific set of findings. d) The report will include a table of contents, table of figures (as appropriate), acronyms, executive summary, introduction, objective of the study, literature review, research design and methodology, findings, conclusion and recommendations, and bibliography. e) Final draft to LEISC and collection of feedback. f) A Findings Sharing Workshop g) Collection of feedback from the workshop participants	4 months of signing the contract
3.	a) Final Report on the Enterprise Survey	5 months of signing the contract

7.0 Period of the Assignment:

The date of commencement of this assignment will be from 01 March 2023. The entire assignment is to be completed within 150 days (5 months) from the date of signing/or work order issued.

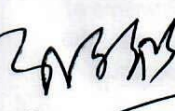
8.0 Payment Schedule:

Sl.	Deliverables	Payment schedule
1.	After acceptance of Inception Report	20%
2.	After submission of Final Draft Report	50%
3.	After submission of Final Report incorporating feedback from the stakeholders	30%

13.0 Duty station

The consultant will work from his/her office, attend meetings at SEIP office, LEISC and association offices and conduct field visits, workshops, meetings etc. as and when required.

14.0 Counterpart Support: LEISC will provide support as per the provision specified in the ToR.


Md. Abdur Razzaque
Chairman, LEISC