SEIP — RTISC-SEIP Project

Skills for Employment Investment Program

RTISC (RTISC)

RTISC-SEIP Project invites eligible National Individual Consultants to submit Expressions of Interest (EOI) for formulating a **Strengthened labor market information system (LMIS).** Detailed Terms of References (ToRs) can be downloaded from SEIP & RTISC **website; https://seip- fd.gov.bd.** and **https://www.rtisc.org/publications.** The deadline for submission of Expressions of Interest (EOI) is 4.00 pm BST on 20 August 2023 at the following address:

EPD, SEIP, Finance Division, Ministry of Finance, Prabashi Kallyan Bhaban (Level-16), 71-72 Old Elephant Road, Eskaton Garden, Ramna, Dhaka-1000, and the EOIs can also be submitted in PDF version through e-mail: **ayubali.rtisc@gmail.com.**

N.B. The procuring entity reserves all the rights to accept or reject all Eol.

CEO, RTISC-SEIP Project

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

Hiring Consulting Firms/ Individuals for upgradation and integration
Labour Market Information System for the RTISC
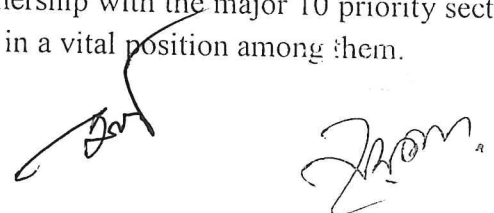
Term of References (ToR)

Assignment	Upgradation and Integration of labor market information system (LMIS) with TMS of SEIP and NSDA Skills Portal.
Contract type:	Service contract
Location:	Home-based
Duration	3 months

1. Background and Objectives of the SEIP Project:

The Skills for Employment Investment Program (SEIP) supports the Government of Bangladesh in the reform of the skills development training system as focused in the National Skill Development Policy (NSDP) 2020. It also supports private sector involvement and strengthens public-private partnerships, which is significant to meet the existing and future labor market needs and reduce the skills gap and match. This is crucial for Bangladesh to move forward from the present "low-skill, low-wage equilibrium" to a "higher skill, higher wage virtuous cycle" necessary to achieve the status of a middle-income country. The program helps the government to scale up the skilling of new entrants and up-skilling of the existing workers, contributing to the growth and elevated productivity in the priority sectors. SEIP is strengthening the skills ecosystem in Bangladesh by establishing a unified funding system and enhancing the overall coordination of the currently fragmented system of skills development. This project is being implemented by the Finance Division, Ministry of Finance under the financing arrangement from the Government of Bangladesh and the Asian Development Bank (ADB).

The overall objective of the project is to expand the skilling capacity of identified public and private training providers of Bangladesh qualitatively and quantitatively by establishing a market-responsive skill ecosystem and delivery mechanisms through a combination of the well-defined set of funding triggers and targeted capacity support. Quality skills training will be strengthened by implementing vocational trainers' development programs; quality assurance functions and appropriate skills assessment. The project will expand mid-level trainee targets through partnerships with private and public sectors. Institutional capacities for mid-level training would be strengthened and a national management & governance structure for skills development would be established through this project. The project has been supporting industries to conduct training programs by providing grants to meet their skill requirements with a provision to arrange employment of at least 60% of the newly trained graduates.

The SEIP is organizing the training program in partnership with the major 10 priority sectors of the economy; RMG and Textile sector sector are in a vital position among them.

labor market. It is an important component of the labor market to understand the skills shortage, gaps, and emerging skills in the relevant sector. The LMI system is an important concept to manage labour market-related data and information. In this case, the sector-specific LMI system can only succeed in demonstrating a working labor market if the data generation and service delivery functions are deliberately considered as integrated parts of a comprehensive LMI system. The LMI system will contain collecting data on the labour market through the section and occupation wise of the sector that help to conduct Delphi Method research, qualitative and quantitative research, and forecasts and foresight of the labour market. It will also provide sectoral data which will facilitate the formulation of policy and plans for skills development for the light engineering sector.

The RTISC will ensure a developing system or a mechanism for gathering, organizing, structuring, managing, providing, and analyzing data and information about the occupational composition, skills demand, and jobs/ vacancies available in RMG and Textile sector. The RTISC will host, manage and update the system.

5. Objectives of the Assignment and Scope of the Services:

a) Objectives of the Assignment:

The objectives of upgrading and integrating the Labour Market Information (LMI) system for the RMG & Textile Industry may include:

a) To upgrade a job portal for facilitating job seekers and employers in the RMG & Textile industry;

b) To integrate the LMI system to make it easier for stakeholders to access and share labour market information. This can also include mobile applications that allow employers, job seekers, and training providers to access relevant labour market data in real-time.

c) To integrate the LMIS portal with the TMS of SEIP and the NSDA skills portal for storing the real-time data into this for the RMG and Textile sector;

d) Overall, all work for upgrading and integration of the LMI system as per the requirements of this portal has to be done.

b) Scope of the Assignment:

The scope and focus of the assignment are to provide technical, strategic, and facilitation support to enable the RTISC to develop a Labour Market Information (LMI) system. The LMI system is a platform for manpower management that also has the ability to collect, process, analyze, and disseminate labour market information (LMI) system is also the production of information and analysis for policymakers and other labour market stakeholders. Key aspects of the consultancy are the development of a website linking with a skills portal, job searching & posting apps for job seekers & employers, and promotional products like the Facebook page. The consultant will assess the current website structure and contents for ease of accessibility, quality of content, user-friendliness, ease of maintenance/update, and information retrieval. To review, update, design & develop a current website using Word Press or a similar reliable, cost-effective, and simple-to-use platform. The consultant/ firm will be providing 02 years of support & maintenance service from the date of contract signing. This support & maintenance will cover fixing all bugs and system errors as and when identified by the system users. The

consultant will find out major problems with the software and fix them and he will be responsible for taking data backup and all related design/data will be open to the Client. Finally, the consultant/ firm should provide the hosting service for the duration of the contract, as well as share all hosting information with the RTISC and the initiative team from the get-go.

6. **The detailed Tasks of the Consultant will be the following but not limited to -**
   a) Strengthening the present LMIS portal of the RMG & Textile sector;
   b) It is also required to strengthen the Jobs Portal of the LMIS system;
   c) Integrating the RTISC-LMIS portal with the TMS of SEIP and NSDA skills portal;
   d) Developing the LMI system-related mobile app as an application;
   e) Identifying and agreeing on the LMI applications and modules through the 1 workshop with RMG and textile sector stakeholders.
   f) Developing metadata for all identified indicators to ensure consistency and transparency of the LMI database;
   g) Arranging training and workshops to develop skilled manpower for proper management of LMI's database.
   h) Installing the final version of the LMI system and operationalizing the system.
   i) Creating the database with data and testing the technical compatibility as well as 3 months trial run before the handover of this portal.
   j) Integrating the system with SDCMU-TMS, NSDA Skills Portal, and systems of other industry sectors or sub-sector institutions.
   k) Providing required and necessary support & maintenance.
   l) Providing required and necessary support & maintenance for LMI database management.
   m) Arranging the validation workshop on the LMIS;
   n) Completing and submitting the final assignments to the respective Authority.

7. **Minimum Qualification and Experience of the Consulting Firms:**
The consulting firm(s) & their consultant shall have the following minimum qualifications and experience for the submission of proposal(s):
✓ Ph.D./ MSc/ BSc/Graduation/ Diploma in any subject preferably in Computer Science, Statistics, or Engineering Degree from a recognized University or related field.
✓ At least 5 years of relevant professional experience in the area of database, skills development strategy, and labor Market Information systems (LMIS) at practice levels.
✓ Minimum 5 years of experience in designing and developing websites, apps, and software.
✓ Minimum 5 years of experience in Data Management and System Analysis.

Competencies:
✓ Proven experience in developing the database for the Labor Market Information (LMI) system for skills development plans and strategies.

8. **The cost and source of funds are as below:**
   • The VAT and Tax (as per government rules), would be deducted from the contracted amount.
   • The expenses will be borne from the RTISC-SEIP fund.

9. Deliverables:

The consultant will provide the following deliverables:

Sl.	Deliverables	Timeline
1.	An Inception report containing - Analysis of understanding the upgradation and integration for developing the LMI system Analysis of understanding the Terms of Reference (ToR). A work plan agenda, methodology to be used, and facilitation plan	2 weeks after signing the contract
2.	To upgrade the LMI system and the web portal of the LMI database; To develop the LMI system-related mobile app as an application for mobile; To develop the metadata for all identified indicators to ensure consistency and transparency of the LMI database; To arrange training and workshops to develop skilled manpower for proper management of LMI's database. To install the final version of the LMI system and operationalize the system. To create the database with data and test the technical compatibility; To provide required and necessary support & maintenance; To provide required and necessary support & maintenance for LMI database management; To complete and submit the final assignments to the respective Authority.	2 months after signing the contract
3.	Finalize the system incorporating the comments, inputs, and suggestions from the stakeholders	3 months after signing the contract

It is worthwhile to mention that the consultant will submit a progress report at the end of every month to the RTISC and SDCMU as well.

10. Period of assignment:

The assignment will be for a period of 4 months with intermittent arrangements starting from June 2023 and ending on September 2023.

11. Payment Schedule:

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

2. Background of the RMG Sub-sector:

Bangladesh is ranked as the 2nd largest global apparel exporter. The Ready-made Garments(RMG) and Textile sectors play a significant role in the overall economy of Bangladesh. RMG and Textile sector is a multi-billion-dollar earning business and export-oriented industry in Bangladesh. This sector is also injecting the highest level of foreign currency into Bangladesh. It contributes to GDP and it has brought revolutionary positive change to its economy becoming a strong column of Bangladesh's economy. This sector stimulates the development of other key sectors of the economy like Banks, Insurance, Transport, Logistics, Communication process, Buying houses, Liaison offices, etc.

A skilled workforce is required to sustain this sector's present growth and future development. But skill mismatches are widespread in the TVET system in Bangladesh. The TVET strategies in the National Education Policy 2010 and the National Skills Development Policy 2020 are considered to be the most useful documents for skills development program formulation. The intricacies of the policies will need to be prioritized and implemented for skills training in Bangladesh. The 4th industrial revolution and technological advancements have also started creating a huge opportunity for a skilled workforce. A labor force with low levels of education and skills results in low productivity in RMG and Textile sectors. The RMG and Textile sectors have enormous scopes to employ a huge number of unemployed youths through imparting skills training (soft & technical skills) to the youths based on demand-driven curricula advised by industry. This will promote skills development to mitigate the shortage of a productive workforce and enhance employment opportunities.

The SEIP is, therefore, planning to engage one Individual Consultant/ consulting firm to upgrade and integrate the Labour Market Information (LMI) system with the TMS of SEIP as well as the NSDA skills portal for the RMG and Textile sector.

3. RMG and Textile Industry Skills Council (RTISC):

The RMG and Textile Industry Skills Council (RTISC) was formed in the year of 2010 as the Sector Working Committee (SWC) with the support of the Skills Development Project (SDP) funded by ADB and SDC. Later, it was renamed the RMG and Textile Industry Skills Council (RT-ISC) to make it in line with the nomenclature used in NSDP 2011. The RT-ISC is registered with the Registrar of Joint Stock Companies to make it operational in order to achieve the mandate specified in the National Skills Development Policy (NSDP) 2011. The RTISC is working to promote a wide range of skills development activities such as identifying priority occupations, developing a demand-driven curriculum in consultation with industry people under the National Technical and Vocational Qualification Framework (NTVQF), supporting industry to up-skill their workforce in order to improve productivity and getting entry-level skilled workforce.

4. Background of the Assignment:

The NSDA is currently working to develop the National Skills Portal (NSP) for skilled manpower to serve the industrial demand. But the NSDA's web portal does not sufficient to store the sector-specific data of the labour market, especially the demand and supply of the

12. Duty station:

The consultant will work from home, attend meetings at the SEIP office, RTISC, and association offices and conduct field visits, workshops, meetings, etc. in Bangladesh as and when required.

13. Counterpart Support: SDCMU, SEIP, and RTISC will provide support as required.

14. Requirements from the consultant:

The consultant must provide (a) a forwarding letter with a detailed CV (b) evidence/certificates of research/study experience (c) updated income tax certificates (d) a work plan and (e) the technical proposal and the expected cost statement/budget (all-inclusive) to accomplish the entire assignment.
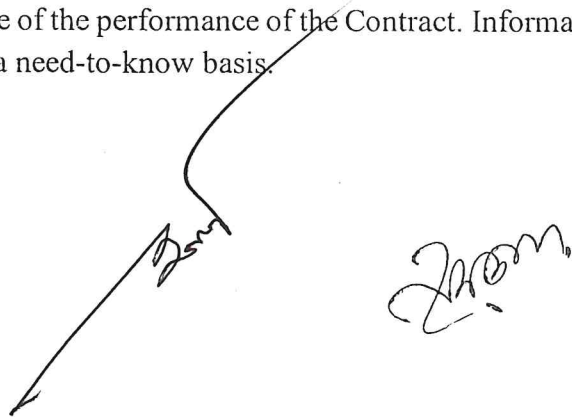
It is to be noted that the RTISC shall not provide any computer/ laptop/vehicle support to the consultant. But, setting space with furniture at the office, power supply, photocopy, and internet facilities when working at the office, will be provided to the consultant. Therefore, the consultant is to include all related expenses in the estimated cost statement.

15. Disclaimer:

The SEIP and RTISC-SEIP project reserves the right to accept or reject any or all proposals/applications without assigning any reason whatsoever. However, value-for-money will be an important criterion in the selection of the consultant.

16. Disclosure of Information:

It is understood and agreed that the Consultant shall, during and after the effective period of the contract, treat as confidential and not divulge unless authorized in writing by RTISC-SEIP Project, any information obtained in the course of the performance of the Contract. Information will be made available for the Consultant on a need-to-know basis.

Readymade Garments & Textile Industry Skills Council [RTISC]

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

No: RTISC/SEIP/EoI/ICN-01   Date: 12 July 2023

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 the responsibility to plan, manage, and coordinate skills development within the RMG & Textile industry in Bangladesh. RTISC is responsible for developing and reviewing skills standards and qualifications, Training Trainers & industry skills assessors, and participating in developing and reviewing a new training curriculum for the RMG & Textile sector.

RMG & Textile Industry Skills Council (RTISC) is funded by a grant from the Skills for Employment Investment Program (SEIP), Finance Division, Ministry of Finance, and the Government of the People's Republic of Bangladesh. Under the contracts on grants for supporting ISC of RMG & Textile, RTISC is assigned to the Upgradation and Integration of labor market information system (LMIS) with TMS of SEIP and NSDA Skills Portal for skills development plan and programs based on analysis of skills gap studies of RMG & Textile sector to ensure that RTISC fulfills its mandate. One (01) Individual consultant (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. Detailed qualifications, Experiences, and Responsibilities:

Position	No	Minimum Qualification & Experience	Responsibilities
Individual consultant (National)	1	The individual consultant & their consultant shall have the following minimum qualifications and experience for the submission of proposal(s): • At least 5 years of relevant professional experience in the area of database, skills development strategy, and labor Market Information systems (LMIS) at practice levels. • Minimum 5 years of experience in designing and developing websites, apps, and software. • Minimum 5 years of experience in Data Management and System Analysis. Competencies	1) The consultant(s) is required to review the concept note to establish the LMI system this includes pre-feasibility assessments and compilation of a dataset that will form the bases for the LMI system of the RMG & Textile sector. 2) The consultant (s) is required to develop the LMI system and the web portal of the LMI database based on the concept note. 3) Developing the LMI system-related mobile app as an application for mobile. 4) Identifying and agreeing on the LMI applications and modules through the 3 workshops with RMG and textile sector stakeholders. 5) Developing metadata for all identified indicators to ensure consistency and transparency of the LMI database; 6) Arranging training and workshops to develop skilled manpower for proper management of LMI's database. 7) Installing the final version of the LMI system and operationalizing the system. 8) Creating the database with data and testing the technical compatibility as well as 3 months trial run before the handover of this portal. 9) Integrating the system with SDCMU-TMS, NSDA Skills Portal, and systems of other industry sectors or sub-sector institutions;

	• Proven experience in developing the database for the Labour Market Information (LMI) system for skills development plans and strategies.	10) Providing required and necessary support & maintenance. 11) Providing required and necessary support & maintenance for LMI database management. 12) Completing and submitting the final assignments to the respective Authority.

Interested consultants are requested to send their Expression of Interest (EoI) latest by August 20, 2023, at 4.00 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.

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(Md. Zaglul Hayder)
Chief Executive Officer, RMG & Textile Industry Skills Council (RTISC)

Expression of Interest
Individual Consultants

A.   Project Data

Project Name	
Assignment	

B.   Consultant Data

∗ **Name**	
∗ **Country of Nationality**	
∗ **Address of consultant**	
∗ **E-mail of consultant**	

C.   Assignment Specific Qualifications and Experience

∗ Assignment Specific Experience (Provide information demonstrating your ability, skills, and experience to undertake an advertised assignment and deliver inputs/ outputs required under the TOR)
∗ Please provide a summary of your qualifications and attach your Curriculum Vitae (CV)

D.   Eligibility Declaration

I, the undersigned, certify to the best of my knowledge and belief

❑   The CV I attached correctly describes my qualifications and my experience

❑   I am not part of the team that wrote the terms of reference for this consulting services assignment.

❑   I am not sanctioned (not eligible for engagement) by ADB or another MDB.

❑   I have not been convicted of an offense or crime related to theft, corruption, or fraud.

❑ I understand that I must notify ADB should I become ineligible to work with ADB or another MDB, or should I be convicted of an offense related to theft, corruption, or fraud.

❑ I understand that any misrepresentations that knowingly or recklessly mislead, or attempt to mislead may lead to the automatic rejection of the proposal or cancellation of the contract, if awarded, and may result in further remedial action, by ADB's Anticorruption Policy.

∗ **Completed by (Name/Position)**	
Date (dd/mm/yyyy)	

Attachment: Curriculum Vitae

CURRICULUM VITAE (CV)

1. **Name of Expert [***Insert full name***]:** _____

2. **Current Residential Address:** _____
   Telephone No.: _____
   Fax No.: _____
   E-Mail Address: _____

3. **Date of Birth**: _____ **Citizenship**: _____

4. **Education** [*Indicate college/university and other specialized education of expert, giving names of institutions, degrees obtained, and dates of obtainment*]: _____
   _____

5. **Membership in Professional Associations**: _____
   _____

6. **Other Training** [*Indicate significant training since degrees under 5 - Education were obtained*]:
   _____

7. **Countries of Work Experience**: [*List countries where the expert has worked in the last ten years*]:
   _____

8. **Languages** [*For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing*]: _____
   _____

9. **Employment Record** [*Starting with present position, list in reverse order every employment held by an expert since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.*]:

   From [*Year*]: _____ To [*Year*]: _____

   Employer: _____

   Positions held: _____

10. Detailed Tasks Assigned [*List all tasks to be performed under this assignment*]	13. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned [*Among the assignments in which the expert has been involved, indicate the following information for those assignments that best illustrate the expert's capability to handle the tasks listed in line 11.*] Name of assignment or project: _____ Year:_____ Location:_____ Client:_____ Main project features: _____ Positions held: _____ Activities performed: _____

11. Certification:

I, the undersigned, certify to the best of my knowledge and belief: **Yes**   **No**

(i) this CV correctly describes my qualifications and my experience   ☐   ☐

(ii) I am a close relative of a current ADB staff member   ☐   ☐

(iii) I am the spouse of a current ADB staff member   ☐   ☐

(iv) I am a former ADB staff member.   ☐   ☐

- If yes, I retired from ADB over 12 months ago   ☐   ☐

(v) I am an employee/consultant of a Client Party   ☐   ☐

(v) I am part of the team that wrote the terms of reference for this consulting services assignment.   ☐   ☐

(vi) I am sanctioned (not eligible for engagement) by ADB.   ☐   ☐

I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

_____Date:_____

Signature of expert

(Day/Month/Ye

ar)