

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

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

## Terms of Reference

### Objective and Purpose of the Assignment

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

1.	Nano Dying Operation
2.	Business Data Analysis

### Scope of Work

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

- i. Conduct meeting with RTISC, 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 CBLM including Facilitator guide and Training aids in English/Bangla.
- v. Submit the draft CBLM including Facilitator guide and Training aids to RTISC 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 CBLM including Facilitator guide and Training aids
- viii. Submit the final version of CBLM 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 Material (CBLM) including Facilitator guide and Training aids in English/Bangla.
- iv. Conduct 03 (Three) validation workshops to get approval on CBLM 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 RTISC after completion of the assignment

**Client's Input and Counterpart Personnel:**

RTISC 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. RTISC 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 RTISC office, Apt. No: A-6, 39 Rabindra Sarani, Sector-03, Rd: 15, Uttara, Dhaka-1230 and under supervision of Concerned RTISC 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 RTISC to perform the above-mentioned activities.

- i. Duration of the Assignment: 30 Days after signing the formal contract.
- ii. Honorarium shall be on output basis;
- iii. Payments shall be made in Bangladeshi Taka;
- iv. RTISC 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 29 November, 2023 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](mailto:moniruzzaman.rtisc@gmail.com) / [azommoshihul.rtisc@gmail.com](mailto:azommoshihul.rtisc@gmail.com)


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

**Hard copy of EoI must be submitted to:**

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

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

**Only short-listed candidates will be notified.**



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

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

No: RTISC/SEIP/EoI/ICN-07

Date: 20<sup>th</sup> November, 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 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 Material (CBLM), Facilitator guide and Training aid. Two (02) 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. 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
02 Individual Consultants (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"><li>• 3 years' experience of developing Competency Based Learning Materials (CBLM);</li><li>• Consultant should have sound knowledge on the validation and approval process of CBLM &amp; Facilitator guide following NSDA/BTEB/SEIP guidelines;</li><li>• Proven work experience of CBLMs &amp; Facilitator guide in English/Bangla;</li><li>• Strong Communication, Interpersonal and computer skills especially excellent typing speed in English/Bangla;</li></ul>	<ul style="list-style-type: none"><li>• Develop, Review, update Validation of 3 (Three) CBLMs, Facilitator guide &amp; Teaching aid in English/Bangla;</li><li>• Develop, Review, update Validation of 3 (Three) CBLMs, Facilitator guide &amp; Training aid in English/Bangla within stipulated time;</li><li>• Conduct validation workshops to get approval on CBLMs, Facilitator guide &amp; Training aid in English</li><li>• Incorporate the feedback and submit the final, CBLM including Facilitator guide &amp; Training aid in English/Bangla.</li></ul>

Interested consultants are requested to send their Expression of Interest (EoI) latest by 29th November 2023 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)



Asian Development Bank

**Expression of Interest  
Individual Consultants**

**A. Project Data**

<b>Project Name</b>	
<b>Assignment</b>	

**B. Consultant Data**

<b>* Name</b>	
<b>* Country of Nationality</b>	
<b>* Address of consultant</b>	
<b>* E-mail of consultant</b>	

**C. Assignment Specific Qualifications and Experience**

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

**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 who 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 it is my obligation to 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, in accordance with ADB's Anticorruption Policy.

<b>* Completed by (Name/Position)</b>	
<b>Date (dd/mm/yyyy)</b>	

**Attachment:** Curriculum Vitae

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## CURRICULUM VITAE (CV)

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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 Trainings** [*Indicate significant training since degrees under 5 - Education were obtained*]: \_\_\_\_\_

7. **Countries of Work Experience:** [*List countries where 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 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: \_\_\_\_\_

<p><b>10. Detailed Tasks Assigned</b>  <i>[List all tasks to be performed under this assignment]</i></p>	<p><b>13. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned</b>  <i>[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.]</i></p> <p>Name of assignment or project: _____</p> <p>Year: _____</p> <p>Location: _____</p> <p>Client: _____</p> <p>Main project features: _____</p> <p>Positions held: _____</p> <p>Activities performed: _____</p>
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**11. Certification:**

- |                                                                                                     | <b>Yes</b>               | <b>No</b>                |
|-----------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| I, the undersigned, certify to the best of my knowledge and belief:                                 |                          |                          |
| (i) this CV correctly describes my qualifications and my experience                                 | <input type="checkbox"/> | <input type="checkbox"/> |
| (ii) I am a close relative of a current ADB staff member                                            | <input type="checkbox"/> | <input type="checkbox"/> |
| (iii) I am the spouse of a current ADB staff member                                                 | <input type="checkbox"/> | <input type="checkbox"/> |
| (iv) I am a former ADB staff member.                                                                | <input type="checkbox"/> | <input type="checkbox"/> |
| • If yes, I retired from ADB over 12 months ago                                                     | <input type="checkbox"/> | <input type="checkbox"/> |
| (v) I am an employee/consultant of a Client Party                                                   | <input type="checkbox"/> | <input type="checkbox"/> |
| (v) I am part of the team who wrote the terms of reference for this consulting services assignment. | <input type="checkbox"/> | <input type="checkbox"/> |
| (vi) I am sanctioned (not eligible for engagement) by ADB.                                          | <input type="checkbox"/> | <input type="checkbox"/> |

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

\_\_\_\_\_  
 Signature of expert Date: \_\_\_\_\_  
(Day/Month/Year)