

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](mailto: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, 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 **RTSC Individual Consultant”**.

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

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