

No: RTISC/SEIP/EoI/ICN-05

Date: 24 January, 2022

### 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 *Review existing skills development program conducted by at least 25 renowned training institution, both from private and public sector and identify skills development practices of those 25 training institutions and prepare a report, consult and disseminate to the manufacturers/training providers for adoption. This skills development practices include setting up training institutions, organize workshops, development of standards, assessment of trainees, certification system, trainer recruitment policy, ToT on skills/pedagogy, linkage with employers & other relevant functions. The Individual Consultant (short term) will be appointed to accomplish the above-mentioned tasks 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

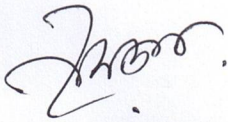
#### C. Detailed qualifications, Experiences and Responsibilities:

Position	No	Minimum Qualification	Minimum General Experience	Responsibilities
01 Individual Consultants (National)	1	Masters in Economics or Development Studies or Degree in Engineering in any discipline with minimum 05 years' experience in research work.	<ul style="list-style-type: none"> <li>5 years' experience of Research and Reporting relating to developing skills and Job placement (TSP Visit)</li> <li>Consultant should have sound knowledge on the validation and approval process of Research Documents, following NSDA/BTEB/SEIP guidelines;</li> <li>Proven work experience of Field visit, data collection &amp; research 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>Visit 25 renowned industry from public &amp; private sector (RMG &amp; Textile sector) and interview them for data collection for research works in English/Bangla;</li> <li>Develop, Review, update &amp; Validation of 1 (one) Research works Document in English within stipulated time;</li> <li>Conduct validation workshops to get approval on Research works Document in English</li> <li>Incorporate the feedback and submit the final, Research works Document in English/Bangla.</li> </ul>
	2	Consultant may carryout rigorous assessment in the job placement activities for ensuring the placement of their trainees. More specifically, consultant may find out what labor market matching services they ensure for promoting job placements and whether the institutions prepare and maintain employer's database and how they establish dynamic linkages		

		with industry may be surveyed.		
	3	How training institutions select training courses or what practices they apply in selecting training courses and what industry sector they address in meeting skills requirements with the existing training courses that consultant may find out in English/Bangla		

Interested consultants are requested to send their Expression of Interest (Eoi) latest by February 03, 2022 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](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)

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

RTSC-SEIP Project, 1 Individual Consultant (National) funded by Skills for Employment Investment Program-Tranche-2 under Asian Development Bank Loan 3468-BAN.

## Terms of Reference

**Date:** 24 January, 2022

### Objective and Purpose of the Assignment

RMG & Textile Industry Skills Council (RTSC) is looking for a competent 01 (one) Individual Consultant (National) to (in English) **Review & Identify existing Skills Development Program and Practices conducted by 25 renowned Institute from private and public sector and prepare a report in (English/Bangla Language) which will be disseminated to the manufacturers/training providers for adoption.**

1	<i>Review &amp; Identify existing Skills Development Program and Practices conducted by 25 renowned Institute from private and public sector (Activity 01 and output 01 &amp; 02) and prepare a report in (English/Bangla)</i>
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### Scope of Work

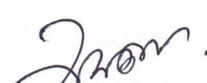
In order to achieve the objective, the Consultant will collaborate with RMG & Textile Industry Skills Council (RTSC) and ensure the following:

- i. Conduct meeting with RTSC, SEIP and relevant stakeholders before starting of the assignment.
- ii. Develop questionnaire for data collection.
- iii. Visit & Study existing 25 institutions for data collection.
- iv. Develop a detailed work plan for the entire period of consulting work.
- v. Develop the database of collected information from the industry in English/Bangla.
- vi. Data analysis and prepare draft report.
- vii. Prepare the final version of Report and present to the workshop participating by different stakeholder.

### 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. Review existing skills development training program conducted by at least 25 renowned training institutions administered by the industry associations public and private, that produce skill workers for the sector.
- iii. Identify skills development practices of those 25 training institutions and produce a report. Skills development practices include setting up training institutions/training workshop, development of standards, assessment of trainees, certification system, trainers recruitment policy, ToT on skills/pedagogy, linkage with employers etc.
- iv. To identify & recommend the effective best practices of training institute for building the skilled manpower of Bangladesh and produce a report.
- v. The consultant must submit an Inception Report updating the assignment progress weekly basis.
- vi. Conduct workshop for Draft report presents to RTISC team for collecting feedback.



- vii. Prepare the final version of Report and present to the workshop participating by different stakeholder.
- viii. 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 dissemination workshop.

**Place of assignment:**

The Consultant will visit training institutions in consultation with RTSC. He/ She may prepare his/her report in RTISC 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. Masters in Economics or Development Studies or Degree in Engineering in any discipline with minimum 05 years' experience in research work.
- ii. At least 5 years' experience of developing Report in research works.
- iii. Familiar with the validation and approval process of Visit-Research & report following NSDA/BTEB/SEIP guidelines.
- iv. Previous working experience of developing Visit-Research & report.
- v. Proven work experience of developing Visit-Research & report 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 5 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: 90 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 VAT & Taxes at source as per NBR- SRO-(Section 52AA-01 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;

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- vi. The Consultant shall submit a bill/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 bill/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**

**5 Years**

**Minimum Specific Experience (relevant 5 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 February 03, 2022 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](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)