



RTISC-SEIP Project



RTISC-SEIP Project invites eligible National individual Consultants to submit Expression of Interest (EOI) for formulating an *Enterprise survey on high-ends products*. Detailed Terms of References (ToRs) can be downloaded from SEIP & RTISC website; <http://seip-fd.gov.bd> and <http://www.rtisc.org/publications>. The deadline for submission of Expressions of Interest (EOI) is 4.00 pm BST on **20 July 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

3" x 3col. Ad for 10-07-2023 Daily Samakal & Daily New Nation

**Terms of Reference (ToR) for the Recruitment of a Consultant
for Enterprise Survey in RMG & Textile Sector**

1. Background

SEIP has been implementing a project since July 2014 and the project will end its activities on 31 December 2023. It is making a large investment in skills development leading to the expansion of the skills market which will spur innovations, promote better matching between demand and supply of skills, and support workforce development with advanced skills training relevant to improving industrial performance, competitiveness, and innovation.

The impact of the project will be increased income and productivity of the working population aged 15 years and over. The outcome will be increased employment in priority sectors and improved skills for males and female. The SEIP has four outputs to achieve in the project period which include the following: 1) market responsive inclusive skills training delivered; 2) quality assurance system strengthened; 3) institutions strengthened; and 4) monitoring, management, and governance for skills development strengthened.

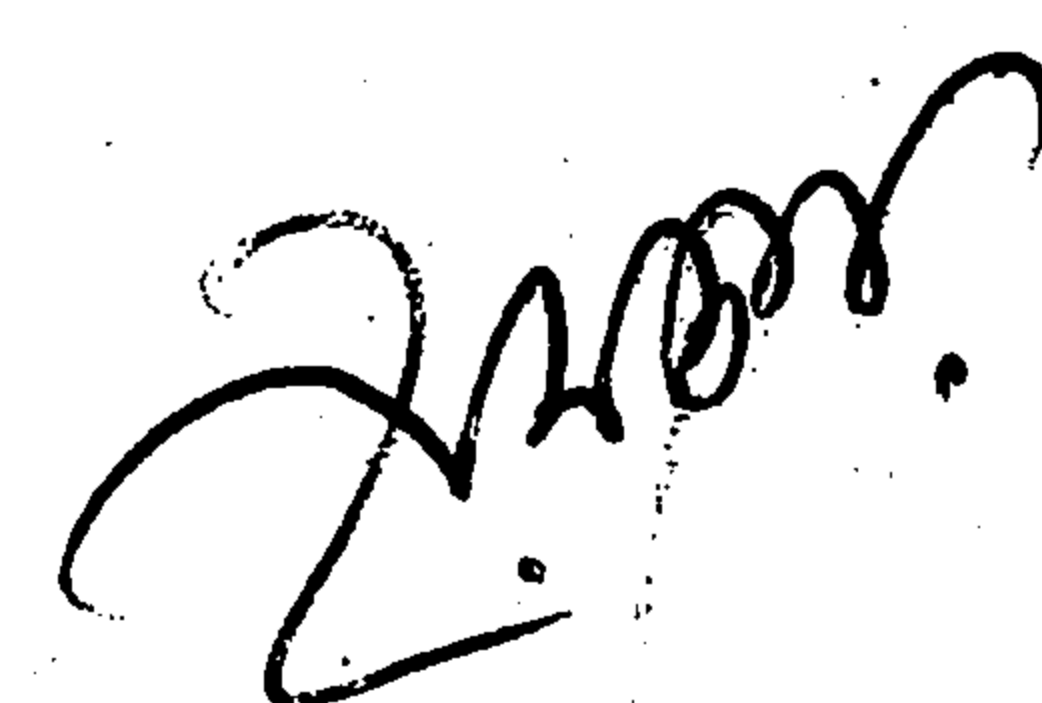
Output 2 has a number of activities to accomplish and one of the major activities is to develop market-responsive competency standards for the occupations which have high demand in the industry. Identifying major occupations of some industries in the RMG and Textile sector is really important for the project to consider and develop a package of learning guides and materials used to implement training programs. Undertaking an enterprise survey will, therefore, find out many areas of the industries that play a vital role in producing high-end products to export in many countries.

RTISC has been tasked to conduct an enterprise survey of at least 08 industries with a minimum of 100 employees involved in producing high-end products and exporting them to different countries. It is now important to recruit a consultant for carrying out the survey under Tranche

2. Objectives of the Assignment

The assignment's main objective is to carry out an enterprise survey of at least 08 industries with a minimum of 100 employees engaged in the production process to produce high-end value-added products such as men's suits, baby garments, lingerie, sportswear, etc. The assignment will reveal the business and employment growth of the industries. The study will specifically identify the following:

1. Identify the occupational composition with a size of employment (number of employees engaged in each of the occupations, skills profile, job roles, and job functions of the employees with a list of equipment used in the production process).



2. Explore the expected growth of business with challenges and growth of employment in the coming 5 (five) years.
3. Find out the countries they export high-end products.
4. Identify the employers' view on 4iR and their readiness.
5. Find out the current practice of recruitment.
6. Find investment opportunities in training to develop a skilled workforce.
7. Explore the percentage of female employment and their contribution and productivity compared to the male workers.

The consultant will prepare a report upon completion of the study which will include the results of the 7 (seven) areas mentioned above.

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

1. Reviewing the existing literature and policies on RMG and the Textile sector.
2. Prepare a work plan for the survey and workshop in consultation with RTISC.
3. Reviewing and analyzing demands and the prospect of high-end products.
4. Surveying, studying, and analyzing the production process, business and employment growth, and challenges.
5. Identifying, reviewing, and analyzing occupations, size of employment in major occupations, job roles, job functions of employees employed, and skills set required to perform job functions.
6. Identifying the major equipment to produce high-end products and listing them in the report with the key functions of each occupation.
7. Conducting Key Informant Interviews (KII).
8. Arranging workshops, meetings, and other consultations required to find out the information which will include the results of seven areas specified in para 2.
9. Conducting Focus Group Discussion (FGD) with relevant stakeholders to collect inputs, suggestions, and necessary information.
10. Submitting the draft report for review and validation
11. Submitting the final report.

4. Minimum Qualification and Experience of Consultant

The minimum qualification and experience include the following:

1. Masters in social science preferably in Economics, Statistics, Development studies, or BSc. Engineering Degree from a recognized University
2. Minimum 10 years of experience (3 years' experience in project preparation and strategic planning formulation). Exposure to RMG and the Textile sector is preferred.

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5. Deliverables

Key deliverables and timelines are as follows:

Sl. No.	Deliverables	Timelines
1	Submission of an Inception Report which includes questionnaires, FGD & KII checklists, detailed study plans and appropriate methodology for the survey.	At the end of the 1 st month
2.	Submission of draft Report	At the end of 2nd month
3	Submission of final Report incorporating SEIP's feedback	At the end of 3 rd month

Before finalizing the report, a feedback/ validation workshop will have to be organized with the participation of the Executives and Consultants of the SDCMU.

6. Payment Modalities

The payment will be made as follows:

1. 20% of the total contract amount will be paid to a consultant as mobilization advance after signing the contract.
2. 50% payment will be made after submitting the draft report.
3. 30% payment is to be made after the submission of the final report incorporating the feedback.

7. VAT and Tax

The VAT and Tax (as per government rules) will be deducted from the contracted amount. The contracted amount will be paid from the RTISC-SEIP fund.

8. Total period of the Assignment

The assignment will be for a period of 03 months with an intermittent arrangement commencing from the 1st of July 2023 and ending on the 30 September 2023.

9. **Counterpart Support:** SDCMU, SEIP, and RTISC will provide support to perform the survey successfully.

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Readymade Garments & Textile Industry Skills Council [RTISC]



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

No: RTISC/SEIP/EoI/ICN-02

Date: 28 May 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 identify major occupations of the high-end products throughout the enterprise survey in the 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:

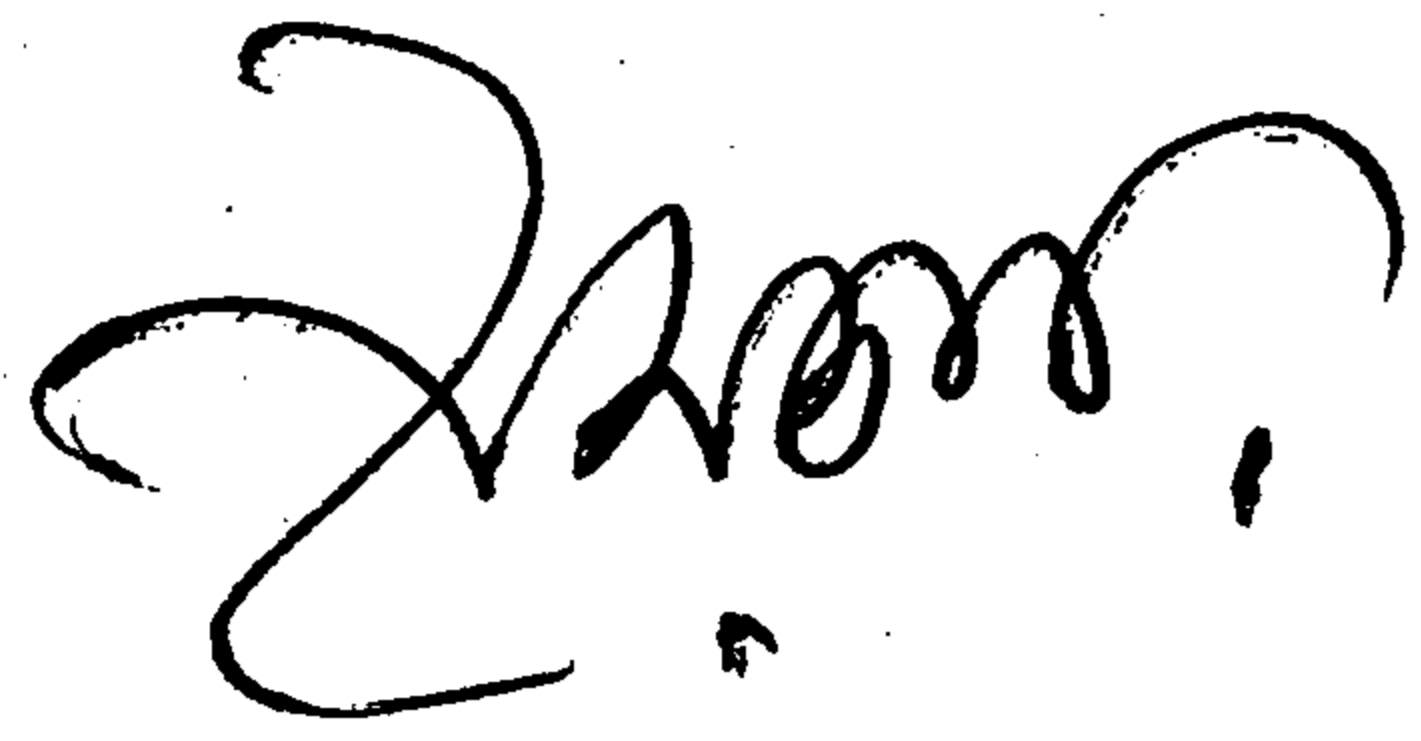
B. Assignment Location: RTISC office, 39, Rabindra Sarani (6th Floor), R # 15, Sector # 3, Uttara, Dhaka-1230

C. Detailed qualifications, Experiences, and Responsibilities:

Position	No	Minimum Qualification & Experience	Responsibilities
Individual Consultant (National)	1	<ul style="list-style-type: none">• Masters in Social Science preferably in Economics, Statistics, Development studies, or BSc. Engineering Degree from a recognized University• Minimum 10 years of experience and 3 years' experience in project preparation and identifying the occupations as well as exposure to RMG and the Textile sector is preferred.	<ol style="list-style-type: none">1. Reviewing the existing literature and policies on RMG and the Textile sector.2. Prepare a work plan for the survey and workshop in consultation with RTISC.3. Reviewing and analyzing demands and the prospect of high-end products.4. Surveying, studying, and analyzing the production process, business and employment growth, and challenges.5. Identifying, reviewing, and analyzing occupations, size of employment in major occupations, job roles, job functions of employees employed, and skills set required to perform job functions.6. Identifying the major occupations to produce high-end products and listing them in the report with the key functions of each occupation.7. Conducting Key Informant Interviews (KII).8. Arranging workshops, meetings, and other consultations required to find out the information which will include the results of seven areas specified in the ToR of objectives.

			<ol style="list-style-type: none">9. Conducting Focus Group Discussion (FGD) with relevant stakeholder's consultation meetings to collect data, inputs, suggestions, and necessary information.10. Submitting the draft report for review and validation throughout the Workshop11. Submitting the final report.
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Interested consultants are requested to send their Expression of Interest (EoI) latest by June 15, 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](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

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.

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- 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

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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: _____

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<p>10. Detailed Tasks Assigned <i>[List all tasks to be performed under this assignment]</i></p>	<p>13. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned <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:

- I, the undersigned, certify to the best of my knowledge and belief:
- | | Yes | No |
|------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| (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 that 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)

