

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

No: RTISC/SEIP/EoI/ICN-06

Date: 21 March, 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 **Organize training for 90 Industry Assessors and get them certified by NSDA in the following Occupations: "Quality Control Management"-40 (forty), Nos, "Apparel Merchandising-30 (thirty) Nos and "Safety Management for RMG Industries-20 (twenty) Nos under RMG and Textile Sector. The Individual Training Service Provider (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 STSP (National)	1	Must be NSDA accredited skills training Service provider.	<ul style="list-style-type: none"> <li>At least 2 years' experience of providing skills training service in RMG and Textile.</li> </ul>	<ul style="list-style-type: none"> <li>A work plan/training plan indicating the timeline with various stages of the assignment after signing the formal contract with RTISC.</li> <li>Organize CBT&amp;A Level-IV (Assessor Part) training for 90 Industry Assessors and get them certified by NSDA in RMG and Textile Sector.</li> </ul>
	2	Familiar & used to with the above Occupations	<ul style="list-style-type: none"> <li>At least 2 years' experience in facilitating skills training programs and CBT based training and assessment will be an added advantage.</li> </ul>	<ul style="list-style-type: none"> <li>Enroll Trainee for 10 days training program in different (above) occupations of RMG and Textile sector.</li> <li>Enroll 20 or 10 trainees in one (01) batch.</li> <li>Conduct 2 (Two) days Orientation and 1 (One) day Assessment Under</li> </ul>

				<p>NSDA for National Skills Certificate (NSC).</p> <ul style="list-style-type: none"><li>• Conduct 6 (six) days Orientation and 1 (One) day Assessment Under NSDA for National Certificate (NC).</li></ul>
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Interested STSP are requested to send their Expression of Interest (Eoi) latest by March 31, 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>

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.

Date: 21 March, 2022

RTSC-SEIP Project, 1 (one) National Privet/Public “Skills Training Service Provider” (STSP) 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 National (Privet/Public) “Skills Training Service Provider” (STSP) for **Organizing CBT&A Level-IV (Assessor Part) training for 90 Industry Assessors and get them certified by NSDA in the following Occupations: “Quality Control Management-40 (forty) Nos, “Apparel Merchandising-30 (thirty) Nos and “Safety Management for RMG Industries-20 (twenty) Nos** under **RMG and Textile Sector**.

### Scope of Work

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

1. Enroll Trainee for 10 days training program in different (above) occupations of RMG and Textile sector.
2. Enroll 20 or 10 trainees in one (01) batch.
3. Conduct 2 (Two) days Orientation and 1 (One) day Assessment Under NSDA for National Skills Certificate (NSC).
4. Conduct 6 (six) days Orientation and 1 (One) day Assessment Under NSDA for National Certificate (NC).

### Detailed Tasks and/or Expected Output

The Implementation plan is an integral part of the contract between Client and Training Service Provider (STSP). The Training Service Provider (STSP) 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/training plan indicating the timeline with various stages of the assignment after signing the formal contract with RTISC.
- ii. Organize training for 90 Industry Assessors and get them certified by NSDA in RMG and Textile Sector.

### Client’s Input and Counterpart Personnel:

RTSC will provide financial support for the assignments and will invite the Skills Training Service Provider (STSP) 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 the training program.

### Place of assignment:

The STSP will conduct training and assessment with the provision in NSDA accredited training center as well as assessment center.



**Logistics and facilities to be provided to the Training Service Provider by the clients:**

Logistics and facilities to be provided to the **Training Service Provider** by the clients are listed below:

- a. Provide necessary guideline for conducting training and assessment.
- b. Support for collecting trainees according to our requirement.

**Minimum Experience Requirements**

The experiences of STSP are as follows:

- i. Must be NSDA accredited skills training Service provider.
- ii. At least 2 years' experience of providing skills training service in RMG and Textile.
- iii. At least 2 years' experience in facilitating skills training programs and CBT based training and assessment will be an added advantage.

**Assignment Duration & Payment Conditions:**

The "Skills Training Service Provider" will be contracted to support RTSC to perform the above-mentioned activities.

- i. Duration of the Assignment: 180 Days after signing the formal contract.
- ii. payment shall be made on Batchwise;
- iii. Payments shall be made in Bangladeshi Taka;
- iv. RTSC will deduct the local VAT & Taxes at source as per NBR- SRO-(*Section 52AA of ITO*).
- v. The STSP ensure proportionate progress of work as per work plan indicating timeline with various stages of the assignment after signing the contract;
- vi. The STSP shall submit a bill/invoice for Payment 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 STSP, suspend all payments to the STSP hereunder if the STSP fails to perform his/her obligations under this contract.

**Proposal Submission Instruction**

- i. Submit detail technical proposal.
- ii. Submit financial proposal. As mention below.

**Attachment**

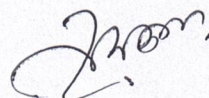
1. Institution Registration.
2. NSDA Accreditation Document.
3. TIN
4. Bank Information
5. Relevant Experience Document

**Application Procedure**

Interested STSP are requested to send their technical proposal and financial proposal electronically or hard copies to the following address on or before 31<sup>st</sup> March, 2022 at 5:00 pm.

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)



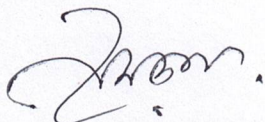


### Training Details

<b>Competency Based Training and Assessment of Assessor (NTVQF Level-IV)</b> <b>Duration: 10 days, Batch Size-20/10 Nos</b>			
<b>Occupation</b>	<b>Number of Assessor</b>	<b>Training Title</b>	<b>Duration</b>
Quality Control Management	40 Nos	Occupation based skill Orientation	2 days
		Occupation Based skill assessment by NSDA	1 day
		NTVQF Level-4 pedagogy Training (Assessor Part)	6 days
		NTVQF Level-4 Pedagogy assessment by NSDA (Assessor Part)	1 day
		<b>Total Duration</b>	<b>10 days</b>
Apparel Merchandising	30 Nos	Occupation based skill Orientation	2 days
		Occupation Based skill assessment by NSDA	1 day
		NTVQF Level-4 pedagogy Training (Assessor Part)	6 days
		NTVQF Level-4 Pedagogy assessment by NSDA (Assessor Part)	1 day
		<b>Total Duration</b>	<b>10 days</b>
Safety Management for RMG Industries	20 Nos	Occupation based skill Orientation	2 days
		Occupation Based skill assessment by NSDA	1 day
		NTVQF Level-4 pedagogy Training (Assessor Part)	6 days
		NTVQF Level-4 Pedagogy assessment by NSDA (Assessor Part)	1 day
		<b>Total Duration</b>	<b>10 days</b>

The envelope must be marked with “Name of the Institute”.

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



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