

**Government of the People’s Republic of Bangladesh**  
**Local Government Engineering Department (LGED)**  
**Promoting Resilience of Vulnerable through Access to Infrastructure,**  
**Improved Skills and Information (PROVATi<sup>3</sup>) Project**

**Terms of reference**  
**For**  
**Implementing Vocational Skills Training and Job Placement**  
**Engagement of Service Provider / Private Vocational Training Organization /NGO-**  
**MFI / Consulting Firm for 2100 trainees in Kurigram**

**1. Project Background**

The PROVATi<sup>3</sup> (Promoting Resilience of Vulnerable through Access to Infrastructure, Improved Skills and Information) implemented by Local Government Engineering Department (LGED) under the Ministry of Local Government, Rural Development and Cooperatives (LGRDC), Government of Bangladesh (GoB) and supported by International Fund for Agricultural Development (IFAD). The project holds an implementation period from July 2018 to March 2026 covering 25 Upazilas of six districts (Kurigram, Gaibandha, Jamalpur, Rangpur, Nilphamari, and Lalmonirhat) with a goal to establish Sustainable Livelihoods for Poor Households of whom maximum are vulnerable *Char* people live in Teesta- Brahmaputra basin. They are the poorest of the poor in Bangladesh (around 50% live under the poverty line) and are highly exposed to climate induced hazards like extreme floods, river erosion, and drought. The following table gives the detail of the project Intervening area.

**Table 1: List of districts and Upazila coverage the project intervention area**

| SI #  | District    | PROVATi <sup>3</sup> Project Region | Number of Project Upazilas | Names of Project Upazilas   |
|-------|-------------|-------------------------------------|----------------------------|---|
| 1     | Jamalpur    | Jamalpur                            | 5                          | Madarganj, Melandaha, Islampur, Dewanganj, and Bakshiganj   |
| 2     | Kurigram    | Kurigram                            | 9                          | Char Rajibpur, Chilmari, Raumari, Ulipur, Rajarhat, KurigramSadar, Phulbari, Nageshwari, and Bhurungamari |
| 3     | Gaibandha   | Rangpur                             | 5                          | Shaghata, Fulchari, GaibandhaSadar, Sadullahpur, and Sundarganj   |
| 4     | Rangpur     |                                     | 2                          | Gangachara and Kaunia   |
| 5     | Nilphamari  |                                     | 2                          | Dimla and Jaldhaka  |
| 6     | Lalmonirhat |                                     | 2                          | Hatibandha and Patgram  |
| Total | <b>6</b>    | <b>3</b>                            | <b>25</b>                  |   |

**2. Project Objectives and Activities**

**Project Objectives of PROVATi<sup>3</sup>**

The objective of the project is to enhance resilience of the project community comprising poverty prone 360,000 households with the goal to achieve sustainable livelihood.

## **Project Support**

The project support comprises two development components and one project management. These are:

- Component 1: Climate resilient infrastructure and community shelters. The component comprises five sub-components: (1.1) climate change/flood preparedness research for building climate resilient infrastructure; (1.2) building climate resilient rural communication infrastructure; (1.3) climate resilient rural market development; (1.4) building climate resilient community shelter cum school; and (1.5) training on climate/flood-proof resilient infrastructure design. The intended outcome is climate resilient infrastructures built and gone under use for benefiting the community.
- Component 2: Resilient communities through employment and early flood warning. The component comprises four sub-components: (2.1) Capacity building of LCS members' and livelihood improvement; (2.2) skill development of youth for employment generation; (2.3) development of accurate local inundation and flood warning system; and (2.4) practical policy actions. The intended outcome is resiliency built of the communities through access to flood information, economic self-reliance and supported development policy.

The project has the activities to realise its goal are development of 382 kms rural roads; improvement of 135 rural markets; building 20 flood shelters cum primary schools, improving livelihoods of around 15,000 extreme poor households, imparting vocational skills to 30,000 extreme poor youths, and providing early flood warning services to around 274,570.

### **3. Objective of the Service**

#### **3.1 the overall objective of the service**

The overall objective is to develop a skilled youth workforce through vocational skills training and ensuring productive self and wage-based employment for sustainable livelihoods

#### **3.2. Specific objectives**

The specific objectives are:

- Imparting selective market responsive demand based vocational skill training for creating wage and self-employment.
- Ensuring potential job placement and supporting to self-invested income earning of the trained youths
- Increase household-level income of the trained youths

#### **3.3 Expected Results**

It is expected that 80% trained youth household's income will be increased through gainful job placement and/or self-employment and thereby the household will be economically benefited, and poverty reduced.

### **4. The scope of the service**

The project under its sub-component 2.2 has made a provision of 'skill development of youths for employment' through marketable vocational skills building of youth (age within 18-35 year) of which 33% will be women. The youth selected for training should be from poor family, if not extreme poor.

A total of 8,000 youths will have to be trained under a package from six districts and out of that under this contract 2,100 youth have been provisioned from Kurigram. The following Table 2 shows the Upazila and number of trainees of Kurigram, and it is expected, although not restricted, to select the numbers of youth a fair ratio should be maintained comparing the household numbers of each Upazila.

**Table-2: The number of trainees based on locations**

| Sl #  | PROVATI <sup>3</sup><br>Project Region | District | Names of Project Upazilas  | Total<br>Upazila | Trainees<br>Target |
|-------|--|----------|--|------------------|--------------------|
| 1     | Kurigram                               | Kurigram | Char Rajibpur, Chilhari, Raumar, Ulipur, Rajarhat, KurigramSadar, Phulbari, Nageshwari, and Bhurungamari | 9                | 2100               |
| Total | 1                                      | 1        | 9  | 9                | 2100               |

The trainings preferred for non-farm vocational skill building with the scope of both wage and self-engaged employment including the trades, but not limited to - Mason, Plumbing, Rod binding, Electrical Installation & Maintenance, Tiles & Marble fitting, and other training courses like computer operation, Mobile Phone Servicing, Refrigerator & Air conditioning and industrial Sewing Machine Operation. A list of tentative trade and number of trainees against that is shown in the Table 3.

**Table 3: Type of training Trades/Courses and Number of target trainees**

| SL           | Name of Vocational Trade/ Course            | BTEB Trade Code   | Tentative Trainees (Nos.) | Remarks  |
|--------------|---|-------------------|---------------------------|--|
| 1            | Electrical Installation & Maintenance       | 217 (L-1 & 2)     | 200                       | BTEB courses (Level-1 or 2) and 360 hr. (45 Days) / Variable as per need |
| 2            | Sewing Machine Operation                    | 214 (L-2)         | 200                       |  |
| 3            | Masonry                                     | 238 (L-1)         | 120                       |  |
| 4            | Plumbing                                    | 218 (L-1)         | 120                       |  |
| 5            | Tiles & Marble Fittings (TMF)               | 227 (L-1)         | 120                       |  |
| 6            | Rod Binding                                 | 252 (L-1)         | 120                       |  |
| 7            | Computer Operation                          | 158 (L-1 / 2)     | 160                       |  |
| 8            | Computer Graphics design                    | 209 (L-2/3)       | 120                       |  |
| 9            | Mobile Phone Servicing (MPS)                | 124 (L-1)         | 100                       |  |
| 10           | Refrigeration and Air Conditioning          | 225 (L-1/2)       | 120                       |  |
| 11           | Consumer Electronics                        | 144 (L-1)         | 100                       |  |
| 12           | Welding                                     | 201 (L-1)         | 100                       |  |
| 13           | Carpentry / Mechanized furniture            | 140 (L-1 & 2)     | 120                       |  |
| 14           | Tailoring and Dress Making (TDM)            | 220 (L-1)         | 200                       |  |
| 15           | Care Giving                                 | 129 (L-2)         | 80                        |  |
| 16           | Block Batik, Screen Printing and Embroidery | 116/121 (L-1 & 2) | 120                       |  |
| <b>Total</b> |   |                   | <b>2100</b>               |  |

Certification shall be done by BTEB under NTVQF standards. Job placement shall be secured through a specific strategy and plan of action. In case of self-engaged employment, credit ensure is to be given with access to micro finance by service providing MFI. A comprehensive monitoring of post-employment towards sustainable livelihoods for a determined period after the placement or self-engagement.

## 5. The Service Detail and Strategy:

The service will be undergone comprising nine steps: a) Selection of Trades b) Public announcement & campaign to attract applicants; c) Trainee selection; d) Finalization for enrolment; e) Call for attending training f) Conducting Training, g) Assessment and competency test by BTEB h) Job placement and engaging in self-employment i) Post-job placement monitoring. The details of the implementation strategy are given below along with a flowchart in annex 1)

### A. Selection of Trades

The Selection of trades is the first and foremost issue to achieve the objective of vocational training. The following issues are to be considered to select intended trades:

- I. Relatively better - considering the trainees' capability (educational level, assimilating ability, the scope of mobility, etc.) - in terms of good earning, getting access to contemporary job market.
- II. No such initial establishment cost is required in engagement for the job.
- III. Has future market, in-home and abroad, of the trades
- IV. Selecting trades for women has to give special attention to bring them in the broader sphere of the job market where they have scope.
- V. Selecting trade for a person with disabled has to give special attention to bring them into the job market where they have scope
- VI. A detailed, primary and secondary, review of trade selection should be undertaken for choosing feasible trades.
- VII. The selection needs to be validated by the need and scope assessment of the intended trainees.

### B. Public announcement & campaign to attract applicant

A comprehensive effort needs to be taken to identify the intended trainees as per the criteria given by the project/Client. The following procedures are to be followed for that:

- I. Conducting a massive public campaign at field levels through announcements by miking, leaflet distribution, door-to-door contacts
- II. Disseminating message at various public gatherings, institutions, and departments where the youths have contact vis a vis.
- III. Disseminating message in the district and Upazila-level coordination meetings
- IV. Informing Union Parishad Chairman and Members
- V. Disseminating message over social media, YouTube and Local Dish channel

### C. Trainee selection

The selection process of the trainees comprises a few steps and based on a set of criteria to make it transparent and accountable. The following process is to be maintained for that:

#### Selection criteria:

The trainees will be selected considering the following criteria:

- I. Comparatively poor Bangladeshi vulnerable youth within the age group 18-35 (preferably 20 -30) living permanently in the PROVATi<sup>3</sup> project targeted Upazilas. However, in case of LCS family member, the upper limit of age might be 40 if he or she fulfils other criteria.
- II. Unemployed or underemployed young adult men and women who are willing to:

- a) invest time and efforts to complete the courses (persons who are already gainfully employed should be excluded),
  - b) willing to pay incidental expenses for attending the training courses.
  - c) willing to forego wages during the training.
- III. Trainees should be attended minimum class VIII. However, for some course like computer operation, graphic design etc. education level might be higher than class VIII. Apart from that, if any family members of Project's LCS is eligible by age, his/her education level might be considered with some flexibility.
  - IV. Committed to stay 45 days (360 Hours) residentially as arranged by the service provider
  - V. Willing to sit for competency test undertaken by BTEB.
  - VI. Willing to work as apprentice (paid/unpaid) after completion of training.
  - VII. Determination to acquire an occupation to become self-reliant.
  - VIII. Preference may be given to the physically handicapped with availability of practical amenities in training center and residence, and compatible to training facilities.
  - IX. Should have the consent from the guardian for attending the training and their necessary support in training and in job placement.
  - X. Intended trainee should have to fill up the given form for enrollment.

#### **D. Finalization for enrolment**

The trainees will be primarily selected based on an assessment of their interest and need shown in the application form and following a verification in the field through house to house visit. Based on that a revised feasible list of trainees will be prepared following a set of criteria.

A 5-member board will be formed comprising representatives from LGED office, Service provider and Project field consultants for final selection of Trainees. The formation of the trainee selection committee will be as follows:

- Upazila Engineer : Convenor
- One representative from the Xen LGED office, (RLO / MSLO) : Member
- One representative from the UE- LGED office, (LMLO) : Member
- Two representatives from the Service Provider, (Center in charge cum Participants Selection Officer and coordinator or his representative) : Member

The final selection of trainees will go through tests - both written and viva. First, written test will be conducted and from that results a short list will be prepared to undertake viva for final selection. The final selection list will be accompanied with a waiting list of 5 applicants. The selection will be finalized for enrolment with the endorsement of the concerned Executive Engineers of LGED.

#### **E. Call for Attending Training**

The selected trainees will be called for attending the training with a written letter signed by concerned Executive Engineer of LGED with intimation to Service provider. The trainees must undergo a counselling prior to attend the main training, and if anyone fail to attend the course or found not suitable or prepared to attend the training, he/she will be declared non-feasible and candidates from waiting list will be called for to replace that non-feasible one.

However, this issue is subject to the situation. If any candidate is considered to join even after failing to attend the course at the beginning or with a gap of few days, the course coordinator shall have to give guarantee for the necessary make-up classes so that that candidate can catch up the course efficiently.

#### **F. Conducting Training**

Bangladesh Technical Education Board (BTEB) affiliated trade courses (Level-1/2) based on their curriculum and training materials are to be followed for the training. All trainings are to be residential types of 45 days/ 360 Hours or more duration in line with the Vocational Training Basic Courses followed as per the rules of National Skill Standard Basic approved by BTEB.

The service provider will deliver course materials like course module, course outline, assessment system guideline, job placement procedure to the trainees. The training will be conducted by qualified skill trainer/instructor being assisted by Assistant trainer and Lab technician.

#### **G. Assessment and Competency Test by BTEB**

The Trainees' assessment and competency test will be undertaken by the set criteria of NTVQF and certification by Bangladesh Technical Education Board as applicable by the rules of the board.

In case of re-assessment, some preparations need to be taken by the Service Provider including coaching, mock test etc. Re-assessment cannot be considered more than once for a trainee. For re-assessment, trainee will not be entitled for any travelling expenses to sit for the test and fees may be charged for re-assessment.

#### **H. Job Placement and Engaging in self-employment**

Job placement is a critical issue in this assignment. Two categories of employment are to be ensured. They are Wage-based employment and Self-employment. The service provider shall ensure wage-based job placement of at least 70% of the trainees within 60 days after completion of the training when it is assumed the rest 30% shall be engaged in employment by their self-initiative. To undertake Job placement, Job Placement Officer shall be assigned/employed by the Service provider. The wage-based placement shall be confirmed upon receiving the full details of trainee's employment comprising employers and employees' declaration about the job mentioning the position, salary, and date of joining. For confirmation of self-employment conformation, the date of engagement, location/address, amount of investment, and monthly income are to be informed.

The following tasks are to be undertaken by the Job Placement Officer:

- I. A database of successful trainees with job placement shall be recorded by job placement officer in a given format provided by the client. The targeted (70% BTEB certified) trainees' job placement shall be treated as primary outcomes, and the rest 30 % are

expected to come from self-employment through self-initiative of the trainees by own finance or being supported by Micro Finance Institution.

- II. One of the major works of the Job Placement Officer is to arrange Job Fair to promote job placement. The job-fair shall be held yearly and schedule shall be agreed by both parties.
- III. A testimonial from the employer of the joining and engagement of the trainees shall be obtained with their contact details and it will be a key task of the Job Placement Officer.
- IV. In access to financial support, since 30 % of trainees may option for self-employment the training providers from their own microfinance program or in collaboration with other microfinance institutions active in the area may contacted for giving access of the trainees to credit/financial support.
- V. Payment of the job placement officer shall be **performance based**. 70% BTEB certified trainees wage-based job placement and 30% of self-employment within 60 days after obtaining certificate from BTEB shall be the determinant for the full payment. For the payment, targets should be set and followed by the Service Provider.
- VI. For self-engagement of trainees, the Job Placement Officer is expected to assist the intender with investment plan, reviewing comparative advantage, forecasting estimated income and linking them with financial market such as with Bank or/and MFI.

#### **I. Post-job placement monitoring**

It is a necessity that service provider will keep contact with the wage-based and self-employed trainees and assist Client to contact with them at least for one year after the contract completion. For that a modality is to be developed agreed by both parties.

#### **6. Contact duration**

Contract duration will be for 02 (Two) Years. The service shall be effective from July 1, 2023, and valid until June 30, 2025, upon signing by both parties until and unless terminated earlier due to any default agreed by both parties.

#### **7. Budget Plan and Cost Allocation**

The budget plan and costing will have to be submitted by the service provider.

#### **8. Payment Mode**

The payment will be made upon batch-wise training completion and job placement. The first payment will be 60% of the original contract amount following the submission of required documents. The 2<sup>nd</sup> Payment will be made after the certification (certified by the assigned incumbent) from the Bangladesh Technical Education Board (BTEB) and the final payment of 20% of the contracted amount shall be made upon ensuring 70% wage-based job placement and 30% self-employed of the certified trainees. No more budget cost or man month added if implementation time extended.



## 9. Contractual Obligation

9.1 **Obligation:** In consideration of the foregoing premises undertaking, agreement, covenants, and mutual promises contained herein and for other goods and valuable consideration, the receipt and adequacy of which are hereby acknowledged, the parties intending to be legally bound have agreed to follow the provisions of Program Activities & Responsibilities for both Parties.

9.2 **Dispute Resolution:** This agreement shall be governed in accordance with the laws of the Government of the People's Republic of Bangladesh and all parties shall submit to the exclusive jurisdiction of the courts of the Government of the People's Republic of Bangladesh in the event of any dispute. The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection.

9.3: **Amendments:** During the time of contract validity, both parties can mutually agree to amend or modify any academic (duration/courses/syllabus/nos. of trainee per batch etc.) or administrative (organizing, staffing, trainer, etc.) part of the existing contract framework or requirement of the ToR as circumstances demand subsequently. As the contracted amount is fixed including VAT+Tax, therefore, no financial corrections will be made without the client's and IFAD's prior approval. Such amendment, renewal, or modification to this ToR shall be effective unless it is written and signed by duly authorized representatives of all parties.

9.4: **Force Majeure:** No parties shall be liable for any loss or damage resulting from delay, failure to perform this agreement either in whole or in part of where such delay or failure shall be due to a cause beyond its responsible control and includes, but is not limited to war, riots, civil disorder, earthquake, fire, explosion, storm, flood, epidemics, or other adverse weather conditions, strikes, lockdown or other natural disaster, confiscation or any other action by Government agencies.

## 10. Grievance Mitigation

Service provider shall have a Grievance Mitigation Policy to redress any grievance. The policy should have to ensure the confidentiality of any complain and maintain the register to update the status of redressing effort. Complaint boxes are to be set one at training center and another at residence house. Further a focal point is to be declared with a designated mobile number to contact for lodging the complaint. This is one of the covenants that Client/Project including the outsource agencies of the Project must maintain upon the donor's strict requirement.

## 11. Specific Tasks and responsibilities of the service provider

The specific responsibilities of service provider are given below:

- The service provider shall design, plan and implement training including the activities such as evolving & customized training modules, necessary training materials and tools. All training documents shall be prepared in Bangla so that the participants can easily assimilate the contents. However, for project documentation and sharing with IFAD, one set of English versions of training document shall have to prepare and submit to PMU along with the Bangla version.



- Prior approval shall be required from the project for the final implementation of the training plan that includes training schedule and training curriculum and modules/manual.
- Trainings shall be residential.
- The training shall be arranged in established training centers located in each project district/Upazila and where residential /non-residential accommodation can be provided for minimum 20 participants per batch with sufficient space to maintain safety compliances such as COVID-19
- The training center shall have standard logistic facilities for training such as: standard classrooms, physical and practical training facilities, standard lab facilities, and hygienic facilities in compliance with such as COVID-19 and that needs to be approved by the Client. If service provider does not have their own training facilities, they can arrange on rental basis within the contract amount.
- The service provider shall provide necessary support staff, and provide food including refreshment, water, and lunch to the trainees with the value of Taka 250.00 per trainee per day. The menu will be selected discussing with Client.
- The service provider shall also provide necessary safeguard to ensure safety & security to the participants in classrooms, residence including First Aid support and emergency medical services as and when required.
- Separate accommodation including separate toilet facilities are to be ensured for the female trainees.
- For women and persons with disabilities, practical facilities, and proper environment for them are to be ensured.
- The training centers (Classrooms and boarding houses) must have constant electricity service and equipped with backup generator support, water supply and so on for smooth operation of training.
- Training shall be demonstrative based on hands-on training materials.
- The service provider shall bear the transportation cost for the participants for travelling from home – training center – home (Tk. 400/per person) as on Residential Trainees one time after completion of training.
- The service provider shall bear the daily stipend (Tk.100.00/per day/per person) as subsistence/wage's compensation.
- Shall ensure an efficient internal monitoring system both on the training and discipline of the residents.
- Shall ensure wage-based job placement and self-employment with best scopes.
- Shall maintain a systematic database of the trainees including age, education, marital status, source of income, job, etc. and updating it with Client MIS
- Shall submit a progress report to Client within 7 days of completion of each batch of training.
- Shall provide batch-wise regular monthly/quarterly/half yearly / annual progress report in an agreed template.
- Shall establish/ arrange the training center, boarding house/residence, staff recruitment, training plan, all training materials within one month after signing MoU and consultation with the Client

## **12. Additional tasks**

In addition, the selected training provider shall perform the following management tasks:

- (a) The Service provider/ NGO-MFI shall pay to each participant the transport expenses immediately after completion of the training.
- (b) The Service provider/ NGO-MFI shall raise problems/ constraints with the clients promptly so as to resolve issues in a timely manner.
- (c) The service provider shall brief the PMU through a Power Point presentation about the implementation plan before starting the training.
- (d) Arrange Quarterly or Half yearly progress Review / coordination Meeting with the XEN, UE & PIU / PMU concern persons.

### **13. Roles and responsibilities of PROVATI<sup>3</sup>/PMU**

The PMU shall maintain the following roles and responsibilities:

- a) Assist in selection and enrolment of the trainees,
- b) Provide technical inputs to the service provider to develop/customize training modules,
- c) Assist the service provider / NGO MFI to get acquainted with target areas and stakeholders such as local LCS groups, Union Parishad, MMC etc.,
- d) Monitor training and make suggestions if necessary, and
- e) Evaluate the training performance and outcomes according to agreed criteria.
- f) Shall provide support to finalize the trade depending on Market demand.
- g) Shall make final approval in the selected trainee list.
- h) Shall finalise the training implementation plan, training schedule and training manual etc upon submission by Service provider.

**14. Monitoring and Supervision.** Service provider shall have regular monitoring of the training management, training conduction, and job placement. Job placement is expected to be monitored at least one year after the training completion. Besides PROVATI<sup>3</sup> field level officers (RLO / MSLO, & LMLO) shall periodically monitor the training. Further, there will be a provision of an independent third-party monitoring which will be conducted by the project. PMU will ensure time to time supervision of the overall activities and produce report on the overall performance.

**15. The Service Provider / NGO- MFI Selection Process:** The service provider/NGO-MFI shall be selected in area/region basis, but one can apply for all regions. For selection of the service provider/ NGO-MFI, the PPR-2008, Article 54 and IFAD Procurement Guidelines (with subsequent amendment) will be followed. The Service Provider / NGO-MFI shall be selected through QCBS method. Any service provider or NGO-MFI meeting criteria described in this TOR for providing service may participate in selection process in single or jointly.

The NGO/Consulting Firm should have to meet the following conditions:

- 1) Preferably NGO-MFIs have partnership with the Palli Karma Sahayak Foundation (PKSF);
- 2) Must have microfinance operation in the assigned project Upazilas from where trainees will be selected;
- 3) Have at least 10 years General Experience and 5 years of specific proven experience in providing vocational training and successful job placement;
- 4) Should have RTO approved training centers with adequate logistic facilities such as training venues, equipment and residential facilities for trainee considering the gender needs;
- 5) Working experience with government agency implementing project with the support of project aid;

6) Preferably have working experience at respected area. The NGO/Consulting Firm should have to meet the following conditions:

- 1) Preferably NGO-MFIs have partnership with the Palli Karma Sahayak Foundation (PKSF);
- 2) Must have microfinance operation in the assigned project Upazilas from where trainees will be selected;
- 3) Have at least 10 years General Experience and 5 years of specific proven experience in providing vocational training and successful job placement;
- 4) Should have RTO approved training centers with adequate logistic facilities such as training venues, equipment and residential facilities for trainee considering the gender needs;
- 5) Working experience with government agency implementing project with the support of project aid;
- 6) Preferably have working experience at respected area.

## 16. Reporting Requirements/Deliverables

- (a) **Inception Report:** Within one month of signing the contract, the service provider shall prepare the inception report included Course/ Trade Needs Assessment, outlining the training plan and execution of activities under the Contract.
- (b) **Progress Report:** Within 7 days of completion of each batch of training. The service provider shall prepare a training completion report highlighting the number/ age range/ sex of participants and the success/failure of the trainees, and any modification in approach and methodology undertaken.
- (c) **Monthly/Quarterly/ Half-Yearly/ Yearly Report:** The service provider shall submit Monthly, Quarterly, Half-Yearly/ Yearly Report. For monthly report the report shall be submitted within 5 days after ending of the month; for quarterly and other reports within 10 days after the ending of the respective periods outlining the progress of the events, constraints and remedies of training conducted by the training provider along with the list of trainees and course contents. Based on the database of trainee's profile, the report is expected to analysis and reflect incremental improvements at various levels.
- (d) **Final Completion Report:** Within 1 month of last training, the service provider shall submit a Training Courses Completion Report to the PROVATi<sup>3</sup> highlighting achievements in the training, challenges and successes. It shall include the results of the Impact assessment survey.
- (e) The service provider shall provide the above reports (both electronic and hard copy) supported by photographs, video etc. The service provider shall provide other information, data relating to training assignment to PROVATi<sup>3</sup> as and when required/ requested. Whenever the training modules are developed those shall be attached with the report. And the completion report shall be accompanied with all training modules, which shall remain the property of the Project, but any organization can be used that with the permission of the project authority or LGED.

**17. Payment Method.** The payment will be made on the number of units of the trainees, and which shall be of three categories, 1) the trainees participated in training and successfully completed the training, 2) Trainees assessed/ re-assessed and got certification from BTEB, and 3) enlisted to microfinance and engaged in job placement and self-employment. The training budget shall include remuneration of Program coordinator, trainer/Instructors and co-trainer/ assistant instructor and Job Placement officers and reimbursable items. All costs including applicable taxes and VAT shall be calculated within the cost per trainee. This implies that total contract price shall be divided by the total number of trainees. The service provider will be paid with no advance at the beginning of the assignment. The service provider shall be paid 60% cost of Trainees within 15 days after successful completion of training of each batch, the service provider shall submit bill of 20 % value for that batch to the PROVATi<sup>3</sup> within 15 days after certification. The rest 20% shall be paid as final bill upon job placement / self-employment of trainees. All claims of bills shall be supported with original documents as required. The following table 4 shows in detail the phase-wise mode of payment.

**Table 4 : Phase-wise mode of Payment**

| SI # | Phase                             | Particular   | % of Payment | Documents to be submitted  |
|------|-----------------------------------|--|--------------|--|
| 1    | 1 <sup>st</sup> Payment           | Batch wise Preparatory Report and After completion of Training | 60%          | Must provide the following documents: <ul style="list-style-type: none"> <li>• An inception report included.</li> <li>• Training Plan,</li> <li>• Activity Schedule,</li> <li>• Venue/Lab Facilities</li> <li>• Staffing etc.</li> <li>• Approved Nominal List of trainees by concern Xen.</li> <li>• Course modules.</li> <li>• Attendance Register Copy</li> <li>• (Signed by trainer &amp; Centre In-charge),</li> </ul>                          |
| 2    | 2 <sup>nd</sup> Payment           | Assessment, and certification of BTEB                          | 20%          | Must provide the following documents: <ul style="list-style-type: none"> <li>• Original Copy/duplicate of BTEB Assessment and Competency Test Sheet</li> <li>• Trade wise successful trainee's database</li> <li>• Certificate copy from BTEB, (Signed by controller),</li> </ul>  |
| 3    | 3 <sup>rd</sup> and final Payment | After completing Job Placement and self-employment             | 20%          | Must provide the following documents: <ul style="list-style-type: none"> <li>• Employers and Employees declaration of job with mentioning position, salary, and date of joining as per testimonial from employer on appointment with contact number.</li> <li>• Database of successful trainees with job placement according to client's prescribed format and Remaining list for competent trainees of self-employment will be provided.</li> </ul> |

**18. Implementation modalities/ Institutional Arrangement:**

The overall implementation of the sub-component 2.2 shall fall under responsibility of the Livelihood Specialist of the PMU and he will accomplish the responsibilities under the guidance of project Team Leader. At field level LS will be assisted directly by Regional Livelihood Officer and they will work under his instruction and assignment. The service provider/ NGO-MFI at regional/field shall work in close collaboration with Executive Engineer, Upazila Engineer, Project's Regional Livelihood Officer (RLO), Market Supervision and Livelihood officer, and in support of LCS Monitoring cum Livelihood Officer (LMLO) will work as a mentor and monitor the process and progress of the vocational training against agreed indicators.

## 19. Qualification and experience of key staff

PROVATi<sup>3</sup> intends to hire reputed service provider having a team of professionally competent and experienced staff need for accomplishing the required services. The job descriptions of concerned staff are described in the following table:

**Table-5: Minimum Qualification Requirement and Job Description of the key Personnel**

| SI # | Position                   | Qualification and Requisite Experience  | Tasks and major responsibilities  |
|------|----------------------------|---|---|
| 1.   | Coordinator (Focal person) | The training coordinator should have bachelor's degree in engineering/ master's degree in any Disciplines. S/He should have a total of 10 years of professional experience in competence-based occupational skill training coordination. S/he should have at least 5 years of working experience in any training institution with lead management role. | <ul style="list-style-type: none"> <li>• Prepare an inception report including in methodology and detailed work plan for the PROVATi<sup>3</sup> team conforming to the project implementation arrangements specifying major implementation stages of NGO services.</li> <li>• Guide, coordinate, and support activities of other staff (Centre in Charge, Instructors, Assistant Trainer/Lab Technician, Participant's selection Officer, Job Placement Officer &amp; accountant) to ensure team harmony among PMU/Regional /District/Upazila offices during implementation of assignments.</li> <li>• Maintain communication with concern PROVATi<sup>3</sup> LEGD team on time to time for sharing and seeking various help/support for smoothly implementing the training.</li> <li>• Assist to identify and select the appropriate trainees from the project area.</li> <li>• Prepare training schedule; training modules and manual; necessary supportive training materials and aids following the need for competence-based training framework.</li> <li>• Split the vocational course following the rules and procedures of competence-based curriculum and subject to level of required skill and that are to be accredited by BTEB's certification.</li> <li>• Taken Prior approval on the selection of the trainees, implementation plan of the training and training schedule, training manual etc.</li> <li>• Ensure credit facilities to successful trainees for them who do not have such facilities.</li> <li>• Open up mobile/semi-temporary centers with proper facilities for remote locations or districts in the project areas where they may not presently have permanent (RTO) training centers.</li> <li>• Prepare an appropriate format for trainees to compile data in excel spreadsheet and ensure the database after the training completion and job placement; Send the soft copy to PMU, Executive Engineer, Upazila Engineer at least monthly.</li> <li>• Ensure regular meetings with Instructors (at least once in a month) to review the progress and troubleshoot the problems (if any).</li> <li>• Ensure discussion and review of the progress in monthly or quarterly meetings of PMU and attend the meeting where and when possible.</li> </ul> |

|    |  |   |   |
|----|--|---|---|
|    |  |   | <ul style="list-style-type: none"> <li>• Guide Instructors to discuss with the trainee, provide motivational speech as per need and implement activities as per project plan.</li> <li>• Guide JPO in assisting trainee Youths to Job placement/self-employment and also for getting legal certification from the concern the department of Government if necessary.</li> <li>• Formulate, Prepare, execute, arrange, and manage vocational training programs to be practiced in improved Youth skills including institutional and financial management in consultation with the PMU.</li> <li>• Prepare Monthly/Quarterly/ Half-yearly / Yearly / evaluation reports of the training provided and extent of the practical application thereof and provide necessary suggestions/input for further development in applicable cases conveying and sharing the overall activities to the PD on regular basis.</li> <li>• S/he should have experience in preparing training courses/modules for trade and skill courses. S/he should have practical knowledge for classroom. Hostel, and team management. S/he should have sufficient proficiency in computer operation and in MS office package.</li> </ul>         |
| 2. | Training Centre in charge cum Participants Selection Officer | Training Centre in charge cum Participants Selection Officer should have bachelor's degree in any Disciplines. S/He should have a total of 10 years professional experience in Trainees Selection or group formation and Training centre management. S/he should have at least 5 years working experience in any training centre management in any public/private/NGO institution | <ul style="list-style-type: none"> <li>• S/he should have experience in managing training and skill courses. S/he should have practical knowledge for classroom, Lab, Hostel, and team management.</li> <li>• Conduct Public campaign at the rural level and organized public announcements through miking, poster, leaflet distribution, door-to-door visits, some media etc.</li> <li>• Identify and select the appropriate trainees from the project area as a committee member.</li> <li>• Assist to identify and select the appropriate trainee for the project area.</li> <li>• Prepare training schedule; arrange and necessary supportive training materials and aids following the need of competence-based training framework.</li> <li>• Assist JPO in assisting trainee Youths to Job placement/self-employment.</li> <li>• Ensure the database during and after the training completion and job placement / self-employment.</li> <li>• Prepare Monthly/Quarterly reports of the training, database of Trainees, and success story and sharing the overall activities to the Coordinator and PMU on regular basis.</li> <li>• S/he should have sufficient knowledge in computer literacy.</li> </ul> |
| 3. | Trainers/ Instructors  | Trainers/Instructors should have bachelor's degree in any technical discipline. S/He should have a total of 10 years professional experience of which 5   | <ul style="list-style-type: none"> <li>• Conduct regular class as per schedule and curriculum.</li> <li>• Assist to identify and select the appropriate trainee for the project participants.</li> <li>• Assist to Training coordinator for preparing training schedule; training modules and manual;</li> </ul>  |



|    |  |   |  |
|----|--|---|--|
|    |  | years as instructor in any public/private institution (teaching or training). Instructor should have experience in competence based vocational training courses conduction with usages of modern techniques and methods along with competence-based certificate in concern trade. S/he should have sufficient knowledge in computer literacy. | <p>necessary supportive training materials and aids following the need of competence-based training framework.</p> <ul style="list-style-type: none"> <li>• Assist to Training coordinator for splitting the vocational course following the rules and procedures of competence-based curriculum and subject to level of required skill and that are to be accredited by BTEB's certification.</li> <li>• Ensure the classes and other facilities for trainees and build up good relationship with trainees.</li> <li>• Take the regular performance testing of the trainees.</li> <li>• Prepare an appropriate format to compile collected data/information of Trainees in excel spreadsheet and send the soft copy to Training Coordinator.</li> </ul> <p>Prepare regular prescribed report as well as other need-based report by the Training coordinator/ Provider management/LEGD PROVATI<sup>3</sup> team.</p> |
| 4. | Assistant Trainer (Instructor) / Lab Assistant | Assistant Trainer (Instructor) / Lab Assistant should have bachelor's degree/ Diploma in any technical discipline. S/He should have a total of 5 years professional experience of which 3 years as Assistant Trainer/ Lab Assistant in any public/private institution (teaching or training).   | <ul style="list-style-type: none"> <li>• Assistant Trainer (Instructor) / Lab Assistant should have BTEB competence based vocational training courses conduction with usages of modern techniques and methods.</li> <li>• Assist to instructor and conduct regular class as per schedule and curriculum in absence of trainer.</li> <li>• Assist to identify and select the appropriate trainee for the project participants.</li> <li>• Assist to instructor for preparing training schedule, training modules and manual.</li> <li>• necessary supportive training materials and aids following the need of competence-based training framework.</li> <li>• S/he should have sufficient knowledge in computer literacy.</li> </ul>   |
| 5. | Job Placement officer                          | Job Placement officer should have bachelor's degree in any discipline. S/He should have a total of 5 years professional experience of which 3 years as industrial linkage or service-oriented work experience in any public/private institution   | <ul style="list-style-type: none"> <li>• The JPO will ensure wage-based job placement of at least 70% of the trainees within 60 days after completion of the training.</li> <li>• He / She will work as a catalyst of employment such as employers and employees.</li> <li>• Arrange job with mentioning position, salary, and date of joining etc.</li> <li>• Obtaining testimonial from employer on appointment or engagement of the trainees.</li> <li>• Maintaining a database of successful trainees with job placement according to PMU's prescribed format will be recorded by Client's on his own.</li> <li>• S/he should have sufficient knowledge in computer literacy.</li> </ul>   |
| 6. | Accountant                                     | Accountant should have bachelor's degree in accounting  | <ul style="list-style-type: none"> <li>• S/He should have a total of 5 years professional experience of which 3 years as an accountant in any public/private institution.</li> </ul>   |

## 20. Other Accountabilities

### 1. Material Obtained



The Training material which has been obtained by the Service provider. It should be sufficient, updated and in good quality.

## 2. Opening & Closing Ceremony

An opening & closing ceremony will be held in collaboration with relevant department higher officials, trainees, LGED Officials/ Local administration/ Local leader/ Elite person etc.

## 3. Industrial Visit and Job Fair

An industrial tour will be held after completion of training as well as a job fair will be held yearly after both parties agreed schedule.

## 4. Trainee's Stipend and Travel cost

A stipend means a wage compensation or subsistence fee for the trainees to commensurate the loss of their opportunity/forgoing income. The stipend (the daily stipend BDT.100.00/per day/participant) fund will provide to the trainees at the end of the training, but subject to successfully completion of the competence assessment test. It is to be mentioned, trainees travel cost is not included in stipend. Trainee will get travel cost once for two ways at a fixed rate BDT 400.00 (Four Hundred only).

## 5. Accommodation Facilities

The Service provider will ensure residential accommodation and food for all the trainees. All training courses will be residential type and following facilities should be ensured.

### Room Facilities

- I. The environment of the room should be nit and clean, hygienic.
- II. A room of 12X12 Sft will be provided for maximum 04 trainees.
- III. One toilet/washroom facility will be provided for every 10 nos. of trainees.
- IV. For women separate toilet/rest room should be ensured, at least one toilet with commode for disabled trainees.
- V. For disabled, if any, proper facilities should be in place.
- VI. Every room must contain a cot with mosquitos' net stand, table, chair, fan, enough light, cloth rack, bin, sufficient ventilation etc.
- VII. Arrange small room/ space for prayer.

## 6. Food and Residence Governance

The Service provider will provide hostel warden, cook and other support staff as necessary, and ensured that they will provide meals for three times (Breakfast, Lunch & Dinner) fortified with protein, carbohydrates, and other food values within their quoted amount. They will also provide snacks including tea for two times during class time. They will ensure sufficient supply of pure drinking water. The warden will ensure and establish the rules of discipline for better staying of the trainees and redressing any grievance in a systematic manner to keep the residence environment safe and comfortable. The detail on food is given in Table-6.

Table-6: The Weekly foods menu as agreed by both parties are as follows:

| Day    | Breakfast                             | Morning Snacks  | Lunch                    | Evening Snacks  | Dinner                   |
|--------|---------------------------------------|-----------------|--------------------------|-----------------|--------------------------|
| Sunday | Kichuri+Egg+Tea                       | Snacks with Tea | Plain Rice, chicken, Dal | Snacks with Tea | Plain Rice, Fish, Dal    |
| Monday | Plain Rice,+Thick Dal+Vorta/Vegetable | Snacks with Tea | Plain Rice, Fish, Dal    | Snacks with Tea | Plain Rice, chicken, Dal |

|                             |  |                 |                               |                 |                                  |
|-----------------------------|--|-----------------|-------------------------------|-----------------|----------------------------------|
| Tuesday                     | Vegetables+Kichuri/ Rice-Egg+Tea             | Snacks with Tea | Plain Rice, Mutton, vegetable | Snacks with Tea | Plain Rice, Fish, Dal, Vegetable |
| Wednesday                   | Kichuri/Rice+Egg+Tea                         | Snacks with Tea | Plain Rice, Fish, Vegetable   | Snacks with Tea | Plain Rice, chicken, Dal         |
| Thursday                    | Vegetables+Kichuri/ Rice+Egg                 | Snacks with Tea | Plain Rice, chicken, Dal      | Snacks with Tea | Plain Rice, Fish, Vegetable      |
| Friday                      | Plain Rice,+Thick Dal+Vorta/Vegetable        | Snacks with Tea | Plain Rice, Fish, Dal         | Snacks with Tea | Plain Rice, chicken, Dal         |
| Saturday                    | Plain Rice,+Thick Dal+Vorta/Vegetable        | Snacks with Tea | Plain Rice, chicken, Dal      | Snacks with Tea | Plain Rice, Fish, Dal            |
| Closing Day (Special Feast) | Polao, Chicken Roast, Mixed Vegetable, Salad |                 |                               |                 |                                  |

### Appendix 1: Vocational Training Activities Flowchart:

| SI # | Object  | Description of work   | Who will do                                      |
|------|---|---|--|
| 1    | Inception workshop and Inception reporting                              | Conduct Startup workshop at region level and Provide Inception report   | Service Provider                                 |
| 2    | Vocational training Need assessment                                     | Vocational training demand need assessment by service provider at Upz level   | Service Provider                                 |
| 3    | Public announcement and Campaign  | Mass campaign, miking, Leaflet distribution, informing local government institutions  | Project + Service Provider                       |
| 4    | Primary selection of Trainees   | Primary listing of trainees as per PROVATI <sup>3</sup> - Vocational Trainee's selection criteria   | Project + Service Provider                       |
| 5    | Interview of Trainees for selection and Finalize the Trainees and trade | The 5 members selection board (3 from PROVATI <sup>3</sup> -LGED and 2 from service provider) will be selected the trainees. Service Provider and LGED jointly fix up the final selection date, time & venue. | Project + Service Provider's Selection Committee |
| 6    | Approval of Trainees  | Vocational Participation Selection Board finalized the trainees and approval from concern XEN-LGED  | Project + Service Provider's Selection Committee |
| 7    | Organized the training  | Preparation of training schedule & modules and counseling of trainees, and inaugural session  | Service Provider and Project                     |
| 8    | Conducting training course 45-60 days                                   | Conducting training course as per approved modules and schedule   | Service Provider                                 |

|    |                                    |   |                                       |
|----|------------------------------------|---|---------------------------------------|
| 9  | Competency Test and assessment     | BTEB have conducted competency Test and assessment after completing training  | BTEB Assessor                         |
| 10 | Certification from BTEB or Concern | Success trainee got certificate from BTEB or concern department   | BTEB or Concern                       |
| 11 | Job Placement /Employment          | Job Placement officer have assured to wage or self-base employment and access to micro finance for self-employment with endorsement by testimonial by employer for wage-based employee. | Employer / Service Provider / Trainee |
| 12 | Post-job placement monitoring      | Service provider will keep contact with the wage-based and self-employed trainees and assist Client to contact with them at least for one year after the contract completion.           | Service Provider / Project            |