

Terms of Reference for

Consulting Services to Conduct Specialized Trainings on Environmental, Social and Quality (ESQ) for Leather, Leather Goods, Footwear, Plastics and Light Engineering sectors in Bangladesh (Package no. S47)

1. Background

Bangladesh's need for diversification of its economy at large and the export basket in particular, is well recognized by the policy makers, the private sector as well as development partners. The seventh Five-Year Plan (2016-2021) and the Bangladesh Export Policy for 2015-18 identify potential growth sectors that are increasingly competitive in international markets or showing signs of comparative advantage that could play an important role in economic and export diversification. The Ministry of Commerce has set an ambitious export target of reaching US\$ 60 billion by 2021.

The Project Export Competitiveness for Jobs (EC4J) has been designed on request from the Economic Relations Division (ERD), Ministry of Finance, Government of Bangladesh, with the objective of strengthening export competitiveness and increasing investment and employment in some priority sectors such as Leather & Leather Goods, Footwear (leather & non-leather), Light Engineering (Electronics, Electrical Goods, Bicycle, Automobile, Accumulators, Battery, etc.) and Plastics. To achieve this objective, Ministry of commerce is directly implementing a project titled "Export Competitiveness for Jobs" financed by the World Bank Group (WBG). The Project is expected to directly contribute to the Government of Bangladesh's policy objective of diversifying exports beyond ready-made garments (RMG). The project is effective from December 11, 2017 and currently at the implementation stage.

The targeted sectors face a number of interrelated capability barriers including lack of awareness and access to modern technology and production processes; lack of skilled workforce, lack of access to testing, accreditation and certification bodies for local and international product standards and conformance infrastructure; poorly developed business advisory services and weak local supply chains. This, in addition to challenges in accessing capital, and lack of awareness of good international management and production practices, will potentially constraint Bangladesh's manufacturing sector into low technology/low value added /price dependent business models and domestic markets.

Firms in these sectors are expanding their production and seeking to integrate into global value chains (GVCs), but development is held back in part due to insufficient technology and skills adoption, and lack of compliance with international Environmental, Social and Quality (ESQ) standards. Failure to invest to overcome these shortfalls results in large part from a number of market failures, including information asymmetry between foreign buyers and Bangladeshi sellers with regard to requirements for adherence to often-changing standards and accreditations in high-income markets.

The EC4J Project is supporting the private sector companies in these targeted sectors to address some of the key constraints they face in accessing export markets; enhancing productivity; improving environmental, social and quality standards; and collective infrastructure facilities. The Project interventions have been designed to benefit companies that are in the export market or have the potential and are aspiring to access export markets. Small and Medium Enterprises (SMEs) in these sectors are also expected to benefit from the project; particularly those, with compliance support and technical knowhow assistance can be integrated into export value chains.

2. Rationale of the Assignment

Bangladesh has a limited number of items in its export basket as well as very concentrated markets for export. Diversifying both exportable items and export destinations is, therefore, important for the socio-economic development of the country. Necessary compliances in terms of ENVIRONMENTAL, SOCIAL AND QUALITY (ESQ) issues would facilitate wider and easy access to developed markets. The ESQ situation prevailing in Bangladesh does not, unfortunately, in many cases meet the international requirements.

The Component 1 (Market Access Support Program) of the EC4J Project- aims to address the critical constraints for the private sector to access international markets and integrate into the global value chains. Under the sub-component 1.1 of EC4J project constraints related to Environmental, Social and Quality (ESQ) Compliance that limit the performance of the sectors in the international market are being identified. Following the identification, project will undertake a series of actions to improve the ESQ situation of the targeted sectors by developing strategy and implementing required interventions. As a part of this intervention, EC4J will undertake capacity building programs at the sectorial and enterprise level by arranging specific trainings (that had already been) identified through ESQ gap analysis. So that firms and relevant sector associations are being able to apply measures in order to mitigate the risks and adopt sustainable approaches to overcome ESQ compliance challenges.

Thus, EC4J will organize specialized trainings on ESQ as identified for the four targeted sectors. Therefore, EC4J is seeking consulting firm to conduct specialized ESQ trainings in the four targeted sectors: leather and leather Goods, Footwear (both leather and non-leather), Plastics.

3. Objective of the assignment

The objective of this assignment is to conduct specialized ESQ trainings in the specific areas for the corresponding sectors as indicated in the Table-1 below in order to build the professional skill sets of the relevant industry personnel so that they can excel in those profession and positively contribute in the development of the industry. The trainings can be conducted through online/offline medium of instructions.

Table-1: Name of the Specialized ESQ training and sector level batch distribution

SI	Name of the Training Module on ESQ	No. of batch for Tannery	No. of batch for Leather Goods & Footwear	No. of batch for Light Engineering	No. of batch for Plastics	No. of batch Total
1	Sustainable Tanning and Re-Tanning (Chemical and Mechanical Process)	2	-	-	-	2
2	Sustainable Finished Leather Development/Surface Coating (Chemical and Mechanical Process)	2	-	-	-	2
3	Production Planning & Control	-	1	-	-	1
4	Pattern Engineering, Sample Development and Accessories	-	3	-	-	3
5	Understanding Raw materials, Costing, Merchandising, Packaging	-	2	-	-	2
6	Industrial Engineering	-	1	2	-	3
7	Sole Pressing and Bonding	-	1	-	-	1
8	Product Design, Development and Prototyping	-	-	2	-	2

SI	Name of the Training Module on ESQ	No. of batch for Tannery	No. of batch for Leather Goods & Footwear	No. of batch for Light Engineering	No. of batch for Plastics	No. of batch Total
9	Understanding Raw materials, Merchandising and manufacturing Costing	-	-	1	-	1
10	Plastic molding Process (Operations & Maintenance)	-	-		2	2
11	Tooling Methods, Jigs and Fixtures				2	2
	Total batch	4	8	5	4	21

* each batch 20 participants around 2-3 days training session

4. Scope of Work

The scope of work includes, not limited to, the following:

- a) Collect and review the course outlines offered by national and international organizations/institutions that matches the thematic area indicated above in the table-1, and are aligned to fulfill the professional competency requirements and purpose of the ESQ trainings;
- b) Shortlist 2/3 best available options for each course outline and consult with the relevant sector associations and industry experts for their feedbacks;
- c) Customize the course outline that best fits the requirements of the industry;
- d) Select the courses, associated training providers and resource persons to impart the listed specialized ESQ trainings;
- e) Send the training plan along with professional CV for each trainer/resource person in order to take approval from the EC4J Project management before the commencement of the trainings;
- f) Establish a close collaboration with the respective sector associations in order for smooth training delivery;
- g) Arrange resource and necessary training logistics to organize the planned trainings including visa, accommodation, etc. for the foreign resource persons, as needed;
- h) Prepare the corresponding teaching aids/handouts, lesson plans, learning materials, etc.;
- i) Provide stationaries, practice materials to the trainees as required for the trainings;
- j) Conduct 21 batches (each batch comprising of twenty participants) of specialized ESQ training in the four targeted sectors as indicated in the table-1 in collaboration with the sector associations and relevant training organizations;
- k) Ensure the quality, standard and learning outcome of the corresponding specialized ESQ trainings throughout the assignment;
- l) The modules of the specialized ESQ training should be selected and customized in a manner it can easily be transformed into personalized, self-paced and interactive learning course in future.
- m) Provide professional certificate issued by the training provider to the trainees who have successfully completed the respective ESQ training;
- n) Maintain close communication and ensure coordination with PIU as required.
- o) The Consultant will make necessary improvement in conducting training if found relevant and appropriate while visiting training session by PIU or their authorized representative.

6. Deliverables

Specialized ESQ training

The deliverables include but not limited to:

- a) Inception report including training rollout plan and selection criterion for the trainees;
- b) Course outline of the 11 specialized ESQ trainings along with the corresponding coursebook, handouts, etc.;
- c) In 21 batches 420 industry personnel successfully completed trainings and received professional certificates;
- d) Quarterly progress report along with Evaluation sheet individually for each batch;

Final report of the completion of the assignment (showing separately the 11 specialized ESQ training with summary of evaluation gist of each 11 training reports with an overall executive summary of 11 trainings. Ensure PIU representatives at least while evaluation.

7. Logistics and equipment: The consultant will provide all necessary logistics including foods and accommodation, stationaries and other required support in order to ensure effective completion of the specialized ESQ training.

8. Working language: Working language of the training will be Bangla and English.

9. Training materials: The consultant will arrange all training material including stationaries.

10. Confidentiality:

- a) All draft and final output, including supporting documents, analytical reports and raw data should be provided in electronic version compatible with WORD and EXCEL for Windows. Ownership of the data from the analysis rests with EC4J.
- b) The copyright of the intellectual properties like documents, materials, creatives, software, learning materials, participants evaluation reports and manuals will rest exclusively with the EC4J Project. Key stakeholders can make appropriate use of the findings in line with the original purpose and with acknowledgement.

11. Selection Criteria

The Consultant should have the legal capacity to enter into the contract with extensive professional experience and hands-on expertise in designing and managing ESQ related or similar such professional training program in the relevant/ industry sectors in the last 5 years. Collaboration with International and local experts in conducting such technical trainings is required. Sound knowledge on Bangladesh trade and commerce, their stakeholders and their technical knowhow would be considered as an added valuable asset. It must have in-house resources for conducting similar Training courses. Well-equipped training centre with facilities will be an added advantage to provide the required services.

12. Reporting

The firm will report to Project Director, EC4J Project and liaising with the PIU representative(s).

13. Timeline

The assignment will be for 18 months. Specific deadlines of particular deliverables will be subject to the approval of the project team.