

Terms of Reference (ToR)

for

Conducting assessment on employability, vocational skills gap and gender responsiveness of labour market of adolescent girls and young women

GESP Project Titled “Promotion of Women’s Empowerment and Resilience building (POWER)”

30 June 2024



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1. Background

1.1 Overview of the GESP Project

The GESP project intends to contribute to women’s economic empowerment that combining targeted measures to strengthen capacity through skills training and education and address discriminatory practices to create an enabling environment for equitable, inclusive, and sustainable change, particularly for adolescent girls and young women. The project will facilitate socio economic empowerment of girls and young women by building their skills, assets, and agency and connect them to market opportunities and services while also working with families, communities, schools, and institutions to reduce gender bias and gender barriers and create a supporting environment for girls and women. A total of around 22000 girls aged 13-25 years will directly benefit from three years tenure of the project. The project location is selected in the Kishoreganj district of Bangladesh for the intervention considering its remoteness (haor area), disaster proneness, high intensity of poverty, and relatively disadvantageous for women especially adolescents and young women.

The project has four specific outcomes. With the direct intervention of the project – (a) adolescent girls and young women will be able to develop the skills, knowledge, attitude, and behaviour they need to foster agency and resilience in the transition to decent work and adulthood; and (b) adolescent girls and young women will be able to improve gender responsive, market relevant skills and capabilities for access to economic opportunities. The participants of the project will be served through multiple interventions including: - (a) technical skills required by the local labour market; (b) employability readiness skills; (c) SEL and digital skill training for 13-16 years both in school, and out of school, adolescents; (d) access to employment support; (e) entrepreneurship support including preparing business plans, seed funds to start small enterprises, access to equipment, young women’s entrepreneur hub; (f) mentorship programs; (g) leadership, gender equality and social inclusion training for young women to build help their build agency and power; and (h) networking.

1.2 Labour Market Landscape for Adolescent Girls and Young Women

Bangladesh, a country with a burgeoning youth population (56.3 million aged 15 to 34 years), faces significant challenges in aligning its labour market with the needs and potentials of its young workforce, particularly adolescent girls and young women (30 million females aged 15 to 34 years). Despite notable developments in educational attainment and economic growth, the integration of this demographic into the workforce remains limited (Table 1). Assessing employability, vocational skills gaps, and the gender responsiveness of the labour market is critical for developing effective strategies to enhance the economic participation of young women in Bangladesh.

Table 1: Female labour force data from LFS 2022

Female indicators	In 2022
Female Working Age Population Aged 15+ (Million)	60.3
Female Labour Force (Million)	25.8
Employed Female Population (Million)	24.9
Unemployed Female Population (Million)	0.9
Female Not in Labour Force (Million)	34.5
Female Unemployment Rate (%)	3.6%
Female Labour Force Participation Rate (%)	42.8%

Female indicators	In 2022
Female Unpaid Family Worker (Million)	3.1
Female Youth Labour Force (aged 15-29) (Million)	13.3
Female Labour Force (Million)	25.8
<i>Rural</i>	<i>21.5</i>
<i>Urban</i>	<i>4.3</i>
NEET Rural Female Youth (15-29) (million)	2.2
NEET Female Youth (15-29) (million)	6.3

Source: BBS. (2023)

Educational attainment in Bangladesh has improved significantly, with higher enrollment rates in primary and secondary education. Despite general academic enrolment and achievement, there remains a gap in vocational and technical education, which is important for equipping adolescent girls and young women with the skills needed for the labour market. Many adolescent girls and young women lack access to quality vocational training programs, limiting their employability and potential for economic advancement. These challenges are compounded by gender biases and a lack of gender-responsive policies in the labour market.

The labour market in Bangladesh exhibits pronounced gender disparities. Female labour force participation remains significantly lower than that of males, influenced by socio-cultural norms, safety concerns, and limited access to gender-responsive training and employment opportunities. Traditional gender roles often restrict women's economic activities to certain sectors, typically low-paying and informal, which limits their career advancement and financial independence. Understanding the employability and vocational skills gap, as well as the gender responsiveness of the labour market, is crucial to developing targeted interventions that improve the economic prospects of this demographic. This assessment aims to identify the key barriers and opportunities in the labour market for adolescent girls and young women, focusing on employability, vocational skills, and gender responsiveness.

A major barrier to employment for young women in Bangladesh is the mismatch between the skills they possess and the demands of the labour market. The vocational skills gap is evident, with many young women lacking training in fields that are in high demand. This gap is exacerbated by the limited availability of gender-sensitive vocational training programs that offer to the specific needs and circumstances of young women. Addressing this issue necessitates a comprehensive labour market assessment, which involves a non-linear process engaging in simultaneous analysis across various interconnected areas. Understanding the complexities of the labour market requires an examination of both demand and supply issues, considering the roles of labour market actors, institutions, customs, and regulations.

1.3 Objective

The primary objective of this assessment is to analyse the employability and vocational skills gap of adolescent girls and young women and evaluate the gender responsiveness of the labour market. The specific objectives include:

- a. To identify the key economic sectors and industries prevalent within the communities, including both formal and informal sectors
- b. To analyse the labour market conditions, including employment trends, wage levels, and types of available jobs suitable for adolescents and youth

- c. Analysing the gender-specific barriers and biases in the Kishoreganj labour market
- d. Identifying the key employability skills required by the labour market in Kishoreganj district
 - i. Assess the demand for specific skills and qualifications within the local job market, considering both technical and soft skills required for various livelihood opportunities
- e. Assessing the current vocational skills and educational qualifications of adolescent girls and young women
- f. Evaluating the accessibility and effectiveness of vocational training programs
- g. Evaluate market linkages and opportunities for value chain development, including potential partnerships with local businesses, suppliers, and markets
- h. Identify barriers and challenges hindering access to economic opportunities for adolescents and youth, including socio-cultural factors, gender disparities, and legal/regulatory constraints
- i. Providing actionable recommendations for increasing employability and promoting gender-responsive policies

2. Objective of the Survey Firm

The aim of the survey firm is to facilitate and collect qualitative and quantitative data from the Kishoreganj district using a mixed method. The targeted population is adolescent girls (13-16) and young women (17-26). The firm is responsible for collecting, validating and cleaning the data. Details on the procedure are discussed in the later sections.

3. Methodology

The assessment will employ a mixed-methods approach, incorporating both qualitative and quantitative research techniques:

3.1 Sampling

3.1.1 FGDs and KIIs (Location)

A total of 6 FGDs and 9 KIIs will be conducted with adolescent girls and young women, trainers, government officials, and local employers in the 3 selected Upazilla of the Kishoreganj district (Bhairab, Bajitpur and Kishoreganj Sadar).

3.1.2 FGDs and KIIs (Target Groups)

3 FGDs will focus on adolescent girls, and the other 3 will record the opinion of the young women. For KIIs, teachers/ trainers (supply side), employers (demand side), and government officials (policy issues) will provide information on adolescent girls and young women from each selected upazilla.

3.1.3 Field Survey on Adolescent Girls and Young Women

Additionally, a field survey will be conducted on a total of 1500 adolescent girls (750) and young women (750) in 108 unions (Annex 1) under the 13 Upazilla of Kishoreganj in order to ensure the representation of each group from each location. A purposive random stratified sampling method is applied for sampling distribution.

The targeted sampling distribution may increase based on discussion during the negotiation stage. The survey firm may suggest alternative sampling distribution with a financial offer along with the proposed one.

3.1.4 Sampling distribution for field survey in Kishoreganj

Upazilla	Population-based sample	Adolescent	Young Women	From each union from the respective upazilla
Austagram	78	39	39	10
Bajitpur	128	64	64	12
Bhairab	154	77	77	22
Hossainpur	95	47	47	16
Itna	85	42	42	9
Karimganj	148	74	74	13
Katiadi	162	81	81	18
Kishoreganj Sadar	213	107	107	19
Kuliar-char	94	47	47	16
Mithamain	63	31	31	9
Nikli	69	35	35	10
Pakundia	129	64	64	14
Tarail	82	41	41	12
Total	1500	750	750	

3.2 Recruitment of enumerators

To ensure quality data collection, the CPD team will recruit a survey team/ enumerator who will gather accurate and comprehensive data according to the questionnaire/ survey tools.

3.3 Survey Equipment and Software

The data will be electronically collected using tablet computers running on an Android platform and uploaded to a server daily, allowing for remote quality control and tracking study team. Hardware and software to be used by organisational convenience. We propose to use Survey CTO (can suggest alternatives) to conduct this survey.

3.4 Implementation of training for the Survey Team

For survey implementation, training will be provided to the interviewers and field officers according to the questionnaire of the field survey, and FGD and KIIs. The survey firm can use the CPD premise for training the enumerators. Officials from UNICEF, Save the Children and CPD will attend on the training session to clarify the survey tools.

3.5 Survey Fieldwork

The survey firm is responsible for writing, getting approval for, and sending letters and/or e-mails, making phone calls, setting appointments, visiting in person, and otherwise making attempts to secure high levels of participation. Fieldwork is needed to complete the survey responses. Substantial effort and resources should be allocated to the preparation and logistics before the fieldwork begins. The survey firm will be required to work with local government officials to ensure participation in

the survey, access the targeted regions, and maximise participation and response rates to each question. The Unicef, Save the Children and CPD can help provide support, such as official letters from CPD if required. The survey firm is expected to collect and verify the phone numbers and addresses of all respondents whenever available. GPS coordinates of the interviewed respondent's addresses need to be collected.

3.6 Survey completion

The CPD study team determines this by taking into consideration the number of completed interviews and the quality and comprehensiveness of the data gathered from these interviews. For a survey to be completed, relevant information must be obtained and entered into the data base. No questions should be left blank except the ones skipped due to correctly applied skip patterns. The integrity and accuracy of the data are vital. The Consultant will establish procedures to check the quality of the interviews. At least ten percent (10%) of the completed interviews will be back checked by telephone by the Consultant; the proportion of callbacks will also depend on the quality control feedback provided by CPD. Managers of the survey will randomly check enumerators and accompany interviewers on some interviews. Representatives of CPD may accompany survey teams to monitor effectiveness, ensure quality and check for progress in the field.

3.7 Data Entry, Format and Sharing

The survey firm will also provide the collected data at five predefined stages during the data gathering/entry process for consistency check and quality control. The first set will be delivered after ten percent (10%) of the total number of interviews have been completed and entered into a data base. The second set will be delivered after twenty-five percent (25%) of the total number of interviews has been completed. The third set will be delivered after fifty percent (50%) of the total number of interviews has been completed. The fourth set will be delivered after seventy-five percent (75%) of the total number of interviews has been completed. The final set will be delivered after completion of one hundred percent (100%) of the interviews. The survey data will be delivered to the CPD in Microsoft excel (including codebook) and STATA electronic format. The consultancy team/s and the study team will adhere to the prescribed standards i.e. [Save the Children Child Safeguarding; Protection from Sexual Exploitation and Abuse; Anti-Harassment, Intimidation and Bullying](#); and Data Protection and Privacy policies throughout all project activities.

3.8 Data Quality and Non-Participation

In order to ensure data quality and consistency, a survey data quality control procedure is in place. The first checking of the data will be completed and documented by the Consultant

- There are no errors in variables codes, questionnaire flow, skip patterns, number of missing values, etc.
- There is no double counting
- Monitoring of collected data
- Flagging implausible data
- There are no errors in data's logical consistency or outliers
- Checking for straight-line answers, etc.

3.9 Ethical Consideration

The market assessment must be guided by the following ethical considerations:

- Safeguarding – demonstrating the highest standards of behaviour towards children.
- Sensitive – to child rights, gender, inclusion, and cultural contexts
- Openness – of information given to the highest possible degree to all involved parties.
- Confidentiality and data protection - measures will be put in place to protect the identity of all participants and any other information that may put them or others at risk.
- Public access – to the results when there are not special considerations against this.
- Broad participation – the relevant parties should be involved where possible.
- Reliability and independence – the study should be conducted so that findings and conclusions are correct and trustworthy.

It is expected that:

- Data collection methods will be age and gender appropriate.
- Study activities will provide a safe, creative space where children feel that their thoughts and ideas are important.
- A risk market assessment will be conducted that includes any risks related to children’s, young people’s, or adult’s participation.
- A referral mechanism will be in place in case any child safeguarding or protection issues arise.
- Informed consent will be used where possible.

5. Deliverables from the Survey Firm/ Consultant

The survey team will be responsible for the following deliverables:

- a. FGD and KII notes
- b. Cleaned and validated survey data in MS Excel and STATA format (.dta)
- c. It is to be noted that the firm must encode all the string variables

6. Timeline

The timeline for completing the aforementioned deliverables will be from **10 July 2024 to 11 August 2024**.

7. Eligibility (For Office Check)

The applicant will have:

- At least 10 years of professional experience in academic, development and action research, analysis;
- At least 6 years’ experience in conducting similar types of surveys applying similar methods;
- The applicant needs to have a clear understanding of the issues of the research and communication ability with the participants of the survey;
- The applicant needs to have an adequate number of qualified human resources;
- The applicant needs to have an adequate number of Tablets or Smart Phones in order to collect accurate information;
- The applicant is required to declare that he/ she/ the firm does not have any conflicting interest/ affiliation with CPD or CPD employees by any means;

- The applicant should be competent in drafting reports in English for FGD and KII notes.

8. Application requirement (For Office Check)

The applicant must submit the following documents alongside a Technical Proposal along with the survey implementation strategy and a GANTT CHART and Financial Proposal.

- Firm profile highlighting primary survey, FGDs and case studies and related assignment along with client name, contract person and contact details;
- CV of the Lead Consultant (who will lead the assignment) – Maximum 2 page highlighting related assignment completed, role in the completed assignment;
- Other Team members (who will be involved in the assignment) one paragraph short CV highlighting related assignment completed and role;
- Firm's/Individual's BIN, TIN and VAT registration etc. (required only for firm);
- Firm registration certificates
- **Technical Proposal (maximum five pages)** according to the ToR, task to be accomplished as well as draft **survey design and plan**;

The following financial documents are required —

- Trade License
- TIN certificate
- Acknowledgment receipt for the last annual TAX return
- BIN Certificate
- Bank Account details
- Incorporation certificate

9. Finance-related special notes (For Office Check)

All payments for the vendor will be made through Account Payee Cheques in favour of the vendor.

- CPD will deduct TDS from the billed amount as per the Income Tax Act 2023.
- The vendor will need to provide CPD Mushak-6.3 with the bill at a 15% rate, as per Statutory Regulatory Order (SRO) 149/20.
- CPD will deduct 15% VAT from the billed amount.
- The vendor will have to submit the original signed invoice. The payment will be made through an Account Payee Cheque / Bank Transfer.

10. Health measures (For Office Check)

The following information should be shared along with the proposal from potential applicants:

- The organisation's health policy;
- Specify if the applying organisation has a group health insurance or not. If yes, please share the relevant documents;
- Each individual affiliated with the applicant firm/individual in conducting these primary surveys should have a minimum coverage of BDT 2 lac group or personal life insurance;

- In case of individual applicant for the task, health insurance will be needed along with the application;
- If the individual applicant engages other human resources for the primary survey, health insurance of those human resources will also be needed;
- Outline the health protocol that will be observed during travelling of the consultant(s) and also for participants travelling to survey venues.
- Elaboration of how these health guidelines will be implemented;
- CPD will not be liable for any health hazard and/or accident of the primary surveys' consultants and/or participants.

11. Disclaimers

- CPD reserves the right to select or reject any vendor who will drop the proposal for providing the service.
- Any attempt to unlawfully acquire and/or persuade to get the assignment will lead to immediate rejection of the respective service provider, and CPD may also take legal actions if required.
- Failure to deliver according to the terms of the TOR shall subject the vendor to penalties as will be stipulated in the final contract.
- If the seller breaches any term or condition of this TOR (part or all) or the conditions set out in any given Purchase Order/Contract, including, but not limited to, quality of the Goods/Services, Price and Delivery requirements, the buyer shall be entitled to immediately purchases goods/services from any other sources/Suppliers, in addition to any remedy available in law or equity.

12. Submission and Contact details

Please send your proposal to procurement@cpd.org.bd.

Hard copies of the proposal can be sent to the CPD office at the following address:

Centre for Policy Dialogue (CPD)
House-40/C, Road-11 (new)
Dhanmondi, Dhaka-1209, Bangladesh

Contact:

For further official information on ToR:

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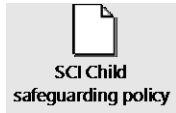
Mobile: +8801716399614

Application closing date: 6 July 2024

Annex 1: List of Unions by Upazilla of the Kishoreganj District

Upazilla	Union	Upazilla	Union	Upazilla	Union
Austagram	Adampur	Karimganj	Baragharia	Mithamain	Bairati
	Austagram		Dehunda		Dhaki
	Bangalpara		Gundhar		Ghagra
	Deoghar		Gujadia		Gopedighi
	Kalma		Jafarabad		Khatkhal
	Kastail		Joyka		Keorjori
	Khayerpur Abdullahpur		Kadirjanganl		Mithamain
	Purba Austagram		Kiratan		
Bajitpur	Baliardi	Katiadi	Niamatpur	Tarail	Damiha
	Dighirpar		Noabad		Dhala
	Dilalpur		Sutarpara		Digdair
	Gazirchar		Achmita		Jawar
	Halimpur		Banagram		Rauti
	Hilachia		Chandpur		Talganga
	Humaipur		Jalalpur		Tarail Sachail
	Kailag		Kargaon		Barudia
	Maijchar		Lohajuri		Chandipasha
	Pirijpur		Masua		Char Faradi
Sararchar	Mumurdia	Egarasindur			
Bhairab	Aganagar	Kishoreganj Sadar	Shahasram Dhuldia	Pakundia	Hosendi
	Gazaria		Binnati		Jangalia
	Kalika Prashad		Baulai		Narandi
	Sadakpur		Chauddasata		Patuabhanga
	Shibpur		Danapatali		Sukhia
	Shimulkandi		Jasodal		Chhatir Char
	Sreenagar		Korsha kariail		Dampara
Hossainpur	Araibaria	Kishoreganj Sadar	Latibabad	Nikli	Gurai
	Gobindapur		Mahinanda		Jaraitala
	Jinari		Maijkhapan		Karpasha
	Pumdi		Maria		Nikli
	Sahedal		Rashidabad		Singpur
	Sidhla		Chhaysuti		
Itna	Badla	Kuliarchar	Faridpur		
	Baribari		Gobaria Abdullahpur		
	Chuaganga		Osmanpur		
	Dhanpur		Ramdi		
	Elongjuri		Salua		
	Itna				
	Joysiddhi				
	Mriga				
Raituti					

Annex 2: SCI Child safeguarding policy



Annex 3: Confidentiality and Data Ownership

The survey firm will ensure security and confidentiality of the completed questionnaires and safeguard the confidentiality and privacy of the collected information. The survey firm will protect the confidentiality of individuals participating in the survey at all stages. All data is confidential and the property of the CPD.