

Terms of Reference on
Trade-related Assessment of Technical Training Centres
(TTCs) of Bangladesh

ToR for Procurement of a Survey Firm

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1. Background and Objectives

The Technical Training Centres (TTCs) established across the country are tasked with facilitating the out-migration process by undertaking several key activities which include (a) providing skills development training aligned with both domestic and international labour market demands; (b) integrating modern technology into the training system; (c) promoting vocational and technical education through brochures, leaflets, handbills, and print media; (d) encouraging outbound workers to remit money through legal channels; (e) certifying skills through Recognition of Prior Learning (RPL) examinations, (f) strengthening industrial linkages to increase job opportunities for graduates, and finally (g) facilitating employment opportunities for trainees. In order to better reach their services, the government has established 104 TTCs across different districts and upazilas, with plans to set up an additional 40 TTCs at the upazila level.

Despite having a large number of TTCs, the adequacy of training provided by TTCs and their effectiveness in creating skilled workers for local and international markets remains a major question. Between 2015–2016 and 2021–2022, a total of 7 lakh trainees were trained (excluding Pre-Departure Orientation (PDO) training) at TTCs against a total number of 5 million workers who migrated abroad during the same period. More importantly, only a small share of TTC trainees went abroad, which is usually 5-10 per cent of total TTC trainees. In other words, a wide difference exists between the total number of migrants, the total number of TTC trainees, and the number of TTC trainees going abroad. Similarly, the quality of training at TTC is not out of the question – different studies reveal the lack of effectiveness and adequacy of training provided by TTCs. It highlights issues such as redundancy in training courses, inadequacy of qualified trainers, and infrastructural facilities. Additionally, there exist obstacles such as a lack of workshop and lab facilities, inadequate market orientation, and poor monitoring mechanisms.

Skill-based training of TTCs is further affected by inadequate infrastructure (BIDS, 2018). Outdated logistic and laboratory facilities and the lack of modern equipment necessary for practical and hands-on training restrict the TTCs from providing the required level of skilled training. Moreover, limited financial resources available at TTCs prevent them from upgrading facilities and making available the technologies as per requirements. Another critical challenge lies in the acute shortage of qualified instructors with technical expertise and pedagogical skills. Inadequate incentives and limited opportunities for professional development further undermine the recruitment and retention of skilled trainers (Moazzem, Shibly & Sadab, 2024; Cross, Chowdhury & Khan, 2022). TTCs often face funding and resource constraints, leading to overcrowded classrooms and insufficient training materials (Moazzem, Shibly & Sadab, 2024; World Bank, 2013).

There is a disconnect between training curricula and the evolving demands of the labour market, resulting in a skills mismatch whereby graduates are ill-equipped for existing job opportunities (Rahman, Farooq, & Salim, 2021). Socio-cultural barriers further complicate the situation, particularly for female trainees, who often face restrictions in accessing training and employment prospects. Moreover, the absence of robust feedback mechanisms and limited collaboration with the industry impedes the ability of TTCs to adapt and improve their programmes in response to market needs.

Even though the number of TTCs has substantially risen over the past two decades, it has contributed to offering a variety of programmes from traditional trades such as carpentry and electrical work to modern skills such as information technology and engineering (ILO, 2020). The effectiveness of these programmes depends on factors such as infrastructure, teaching quality, and alignment with industry needs. According to Moazzem et al. (2023), training programmes for women workers are particularly inadequate, lasting only 21 to 30 days and failing to meet the

standards required by destination countries. The efficiency of TTCs is influenced by continuous improvement in the teaching processes, including incorporating feedback from industry stakeholders and alumni and updating curricula and training methods (BRAC, 2017). However, weaknesses in governance and monitoring of TTC continue to undermine the effectiveness of TTC programmes (IMED, 2014).

The study aims to assess the quality of training in TTCs in supporting outbound migrant workers and to propose policy recommendations for strengthening their capacity to meet destination countries' skill demands. Through in-depth surveys, it will examine institutional, operational, logistical, and technical aspects.

Key objectives include assessing trade-specific skill demands, training equipment adequacy, job placement services, trainer capacity, classroom facilities, graduate employment outcomes, performance monitoring, and strategies for long-term institutional sustainability.

2. Objectives of Procuring a Survey Firm

Given the study objectives and its methodology, the research team aims to conduct two surveys (one on TTCs at the principal level and the another on the graduate of TTCs). In order to conduct the surveys from different parts of the country, a survey firm is required to collect the data, clean it and share the final cleaned data with CPD.

3. Scope, Activities and Deliverables of the Survey Firm

The survey firm will be responsible for data collection and final data submission. It will not be required to design survey instruments or produce research reports. The research team will provide two structured and translated survey questionnaires, complete with coding, for data collection. The firm must ensure high-quality data collection, cleaning, and delivery while adhering to ethical and methodological standards set by the research team.

Table 1: Scope of work and deliverables of the survey firm

Activity	Description	Deliverables
Survey Digitalisation	Convert the provided questionnaires into KoboToolbox or SurveyCTO format to ensure correct mapping of questions and coding for seamless data entry	The survey form link with the research team for checking and vetting
Enumerator Training	Conduct training sessions on survey tools, ethical considerations, and data collection procedures. Provide hands-on practice with digital survey tools to minimise errors	The research team will facilitate the session
Data Collection	Conduct field surveys targeting 40 TTC principals and 2000 graduates across different regions	Primary check of the data and address the issues
Data Cleaning & Submission	Validate, clean, and standardise the dataset, checking for inconsistencies and missing responses. Deliver the final cleaned dataset to CPD in a structured format (the required format is in MS Excel and Stata).	To share the final encoded data

4. Sampling Distribution for the Surveys

A total of 40 TTCs will be surveyed from eight divisions in 33 districts. For the graduate survey, a total of 2000 graduates will be surveyed from different district-level TTCs. The summary distribution is as follows in table 2.

Table 2: Divisional Distribution of Graduates

SL.	Division	District Names	Districts Covered	TTC Number	Graduates Sampled
1	Barisal	Barguna, Barisal, Bhola	3	4	131
2	Chattogram	Chattogram, Brahmanbaria, Cumilla, Khagrachari, Laxmipur, Rangamati	6	7	289
3	Dhaka	Dhaka, Gopalganj, Keraniganj, Narsingdi, Rajbari, Faridpur	6	8	496
4	Khulna	Khulna, Kushtia, Narail	3	4	139
5	Mymensingh	Jamalpur, Mymensingh, Sherpur	3	3	195
6	Rajshahi	Rajshahi, Naogaon, Pabna	3	4	172
7	Rangpur	Bogura, Gaibandha, Kurigram, Lalmonirhat, Nilphamari, Rangpur	6	6	288
8	Sylhet	Sylhet, Moulvibazar, Sunamganj	3	4	290
	Total		33	40	2000

5. Work Plan and Timeline

The assigned activities will take place from 8 April, 2025 to 4 May, 2025.

Table 3: Activity Schedule by timeline

Activities	Date of the Event
To design a plan of activities and contract agreement	8 Apr
Development of Computer-Aided Survey Form in Kobo/CTO	8-10 Apr
Conducting Training on Enumerators	12 Apr
Conducting Field Survey	26 Apr
Data Cleaning and Validation	31 Apr
Sharing Final Data	4 May

6. Issues to be Considered by the Survey Firm

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) for conducting this survey.

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.

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 ensure participation in

the survey, access the targeted regions, and maximise participation and response rates to each question. The CPD can help provide support, such as official letters from the 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.

Survey completion: For a survey to be completed, relevant information must be obtained and entered into the database. 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 firm will establish procedures to check the quality of the interviews. At least ten per cent (10%) of the completed interviews will be backchecked 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.

Data Entry, Format and Sharing: The survey firm will share the access of the database to CPD so that the researchers can check the data in real-time during the data collection process. The CPD team may download the data to check inconsistencies and to advise accordingly. The final data set will be delivered after the completion of 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 safeguarding, PSEA, Harassment, Data Protection and Privacy standard policies throughout the activities.

7. 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 survey firm—

- 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.
- **Ethical Consideration:** The survey be guided by the following ethical considerations:
 - Safeguarding – demonstrating the highest standards of behaviour towards respondents
 - Sensitive – to gender rights, 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.

It is expected that:

- Informed consent will be used where possible.

8. Assessment Criteria for Selecting the Survey Firm

Once the procurement process concludes, CPD's procurement committee will evaluate the technical and financial proposals separately based on the following criteria—

Table 4: Assessment Criteria of the Technical Proposal

Criteria	Allocated Marks	Word/ Page Limit (Maximum)
Understanding of the ToR and its coherence with the field plan and data collection process (do not copy-paste from this document to the technical proposal)	25	800 Words
Prior experience in conducting similar kinds of surveys (TVET/ TTC training course assessment)	10	2 Page
Sound field plan and data collection within the stipulated timeline (20 days from the start date)	40	2 Page
Sound data cleaning and data encoding plan	15	600 Words
Institutional Documents (TIN, BIN, Tax Acknowledgement Certificate (latest), Registration documents, etc.)	10	n/a

To facilitate a quick evaluation, bidders are requested to keep their proposals within the suggested page limit.

Please note that financial proposals will only be assessed if the corresponding technical proposal is shortlisted by the evaluation committee. To ensure transparency, firms are requested to submit their technical and financial proposals (including VAT and TAX) separately to CPD.

9. Team Profile (For Office Check)

- Maximum 2-page profile highlighting primary survey, FGDs and case studies and related assignments along with client name, contact person and contact details; (**same as mentioned in table 4 of criteria 2**)
- 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 TIN and VAT registration etc. (required only for firm);

The following financial documents are required —

- Trade License
- TIN certificate
- Acknowledgment receipt for the last annual TAX return (2024-25)
- BIN Certificate
- Bank Account details

Financial Proposal: (For Office Check) The financial proposal should provide as per following format for services rendered.

10. 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 Section 52AA, Income Tax Ordinance 1984.
- The vendor will need to provide CPD Mushak-6.3 with the bill at 15% rate, as per Statutory Regulatory Order (SRO) 149/20.
- CPD will deduct 15% VAT from the billed amount.

- The vendor will need to produce original invoices/bills for each delivery made under ToR within this contract period.

11. 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.

12. Eligibility (For Office Check)

The applicant will have:

- New or experienced firms can apply subject to their 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 to conduct the survey;
- 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;

13. Health measures (For Office Check)

CPD will not be liable for any health hazard and/or accident of the primary surveys' consultants and/or participants.

14. Submission Process and Contact Persons

Please send your proposal to procurement@cpd.org.bd. (do not CC any CPD official)

No hard copies are allowed.

The study will be coordinated by the following persons, and any queries regarding the sampling or technical issues of the ToR can be clarified by them

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