**Terms of Reference**

**Consultancy Service for Developing Competency Standards Through NSDA Under BYETS Project**

1. **Background**

Swisscontact was established in 1959 as an independent foundation by notable figures from the worlds of commerce and science in Switzerland. It is exclusively involved in international development cooperation and has carried out its mandated projects since 1961. Based in Zurich, Swisscontact currently manages 133 projects in 41 countries on behalf of public and private funding partners.

The Building Youth Employability Through Skills (BYETS) project implemented by Swisscontact and funded by the Embassy of the Kingdom of the Netherlands will empower 25,000 Bangladeshi youth with improved technical, employability and entrepreneurial skills, and connect them to income-generating opportunities: jobs and self-employment. The project aims to support youths by providing training in three sectors: Readymade Garments (RMG), Agro-processing (AP), and Information and Communication Technology (ICT) across four divisions (Dhaka, Khulna, Chattogram and Rajshahi). The project will address the existing constraints in developing the skills of the youth and support to establish a systemic approach to provide market-driven training specifically by:

* Building the capacity of 20 Training Service Providers (TSPs) to design and implement quality training and job placement support services.
* Collaborating with 50 private sector employers in improving existing workplace-based training (WBT) systems or setting up new ones to upskill and reskill workers.

As part of its intervention in the ICT sector, the project has collaborated with the ICT Industry Skills Council (ICT ISC) to standardise the Competency Standard (CS) following the National Skills Development Authority (NSDA) guidelines.

1. **Objective**

BYETS will develop demand-driven training curricula for the **Software Quality Assurance (SQA)** occupation. To institutionalise the training approach and curricula in the national skills market, BYETS will collaborate with national regulatory authorities, such as the National Skills Development Authority (NSDA) to standardize Competency Standards (CS) as per the Bangladesh National Qualifications Framework (BNQF).

**The expert will need to collaborate with the BYETS team and ICT ISC to standardise the Competency Standard (CS) according to the National Skills Development Authority (NSDA) standard, using a thorough review and validation process.**

**Contract duration:**

Initially six (6) months, depending on the satisfactory service of the consultant and requirement of the project the agreement can be extended for two/three (2/3) months.

**Contact modality:** Delivery-based.

Place of work: Dhaka

1. **Task & scope of the assignment:**

The responsibility of the consultant will involve the development of competency standards for the ‘’**Software Quality Assurance (SQA)’’** occupation. The consultant will achieve this by collaborating with ICT ISC and BYETS team.

1. **Specific deliverables**

The following are the specific deliverables from the consultant:

* Develop a task analysis report, make recommendations and course accreditation documents based on the needs analysis and scoping study in collaboration with a Technical Expert.
* Ensuring the Competency Standard (CS)/certified curriculum is approved and validated by NSDA.
* Develop Competency-Based Learning Materials (CBLMs) in Bangla for the ‘Software Quality Assurance' occupation based on the finalized Competency Standard (CS).

**Scoring criteria for technical and financial proposals as per Annex-1**

**Minimum eligibility criteria for applying**

* Minimum bachelor’s degree in computer science and engineering/software engineering and other relevant disciplines or equivalent.
* Must have 5-to-10-year experience in developing Competency Standard (CS)/ Curriculum/ CBLM
* Must complete CBT&A level 4
* Experience in the ICT sector especially software quality assurance will be preferred
* Strong networking with government agencies will be preferred.
* Excellent written and oral communication skills and ability to work under pressure with limited guidance1

**Submission Guideline**

The technical and financial proposals must be submitted online (via email provided below). We kindly ask interested parties to provide all necessary documents. a) an updated CV with a cover letter explaining the competencies to take up the assignment, a detailed work plan against specific deliverables and a Financial Proposal as per Annex-2 mentioning “**Consultancy service for BYETS project SQA CS development**” in the subject line of the email by 9 November 2024, 5:00 PM, to the following email address:

The email must be addressed to: **bd.byets@swisscontact.org**

***\*No late submission will be accepted***

***\*Swisscontact reserves the right to accept or reject any or all proposals without assigning any reason***

**Annex 1: Evaluation criteria**

|  |  |  |
| --- | --- | --- |
| **Scoring criteria** | | **Score** |
| **Profile and experience of the consultant** | **Profile of the consultant** | **10** |
| **Years of relevant experience** | **10** |
| **Sample of previous CS/ CBLM developed/curriculum** | **20** |
| **Detailed methodology, including recommended topics for customized modules and work plan** | | **30** |
| **Financial Proposal** | | **30** |
| **Total Score** | | **100** |

**Annex 2: Financial proposal format**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl.** | **Description of the activities** | **Days required** | **Daily Rate (BDT)** | **Total Amount (BDT** |
| **A** |  |  |  |  |
|  |  |  |  |  |
| **B** |  |  |  |  |
|  |  |  |  |  |
| **C** |  |  |  |  |
|  |  |  |  |  |
| Total Amount (Excluding VAT and AIT) | |  |  |  |