

**Tracer Study on the Vocational Skills Training Completers from Technical and Vocational Education and Training (TVET) Institutes of Underprivileged Children Educational Program (UCEP) Bangladesh**  
**Terms of Reference**  
**(ToR)**  
**September 2022**

**Assignment:** Hire consultant/Firm/Organization for Tracer Study of the Vocational Skills Training Completers from TVETS of UCEP Bangladesh

**Contract Type :** Service Contract

**Location :** Mirpur-2, Dhaka-1216, Bangladesh

**Duration :** Sixty (60) calendar days starting from 15<sup>th</sup> October 2022, but the date will be finalized after finalizing the hiring process

## **1. Background of UCEP Bangladesh**

The Underprivileged Children’s Educational Programs (UCEP) Bangladesh is a registered non-governmental and non-profit organization providing basic education and training for children and youth from poor marginalized communities in mainly urban and peri-urban areas of Bangladesh. It is registered under the department of Social Welfare as a voluntary social development organization in the year of 1990. UCEP Bangladesh also registered with NGO Affairs Bureau under Office of the Prime Minister in the year of 1984.

UCEP Bangladesh was founded by Mr. Lindsay Allan Cheyne, a New Zealander who came to Bangladesh on a British relief mission after a tornado devastated the country in 1970. In 1971, the Liberation War broke out. The plight of the affected children, especially working children, had a significant impact on him so he decided to quit his job to stay in Bangladesh. He developed the project “Underprivileged Children’s Educational Programs (UCEP) Bangladesh” in 1972 aiming to address the issue of child labor and provide basic education and training of working children but could not find donors for the project. Nevertheless, he was determined, so he initiated the project with his own savings, involving 60 urban working children. He reached out to Dhaka University's Social Welfare Department and started using the corridor and three of its classrooms in the evening. He continued to approach various donors and travelled to different countries with some of his students for raising funds. He was able to develop a successful education and training model provided working children opportunities for better jobs. By the end of 1974, he was able to mobilize external support and set up one hostel and several schools in Dhaka. But the organization was in crisis after his death in 1986. Several local elites including government came forward during that time and provided necessary funds, land, infrastructure, equipment’s, and strategic guidance for its continuity. They formed the UCEP Bangladesh Association which took the initiative to nationalize the organization and take over its governance and management responsibilities. Several donors and patrons have supported it to grow and develop since. UCEP is recognized nationally and internationally as a center of excellence of human resource

development. The success of UCEP programs makes it unique in the Technical and Vocational Education and Training (TVET) sector of Bangladesh.

## **2. Context of the project**

The importance of the technical vocational education and training (TVET) system in Bangladesh in preparing youths with the skills and knowledge for the labour force has dramatically increased. Bangladesh's determination to diversification of its economy and labour force would help the country meet the needs of a growing population including high youth unemployment rate, which is almost 25 per cent. The TVET system provides a window of opportunity for young people by learning an occupational trade course and entering the labour market.

At present, UCEP offers 42 different types of demand-based skills development courses of within 3-6 months' duration, 2-years SSC vocational course and 4-Years Diploma-in-Engineering course. Annually around 14,000 youth graduates from these courses of which more than 40% are female and all the skills training completers are offered for decent job in different industries after completing their skills training courses. But due to covid-19 pandemic situation, number of training completers had been dropped abruptly and only 8,000 trainees completed the skills training in 2020, whereas 13,799 trainees completed their skills training course in 2019.

Over the two years (2019 and 2020), a total number of 19,356 employable trainees of 10 UCEP TVET Institutes were given support for decent employment, and 16,135 (83%) of which gained jobs in the formal and informal sectors. A long-term follow-up of the employed trainees is required to find out the improvement in the lives of these young people over a longer period. UCEP Bangladesh also wishes to understand the impact of the project on both the training completers' families and the wide community. Thus, a comprehensive tracer study of the skills training completers is being proposed.

## **3. Objective:**

This tracer study aims to assess training completers' employment and income status following support from the project. It aims to specifically identify whether they were able to continue decent employment or whether they relapsed back to their previous informal work. It also aims to analyze the economic and social impact of vocational training on the training completers and their families. So, the main objective of the study is to assess the impact and contribution of UCEP program for sustainable development of children and their families. To search this quest, it will cover the below specific objectives:

- a) To understand the present status of employment of UCEP graduates and their sustainability in jobs. (Segregated by gender, region and trades)
- b) To assess the present income status of the graduates after employment and their future career prospects. (Segregated by gender, region and trades)
- c) To obtain the views of employers regarding level of skills and aptitude of UCEP graduates. (Segregated by gender, region and trades)

- d) To assess the impact of UCEP programs for socio-economic development of the graduates and their families. (Segregated by gender, region and trades)
- e) To find out those who haven't joined job, what they are doing now (Case basis)
- f) Explore the capacity gap of UCEP Bangladesh's skills training programme in relations to the industries requirement.
- g) To compare the progress (In terms of salary, promotion, growth and any other justifiable factor) of an UCEP graduate and an outsider, without any skills training, working in the same organization and preferably in the same post or working for the same duration

#### 4. Methodology of the Study:

The tracer study needs to use both qualitative and quantitative data collection methods as outlined below.

**Desk review:** A study and analysis of relevant documentation, the project document (proposal), past tracer study reports, labour market survey reports, legislation of various laws and institutions etc

**Questionnaires:** For graduates and for both public and private enterprise employers. Total of 16,135 employed Training Completers in the time period 2019&2020. The sample size should be fixed considering 95% confidence level with 5% margin of error. 1% of Persons with Disability (PWD) and 1% ethnic should be covered.

**Key Informant interviews (KII):** At least 20 with both employed and unemployed male and female TVET graduates

**Observations:** for the training environment as well as of working conditions of employed graduates.

#### 5. Deliverables and outline of the Study:

A report and power point presentation in English language need to submit. The report should consist below analysis:

- a) Present status of employment of UCEP graduates and their sustainability in jobs.
- b) Present income status of the graduates after employment and their future career prospects.
- c) Views of employers regarding level of skills and aptitude of UCEP graduates.
- d) Impact of UCEP programs for socio-economic development of the graduates and their families.
- e) Case story on those who haven't joined job, what they are doing now

- f) Capacity gap of UCEP Bangladesh's skills training programme in relations to the industries requirement.
- g) Comparison of an UCEP graduate and an outsider without any skills training (In terms of salary, promotion, growth and any other justifiable factor), working in the same organization and preferably in the same post or working for the same duration

## **6. Expertise requirement and qualifications:**

The group of consultants/firm/organization should have, but not limited to, below composition of staff:

- a) Researcher- Should have minimum 5 years of research experience blended with national and international organization or project or as a university level research methodology teaching faculty member.
- b) Social Specialist: Should have minimum 5 years of experience as sociologist or related field in reputed national and international organization or university level sociology teaching faculty member.
- c) Anthropologist: Should have minimum 5 years of experience as anthropologist or related field in reputed national and international organization or university level anthropology teaching faculty member.
- d) NVivo specialist: Should have minimum 5 years of working experience as NVivo specialised or as a university level NVivo teaching staff.
- e) SPSS/R/Power BI specialist: Should have minimum 5 years of working experience as SPSS/RA/Power BI specialised or as a university level SPSS teaching staff.
- f) Kobo Specialist: Should have minimum 5 years of working experience as Kobo specialised or as a university level Kobo teaching staff.

## **7. Duration:**

The consulting services shall be completed within 60 calendar days from signing of the contract.

## **8. Tasks and responsibilities of the consultancy firm/research agency**

- A) Establish a work plan with time line and milestones and have it approved by UCEP
- B) Prepare detail description of the methodology of the study and get approval
  - the key approaches to the tracer study; types of data (primary or secondary, and qualitative/ quantitative)
  - Methods of Data Collection: sampling methods; data gathering tools (interviews, FGDs, survey); and data gathering procedures (questionnaire preparation for each the target respondents, validation, and pre-testing)
  - Methods of Analysis: software used (SPSS, Excel); statistical methods
- C) Establish data collection process
  - Train surveyors, collect information
  - Contact and organise the target population, ensure that they are available

for survey

- D) Analysis and reporting
  - o Clean, Collate and analyse data
  - o Submit draft report and get feedback from the project
  - o Submit final report as mentioned in Number 8.
- E) Inform concern person of UCEP on weekly basis about the survey progress

## 9. Report Submission schedule:

- a) Methodology and tools to UCEP within 10 days from signing of the contract.
- b) Major findings sharing within 45 days from signing of the contract.
- c) Draft report to UCEP within 50 days from signing of the contract.
- d) Final report within the completion time.
- e) Field survey report and MOM (Minutes of Meeting) upon request.

## 10. Evaluation of Proposals and contract award:

Proposals will be reviewed and evaluated by an Evaluation Panel, to determine compliance with the requirements specified in the ToR.

A two-stage procedure will be utilized in evaluating the Proposals, with evaluation of each Technical Proposal being completed prior to any Financial Offer being opened and compared. Financial Offers will be opened only for Bidder submissions that meet or exceed the minimum technical score of 49 (70 percent) of the obtainable score during the evaluation of Technical Proposals. Where the assessment of a Technical Proposal results in the minimum specified score not being achieved, the corresponding Financial Offer will not be eligible for further consideration.

Each Technical Proposal is evaluated on the basis of its responsiveness to the Terms of Reference (ToR).

During the second stage of the evaluation, the Financial Offers of all Bidders which have attained at least the minimum score during the technical evaluation will be compared.

The proposals will be evaluated according to the criteria described below:

- (a) Depth and quality of response to the ToR;
- (b) Technical compliance with the Terms of Reference;
- (c) The qualifications and experience of proposed key personnel;
- (d) The proposed implementation and management plan;
- (e) The overall cost.

The process of evaluating the proposals will be based on the following percentage combination of Technical and Financial elements:

	Percentage
<b>Technical Proposal</b>	70%
<b>Financial Offer</b>	30%
Total	100%

## 11. Award of the Contract

UCEP will award the contract to the Proposal (Technical and Financial) which represents best value for money.

UCEP reserves the right to accept or reject any Proposal in whole or in part, to annul the solicitation process and reject all Proposals at any time prior to the issue of the purchase order, without thereby incurring any liability to the affected Bidder(s) or any obligation to provide information on the grounds for the UCEP's decision(s).

The award of the contract arising from this ToR will be made at the absolute discretion of the UCEP. The UCEP's decision to award the contract to a preferred Bidder is final and shall not be questioned by any Bidder.

The Contract or the benefit of the Contract shall not be assigned, sub-contracted or otherwise transferred by the successful Bidder in whole or in part, without UCEP's prior written consent, to be given at its sole discretion.

## 12. Payment Schedule

<b>SL. No</b>	<b>Milestones (submission and acceptance of the report)</b>	<b>Payment (% of contract price)</b>	<b>Cumulative (% of contract price)</b>
1	Draft Study Report	40%	40%
2	Final Study Report	60%	100%