



Terms of Reference (ToR) for the Tracer Study of the TBIP Project

Project Title: Transform backward youth into industrial workers to
increase industrial productivity (TBIP) Project.

July 2026

Assignment	Tracer Study for TBIP Project
Contract Type	Service Contract
Location	Mirpur-2, Dhaka-1216, Bangladesh
Duration	Seventy five (90) calendar days.

[Signature]
Md. Atiqur Rahman
Manager-Monitoring, Evaluation
Research and Learning (MERL)
UCEP Bangladesh

[Signature]

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I. PROJECT SUMMARY

Type of assessment	Tracer Study
Name of the project	Transform backward youth into industrial workers to increase industrial productivity (TBIP) Project
Project start & end dates	July 2023-Jun 2026
Project duration	3 Years
Project locations:	Nine Operational Areas/Regions of UCEP Bangladesh: Dhaka North, Dhaka South, Gazipur, Chattogram, Rajshahi, Sylhet, Khulna, Rangpur, and Barishal.
Thematic areas	Skills training, Social Inclusion and Job placement
Donor	Ministry of Labor and Employment
Estimated beneficiaries	15,000
Overall objective of the project	Aim/Goal: The project will create decent employment opportunities for skilled workers in various industrial sectors and in the overseas labor market, considering the demands of both domestic and international job markets. Through this, it will contribute to the socio-economic development of communities that have fallen behind due to the impacts of COVID-19. Objectives: 1. Provide skills training and certification to 15,000 trainees based on the demand of various industries and factories. 2. Provide orientation and certification to 5,000 workers under Recognition of Prior 3. Learning (RPL), acknowledging their previous experience and competencies. 4. Develop 1,000 individuals as entrepreneurs through the project. 5. Train 100 instructors in line with the National Employment Policy. 6. Facilitate decent employment opportunities for 12,000 individuals from disadvantaged communities. 7. Provide entrepreneurial support to 150 individuals.

2. INTRODUCTION

The "Transform Backward Youth into Industrial Workers to Increase Industrial Productivity (TBIP) Project" was jointly implemented by the Department of Labour (DoL) and UCEP Bangladesh under the Ministry of Labour and Employment (MoLE). It is three-year project implemented from July 2023 to June 2026 with the objective of improving the employability and productivity of disadvantaged youth through skills development, Recognition of Prior Learning (RPL) certification, entrepreneurship promotion, and trainer development.

Following the successful completion of the project, UCEP Bangladesh plans to commission an independent Tracer Study through a third-party consulting firm. The study aims to assess the post-training employment outcomes, income status, and labour market integration of TBIP graduates. The findings will provide evidence on the effectiveness, relevance, and sustainability of the project's interventions and will generate recommendations to inform future skills development programmes and policy decisions.



3. BACKGROUND AND CONTEXT

The project “Transform backward youth into industrial workers to increase industrial productivity (TBIP) Project” is currently being implemented by Department of Labour and UCEP Bangladesh, under the Ministry of Labour and Employment, with the objective of improving employability and productivity through skills development, RPL certification, entrepreneurship promotion, and trainer development.

A tracer study is an internationally recognized post-training outcome evaluation tool used to track graduates after a defined period (usually 3–12 months after completion). This study will generate evidence on effectiveness, efficiency, and sustainability of the TBIP interventions and inform future programming and policy engagement.

Project Objectives:

Aim/Goal:

The project will create decent employment opportunities for skilled workers in various industrial sectors and in the overseas labor market, considering the demands of both domestic and international job markets. Through this, it will contribute to the socio-economic development of communities that have fallen behind due to the impacts of COVID-19.

Objectives:

1. Provide skills training and certification to 15,000 trainees based on the demand of various industries and factories.
2. Provide orientation and certification to 5,000 workers under Recognition of Prior
3. Learning (RPL), acknowledging their previous experience and competencies.
4. Develop 1,000 individuals as entrepreneurs through the project.
5. Train 100 instructors in line with the National Employment Policy.
6. Facilitate decent employment opportunities for 12,000 individuals from disadvantaged communities.
7. Provide entrepreneurial support to 150 individuals.

Population Reach: 15,000

Training Reach:

Training	Target
Skill Training	15000
RPL	5000
EDT	1000
Pedagogy	100
Total	21100

Geographical coverage: The study will cover all nine operational regions of UCEP Bangladesh: Dhaka North, Dhaka South, Gazipur, Chattogram, Rajshahi, Sylhet, Khulna, Rangpur, and Barishal.

4. SCOPE OF STUDY

4.1 Study Objectives

2.1 General Objective

To assess post-training employment outcomes, income status, and labor market integration of TBIP graduates.

2.2 Specific Objectives

1. Determine employment status of graduates (employed, self-employed, unemployed, further study).
2. Assess job retention and career progression.



3. Measure income levels and changes compared to pre-training status.
4. Evaluate relevance of training to current occupation.
5. Assess employer satisfaction (if applicable).
6. Identify challenges faced by graduates in accessing employment.
7. Generate recommendations for future programming.

4.2 Stakeholders / Audiences

The key stakeholders/audiences for this Tracer Study are:

Stakeholder	Further information
Project donor	Ministry of Labor and Employment
Implementing organisation	Department of Labor & UCEP Bangladesh
Employers of Project Beneficiaries	Employers, Industrialist and Employers Committee Members
Institute and community level	Trainers, Instructors, Parents, Local Leaders, Local Government Officials and Service Providers.
Beneficiaries	Training Graduates (Male and Female), Trainers, Program/Project Management of UCEP.

5. STUDY METHODOLOGY

5.1 Research design

The consultant/firm is expected to propose a robust mixed-method approach, including but not limited to:

Quantitative Methods

- Structured quantitative survey among a representative sample of 15,000 direct project beneficiaries
- Employment, income, and livelihood outcome analysis
- Comparative analysis with baseline/pre-training conditions and end line progress (where available)

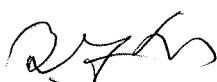
Qualitative Methods

- Key Informant Interviews (KIIs) with project staff, employers, NSDA representatives, and institutional stakeholders
- Development of case studies on successful graduates and employment outcomes

The Tracer Study will use both qualitative and quantitative methods. It will include a context analysis. Data will be collected from project locations (i.e. Dhaka (North & South), Gazipur, Chattogram, Sylhet, Rajshahi, Rangpur, Khulna and Barisal. Division). Besides a desk-based document review, the consultant will propose participatory tools for qualitative information collection (i.e. **field visits, key informant interviews and Case Study and Success Story etc.**). Discussions with community people, focus group discussions, key informant interviews and other required tools and quantitative data collection tools (i.e. **sample survey, interview, observations etc**) will be proposed by the consultant in the proposal / tender and inception report. The contracted consultancy firm is expected to prepare an approach and methodology, appropriate tools and sampling frame with representative sample size to meet the objectives of the study. The approach and methodology and relevant tools should be discussed during the inception phase in consultation with UCEP Bangladesh, tested, and finalized before data collection. The detailed approach and methodology will be presented in the inception report.

5.2 Data Collection Tools

All primary data collected during the course of the study must facilitate disaggregation by gender, age, disability, location etc. Data triangulation is expected for this study. It will be a requirement of the study team to source additional external data sources to add value to the study. The study will explore any personal and professional influence or potential bias among those collections or analysing data that have been recorded and addressed or mitigated ethically. A range of project documentation will be made



available to the study team that provides information about the design and implementation. The study team is required to adhere to the Data protection and Privacy policies throughout all project activities.

5.3 Sampling Process

- A statistically representative sample will be selected from the 15,000 direct project beneficiaries using statistical sampling approach.
- Multi-stage stratified random sampling will be applied based on region, gender, trade/course, and beneficiary categories to ensure proportional representation.
- The sample size will be determined using a standard statistical formula with a 95% confidence level and 5% margin of error, including consideration of non-response rates.
- Simple random or systematic random sampling techniques will be used for selecting quantitative survey respondents from the beneficiary database/MIS records.
- Purposive sampling will be used for KIIs, and case studies to ensure participation of project staff, employers, successful graduates, women, and persons with disabilities (PWDs).

5.4 Sample Size

1. Sample Survey:

Sample size depends on total number of graduates.

Example Calculation (Adjust Accordingly):

Assume:

- Total graduates = 15,000
- Confidence level = 95%
- Margin of error = 5%

This means 376 or more measurements/surveys are needed to have a confidence level of 95% that the real value is within $\pm 5\%$ of the measured/surveyed value.

Using standard sample size formula:

Minimum sample $\approx$ **377–400 graduates**

To ensure representation:

- Stratified by:
 - Gender
 - Region
 - Trade
- Add 10–15% buffer for non-response

Recommended sample: 390–400 graduates. (Adjust proportionally based on actual graduate number.)

2. **KIIs:** 20 numbers of Key Informant Interviews (KIIs) with employers, trainers, project management, and policy makers.
3. **Case Study:** (5-10) Key Informant Interviews (KIIs) with employers

5.5 Ethical considerations

It is expected that this assessment will be:

Inclusive: Ensure that people from different ethnic, social and religious backgrounds have the chance to participate, as well as children with disabilities and children who may be excluded or discriminated against in their community.

Ethical: The impact assessment must be guided by the following ethical considerations:

- Protection/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.
- The Impact Assessment Activities will provide a safe, creative space where children feel that their thoughts and ideas are important.
- A risk assessment will be conducted that includes any risks related to children or young people's participation.
- Informed consent will be used.

6. EXPECTED DELIVERABLES

This consultancy is expected to be completed within ~~75~~ calendar days after signing the contract. The assessment deliverables and due dates (subject to the commencement date of the study) are outlined below. The study team will advise immediately of any risks or issues that may impact on their ability to provide the deliverables by these due dates.

Deliverables and due dates

Deliverable	Due Date
The Study Team is contracted and commences work	1 August, 2026
The study Team will facilitate a workshop with key users and relevant stakeholders at the commencement of the project to develop the inception report . The inception report will include: ▪ study objectives and key questions and matrix ▪ description of the methodology, data sources, draft data collection tools and sampling considerations ▪ caveats and limitations of study ▪ key deliverables, milestones and timelines ▪ risk and issue management plan ▪ a stakeholder communication and engagement plan ▪ consultation protocols for consulting with children and other vulnerable groups ▪ logistical or other support required from UCEP Bangladesh See annex for an outline of the inception report	15 August, 2026
Data collection tool ▪ Survey instrument. ▪ Data collection mechanism	31 August, 2026
Data collection and analysis including all raw data, databases and analysis outputs	20 September, 2026
The Tracer Study Report (Draft Version) including the following elements: ▪ Executive summary ▪ Background description of the program and context relevant to the impact assessment ▪ Scope and focus of the impact assessment. ▪ Overview of the assessment methodology and data collection methods etc. ▪ Findings aligned to each of the key impact assessment questions. ▪ Specific caveats or methodological limitations of the impact assessment ▪ Conclusions outline implications of the findings or learnings. ▪ Recommendations ▪ Evaluation management action ▪ Annexes (project log frame, study TOR, inception report, study schedule, list of people involved) See annex for an outline of the study report.	10 October, 2026
Final Tracer Study Report incorporating feedback from consultation on the Draft Tracer Study Report A Power Point Presentation on Tracer Study will be shared with final report.	20 October, 2026

Findings Sharing with A Power Point Presentation: The consultant will share the findings of the **Tracer Study Report** with key stakeholders through a PowerPoint presentation, along with the final report and necessary data.

30 October,
2026

7. KEY CONTACT

The study will be coordinated by **Md. Atiquer Rahman**, Manager MERL (atiquer.rahman@ucepbd.org, 01731490399) keeping close coordination with **Engr. Joy Prakash Barua**, Deputy Director, Programme & Innovation, UCEP Bangladesh CC for any required support, information, and documents.

8. STUDY TEAM

The study team members may include as below:

The consultants/firm/organization shall have roves readiness for independent work in the field and should have extensive academic experience in education or facilitation or a related field. The consultants/firm/organization should have, but not limited to, below composition of staff:

- Team Leader- Should have minimum 15 years of research experience blended with national and international organization or project implementation specially on TVET and Skills development area.
- TVET Specialist: Should have minimum 10 years of experience as TVET or skills related field in reputed national and international organization or university level sociology teaching faculty member.
- Statistician/Anthropologist: The proposed expert should have a minimum of 10 years of professional experience as a Statistician, Anthropologist, or in a related field with a reputed national or international organization, or as a faculty member in the Department of Anthropology or a related discipline at a recognized university. The expert should have demonstrated experience in quantitative and qualitative data analysis and data visualization using statistical software such as SPSS, R, NVivo, and Power BI.

There is a high expectation that:

- Members (or a proportion) of the study team have a track record of working together.
- A team leader will be appointed who has the seniority and experience in leading complex evaluation projects, and who has the ability and standing to lead a team toward a common goal.
- The team has the ability to commit to the terms of the project, and have adequate and available skilled resources to dedicate to this study over the period.
- The team has a strong track record of working flexibly to accommodate changes as the project is implemented.

9. TECHNICAL EVALUATION CRITERIA

The organization will assign a committee composed of management and technical team to evaluate the proposals submitted by consulting firms/firms. The selection committee will evaluate the bidders based on the criteria set below. The consulting firm/firm is expected to provide detailed information based on the framework given to ensure fair and effective comparison. The committee reserves the right to drop a competitor that scores the least. The proposals submitted will be reviewed based on the set criteria.

Need to mention the technical evaluation criteria. It can vary but the standard practice is:

Criteria	Score
Technical Proposal (Desk Review)	75
Appropriateness of the study design and justification for choosing the specified study design	20
Study Methodology, Sampling strategy, data collection methods (including the data collection tools), and data quality assurance plan	25
Formation of the study team, and the required expertise, skills, and experience of the consulting firm in conducting studies in the skills sector (both soft and technical	20



skills). Testimonials and previous experience will be considered during the study.	
Relevant Experiences and Capacity of the consulting firm (management, technical, and financial capacity)	10
Financial Proposal	25
Total	100

Weight Distribution:

- Technical: 75% (Proposal 60% + Presentation 15%)
- Financial: 25%

Benchmark scoring point:

Step 1: Bidders must score at least 39 out of 60 (65%) in the technical proposal to qualify.

Step 2: Qualified bidders (39 score out of 60) will proceed to an oral presentation (15%).

Step 3: Financial proposals (25%) will be evaluated only for shortlisted bidders (who will appear for oral presentation).

Step 4: Final selection will be based on the combined score, and the highest scorer will be awarded the contract.

10. MODE OF PAYMENT

The payment will be made through the A/C Payee Cheque in favor of the contract holder, that will cover everything i.e. remuneration, field work cost, conveyance, printing, other administrative cost etc. All expenditure during survey time will be taken care of by the consultancy firm. UCEP Bangladesh will deduct tax, according to the TAX and VAT Regulation of the Government of Bangladesh. The payment will be made according to the following schedule:

- 30% after completion of inception report and tools development and sharing of field plan with UCEP Bangladesh.
- 40% after submission of draft report including filled up tools, database and guidelines.
- 30% after submitting the final report of the study and having this accepted by UCEP Bangladesh.

Required documents:

The consultant/study team should attach the following documents along with the technical and financial proposal:

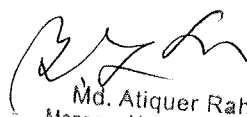
1. Copy of valid TIN Certificate
2. Copy of valid VAT Registration/BIN certificate
3. Curriculum Vitae(s) of key proposed consultants /team outlining relevant experience.

Procedure of proposal submission:

The consultant(s)/study team should submit a technical and financial proposal along with required documentation as per the requirements in this ToR to the UCEP Bangladesh management.

I. ANNEXES

..... END.....


Md. Atiqur Rahman
Manager-Monitoring, Evaluation
Research and Learning (MERL)
UCEP Bangladesh





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