

Skills for Employment Investment Program (SEIP)
Leathergoods And Footwear Manufacturers & Exporters Association of Bangladesh
(LFMEAB)

LFMEAB-SEIP Project
Nagar Shefali (4th Floor), House No: 09, Road No: 17,
Block: E, Banani, Dhaka-1213

Invitation for Expression of Interest for the position of Trainer (up-skilling)

Organization

Leathergoods And Footwear Manufacturers & Exporters Association of Bangladesh (LFMEAB) - Skills for Employment Investment Program (SEIP)/ LFMEAB-SEIP Project

Background

Leathergoods And Footwear Manufacturers & Exporters Association of Bangladesh (LFMEAB) is the apex trade body in the country representing the leather industry particularly Leather goods and Footwear sub-sector. LFMEAB is implementing Finance Division, Ministry of Finance of the Government of Bangladesh awarded Skills for Employment Investment Program (SEIP) for the leather sector.

Objective

The main objective is to skilling up the existing workforce of Leather goods & Footwear sector in the designed up-skilling courses, so that the trained-trainees can apply the gained knowledge and competency in their field for the growth of the industry. To achieve the objective, LFMEAB-SEIP is going to extend its up-skilling trainer/resource pool to conduct the mentioned up-skilling training courses.

About the Training programs

Name of Training Courses	1. Standard Social Compliance in the Industry, 1 month (80 hour) 2. Total Quality Management (TQM), 1 month (80 hour) 3. Supervisory, Management and Leadership Skill Development, 1 month (80 hour) 4. Productivity Improvement Technique, 1 month (80 hour) 5. Pattern making, Grading & CAD-CAM operation, 1 month (80 hour)
Course Curriculum	as per competency standard provided by LFMEAB-SEIP. (Attached)
Duration	24 days (80 Hours) by 1 month. 3.5 hours/day (Including 10 min break time).
Venue	Footwear and Leather Goods factories all over Bangladesh mainly Savar, Gazipur, Mymensingh, Lakshmipur, Cumilla, Brahmanbaria, Barishal, Rangpur, Chattogram. Pattern making, Grading & CAD-CAM operation will be held at LFMEAB CAD-CAM Cell, Gazipur.
No of Trainees	20/batch (For Pattern making, Grading & CAD-CAM operation) 25/batch (For other Four courses)
Language	Training materials and delivery should be in Bengali

Job Title : Trainer (up-skilling)

Job Type : Contractual, batch-wise

Duties and Responsibilities

The core responsibility of a trainer/resource person is to conduct training. To do this he/she will:

- Develop course outline and training material as per competency standard

- Conduct training program as per schedule
- Submit training report and bill after successful completion of the training

Eligibility

- B. Sc Eng/B. Sc Honors/BA/BSS/BBA/Diploma.
- Trainer should have experience in the related field.
- Clear knowledge of leather, leather goods and footwear sector of Bangladesh.
- Good and friendly personality, ability to maintain liaison with the team and mostly with the trainees

Documents to be included when submitting the EoI

While submitting the Expression of Interest (EoI), the Applicant shall, in particular, ensure to attach the following:

- Profile of the resource person (max 1 page) explaining why they are the most suitable for the work.
- Course-wise Relevant Experience (max 2 pages), should specify the work/training experience if apply two or more courses.
- Recent CV with Photo
- National ID (Copy)
- Experience/ Education / training certificates

Note: Candidates can apply partially (Generic/Sector/Core Competencies) as per his/her experience. One can apply more than one unit of competencies. Each training courses will be conducted by a team of resource person from the approve pool of resources.

Application Procedure

The competent candidates are requested to submit their Expression of Interest (EoI) with CV and required documents of academic and professional experience by mentioning their field of interest (Specific trade/course) by 31st January 2020 to following address:

Nagar Shefali (4th Floor), House No: 09, Road No: 17, Block: E, Banani, Dhaka-1213 or following email address: info.lfmeabseip@gmail.com

Documents to be Included When Submitting the Proposals:

While submitting the Expression of Interest (EoI), the Applicant shall, in particular, ensure to attach the following:

- Profile of the resource person (max 1 page) explaining why they are the most suitable for the work.
- Course-wise Relevant Experience (max 2 pages), should specify the work/training experience if apply two or more courses.
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Note: Candidates can apply partially (Generic/Sector/Core Competencies) as per his/her experience. One can apply more than one unit of competencies. Each training courses will be conducted by a team of resource person from the approve pool of resources.



Scope of Work:

The trainer/resource person will undertake all the relevant related to preparing and delivering custom made training (targeting leather goods and footwear industry) as per competency standard provided by LFMEAB-SEIP.

Unit of Competency to be covered:

Units of Competency	Duration (hours)
A. Generic Competencies	
Operate in a team environment	4
B. Sector-specific Competencies	
Apply occupational health and safety (OHS) practice in the workplace Understand compliance requirements in the workplace	4
Total Duration	8

Course: Standard Social Compliance in the Industry, 1 month (80 hour)

Units of Competency	Duration (hours)
Occupation Specific (Core) Competencies	
Understand social compliance in industry	10
Apply knowledge of social compliance for leather and footwear industry	18
Identify health, safety and environment management	16
Identify social compliance standards and audit requirements	12
Identify industrial welfare and corporate social responsibility	12
Total Duration	72

Course: Total Quality Management (TQM), 1 month (80 hour)

Units of Competency	Duration (hours)
Occupation specific (core) competencies	
Understand basics of total quality management (TQM).	8
Apply human dimension and Interpret philosophy to TQM.	8
Apply quality planning and control processes.	12
Apply quality improvement	12
Carry out problem solving and decision-making	16
Identify benchmarking approach and process.	16
Total Duration	72

Course: Supervisory, Management and Leadership Skill Development, 1 month (80 hour)

Units of Competency	Duration (hours)
Occupation Specific (Core) Competencies	
Interpret supervisory, management and leadership skills	16
Show leadership in the workplace	16
Develop team and individuals	12
Identify health, safety and environment management requirements	16
Apply risk management process	12
Total Duration	72

Course: Productivity Improvement Technique, 1 month (80 hour)

Units of Competency	Duration (hours)
Occupation Specific (Core) Competencies	
Apply knowledge of production and Productivity	8
Identify productivity improvement Techniques	12
Use productivity improvement tools	20
Perform work study	20
Perform optimization	12
Total Duration	72

Course: Pattern making, Grading & CAD-CAM operation, 1 month (80 hour)

Units of Competency	Duration (hours)
Occupation Specific (Core) Competencies	
Understand pattern making and CAD-CAM operations	12
Carry out manual pattern making operations	16
Prepare a standard/shell using 3D software	16
Perform computer aided pattern making operations using 2D software	16
Carry out pattern grading	12
Total Duration	72

Application Procedure

The competent candidates are requested to submit their **Expression of Interest (EoI)** with **CV and required documents of academic and professional experience** by mentioning their field of interest (Specific trade/course) by 4th February 2020 to following address:

Nagar Shefali (4th Floor), House No: 09, Road No: 17, Block: E, Banani, Dhaka-1213 or following email address: info.lfmeabseip@gmail.com

Date of Announcement: 25 January 2020

Application Deadline: 04 February 2020



Md. Mashiur Rahman
Chief Coordinator
LFMEAB-SEIP PIU

Date: 28.01.20