



TERMS OF REFERENCE FOR CONSULTANT

LFMEAB INSPIRED 1B Project Activity 2.2.1 & 2.2.2

Activity: Develop training modules and course curricula

1. Background

Leathergoods and Footwear Manufacturers and Exporters Association of Bangladesh (LFMEAB) is the official trade association registered under the Ministry of Commerce, Government of Bangladesh of the export oriented leather footwear and leathergoods industry of Bangladesh. With over 100 members, LFMEAB represents the majority of companies in Bangladesh that are engaged in export of leather footwear and goods.

LFMEAB is implementing **LFMEAB INSPIRED 1B** Project titled "Support for the development of the value added leather products (footwear and leather goods) clusters and value chain" under the INSPIRED SME Competitiveness Grant Scheme which is funded by the European Union and the Government of Bangladesh. And accordingly the project is looking for qualified individual/firm for appointment as short term consultant to **develop training modules and course curricula**.

2. Objective and Purpose of Assignment

The **overall objective** of the project is to support the development of the value added leather products (footwear and leather goods) clusters and value chain increasing competitiveness of leather products SME clusters in Bangladesh.

Support to the development of value chain of leather products SME clusters will contribute to the overall Bangladeshi leather sector competitiveness. The achievement of the defined overall objective will lead to increase competitiveness of value added leather products sector, increase in sales both in domestic and international market, explore employment opportunity for unemployed young-adult group, enhance skill development of existing people and will open the business opportunity with EU and other countries.

The **specific objective** of this project is to increase the skills and capacity of the SME clusters to manufacture higher quality products with superior value addition.

The project aims at establishment of two Common Facility Centers (CFCs) at two different MSME clusters in Dhaka city; which will be fully equipped with modern machineries facilities for production of world class footwear and leather products along with training facilities. CFCs are planned to cater training facilities for both the existing semi-skilled and unskilled new workforce in the machine operators, floor supervisors and machine maintenance technician levels to increase productivity and quality of the products.



The **specific purpose of this assignment** is to develop course curricula and modules for training program in light with the **TNA** (Training Need Assessment) for the three groups of workforce– i) machine operators (sewing, cutting, skiving and finishing), ii) floor supervisors and iii) machine maintenance technicians.

Considering the above LFMEAB INSPIRED 1B would like to hire a consultant /consulting agency or firm, who in this assignment should:

Develop training Modules and Course Curricula for:

1. Machine Operators (sewing)
2. Machine Operators (cutting)
3. Machine Operators (skiving and finishing)
4. Floor supervisors
5. Machine maintenance technicians

3. Scope and focus / Work Assignments

The consultant will have to develop training modules and course curricula for the aforesaid 5 (five) disciplines considering the below:

- Be based on **TNA** (Training Need Assessment)
- Module should be bilingual (Bangla & English).
- Easy to understandable to the level of respective workforce group.
- Be specific and rich with practical application to develop skill of the workforce to maximum.
- Each course title & subtitle will be organized with learning outcome.

To facilitate the assignment the following documents will be provided to the consultant:

- **TNA** (Training Need Assessment)
- Machine-tools & equipment List of the CFC

4. Deliverables and Timelines

A total of working 60 working days, commencing on the 5th of September' 2014 (including Fridays and Govt. holidays) until 15th of November' 2014

Key Deliverables	Activity	Tentative working days
Training Modules and Course Curricula 1. Machine Operators (sewing) 2. Machine Operators (cutting) 3. Machine Operators (skiving and finishing) 4. Floor supervisors 5. Machine maintenance technicians	Preparatory work • Briefing of Project & desired services by LFMEAB INSPIRED 1B Project Director • Understanding TNA (Training Need Assessment) with TNA Consultant • Discussion and need assessment with CFC team • Visiting CFCs and MSME cluster	5
	First Draft Presentation*	30
	Draft Approval	5
	Presentation of Final assignment*	10
	Total number of working days	60



* Both Draft and Final report are also to be delivered electronically.

5. Payment Schedule

The consultant/consulting agency or firm will be paid **BDT 4, 27,500.00** in the following manner:

- First Installment : 30% upon signing of agreement/contract.
- Second Installment : 70% after satisfactory completion and acceptance of final deliverable.

6. Consultant's Work Place

Depending on the requirement consultant may use the Project Office at Banani or his/her own office for better accomplishment of the assignment. Consultant will be required to carry their own lap-top computer.

7. Qualifications and Skill required:

- Masters degree in any relevant filed.
- Experienced as a teacher/ trainer/ course curricula writer in the related filed will be given preference.
- Professional work experience in leather, leathersgoods and footwear sector and/or leather sector driven skill development programs will be added advantage.

8. Contact Person

Qualified individual/firm is requested to submit Express of Interest with CV on or before 30th August.

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