

TERMS OF REFERENCE

JOB REFERENCE NUMBER: MIT201503

Title	Manager – Industry-led Training (MIT)
Objective	Meeting the SEP-B Output 2 targets (Industry-led Training) within the scope of the programme as laid down in the inception report and subsequent planning documents.
Available duration	From 1 February 2015 till 31 March 2019 (4 years and 2 months)
Location	Dhaka with regular field work at countrywide locations of (potential) partner organisations and other stakeholders of SEP-B
Reports to	Team Leader (TL)

Background of SEP-B

The Skills and Employment Programme of Bangladesh (SEP-B) is a DFID and SDC funded programme that stimulates the private sector to deliver vocational skills training sustainably and at scale. This 5-year programme with a total budget of £ 21.63 million (approx. BDT 2.6 billion) is implemented by GRM International, in consortium with Swisscontact and the British Council.

The programme adheres to the TVET reform agenda of Bangladesh in coordination with the Ministry of Education. Its focus is on the Ready Made Garments and the Construction sectors, to establish integrated, market driven, skills training models that incentivizes higher productivity, efficiency and investment among trainees, private training providers, and employers.

SEP-B interventions are structured around three components:

1. Supporting private training providers to offer affordable quality training that enhances employability.
2. Supporting private sector industries to develop and operate industry-led training facilities.
3. Contributing to policies and developing skill training packages that meet the occupational training standards of the industry and can be used by above mentioned training systems.

Gender equality and reaching disadvantaged people, including poor and marginalized groups, is stimulated across all interventions.

Rationale for the position

Above-mentioned intervention components 1 and 3 are anchored in TVET development approaches, and built on existing TVET structures in Bangladesh. These two components are managed by the Skills and Employment Director.

Component 2 promotes TVET systems that are anchored in business development and industrial operations structures. The management of component 2 is by the Manager Industry-led Training (MIT), to whom these Terms of Reference refer. The MIT cooperates closely with the Skills and Employment Director and both report directly to the Team Leader.

Within the implementing consortium, the British Council will contract the MIT.

Responsibilities, duties and tasks

The Manager Industry-led Training (MIT) is responsible for meeting the targets of SEP-B Output 2 (Industry-led Training) as these are formulated in SEP-B's Inception Report. During the scope of programme implementation, these targets can be revised when mutually agreed between DFID and GRM International. The annual SEP-B log frame targets and the related annual SEP-B work plan are the basis for detailed targets and work plans within the scope of Output 2. Monitoring of meeting the Output 2 targets is the responsibility of the MIT, applying SEP-B's Monitoring and Results Measurement (MRM) system.

Specific duties and tasks of the Manager Industry-led Training (MIT) include the following:

1. *ITF projects*

Chief duties and tasks of the MIT are to facilitate the identification, development and implementation of a suite of partnerships within the industry. For this, SEP-B operates an Industry-led Training Fund (ITF) of approx. £ 6 million. Each of these partnerships must have the potential for systemic change at sector level, beyond the impact on a single enterprise. The MIT will apply the procedures as described in SEP-B's Grants Management Manual (GMM) and where relevant contribute to the further refinement of these.

To successfully undertake these duties and tasks, the MIT will continuously network within the relevant sectors and be innovative in identifying intervention opportunities. This goes hand in hand with facilitating calls for proposals among the industry players.

The MIT will cooperate closely with potential partner organisations in the development of concept notes for the ITF, of which the process may include various meetings and/or workshops. This will also require field visits to the sites of (potential) partner organisations.

The MIT will facilitate the further process that brings concepts into approved proposals, all aligned with procedures as are defined in the GMM and in close cooperation with the Grants Manager of SEP-B.

The MIT will oversee the process of factual contracting with ITF-partners, of which the process will be facilitated by the Grants Manager of SEP-B.

Factual implementation of each of the ITF-projects will start immediately after contract signing. The role of the MIT will be based on the scope of each of the contracts, in which the MIT is responsible for all duties and responsibilities that are on the side of SEP-B. This may also require field visits to the sites of partner organisations.

2. *Management*

Being in a managerial position, the MIT will participate in strategic and operational planning exercises, and contribute to internal and external monitoring and evaluations practices. At the discretion of the Team Leader, the MIT can be engaged in additional management tasks.

SEP-B has a team of up to eight Project Officers who are assigned to assist in any of the three output areas of SEP-B, including the output 2 which is managed by the MIT. The MIT may request the assignment of one or more Project Officers to output 2, which should be closely coordinated with the Skills and Employment Director.

3. *Research and Development*

Throughout programme implementation, SEP-B will be engaged in various research activities that contribute to the further development and implementation of the programme. The SEP-B annual work plan will be leading in identifying such activities; The MIT will take the lead where this relates to output 2. In the event when external consultants will be assigned, the MIT will take the lead in recruitment, within the guidelines of the SEP-B operations manual.

4. *Gender and social inclusion*

The MIT is responsible for the application of SEP-B's strategy on promoting gender and social inclusion within the scope of work of output 2. In this, the MIT will closely cooperate with the SEP-B Gender and Social Inclusion Adviser.

5. *Branding and communication*

SEP-B developed its branding and communication strategy and employs a full-time Communication Officer. This strategy is also relevant to the promotion, implementation and reporting results of output 2. The MIT will apply the strategy in consultation with the SEP-B Communication Officer.

6. *Monitoring, Results Measurement and Reporting*

Monitoring and Results Measurement (MRM), including planning and reporting, is guided by the MRM Manager of SEP-B, and procedures are defined in the MRM manual of SEP-B. Responsibility for implementation of these procedures relevant to output 2 is with the MIT. This

includes facilitation of data collection (baseline and results) with support from SEP-B Project Officers and partner organisations, and overseeing that the quality of data is assured. The latter may require regular field visits. The MIT is also responsible for quarterly and annual progress reporting relevant to achievements within the scope of Output 2. When required, the MRM Manager and/or MRM Officers can be requested for support.

7. Other

During the scope of implementation of SEP-B additional tasks may emerge for which the programme takes responsibility; In the event that the MIT is considered most suitable among the entire programme staff for taking up this task, and if workload permits, the Team Leader may assign these additional tasks.

Identify additional resource requirements to be used from the SEP-B Technical Advisory Fund (TAF) for short term consultancy, and work with the TL in preparing the TOR.

The TOR is subject to change/modification depending on the need of the programme.

Time schedule

The MIT is a full time position throughout the implementation phase of the programme, planned until 31 March 2019, and includes 220 working days per calendar year. The selected candidate can join in the team anytime from 1 February 2015 subject to availability and signing off of the contract.

The MIT will follow the work schedule as laid down in the SEP-B operations manual, based on a 5-day work week, but considering irregular work when required.

Key Performance Indicators

- Meeting Output 2 log frame targets in which Industry firms/organisations in the RMG and Construction sectors offer occupational skills training and employment initiatives through innovative approaches. This will be measured by means of two key indicators:
 1. Cumulative number of industry-led ITF-partnerships with SEP-B for offering market responsive skills training and employment services;
 2. Cumulative number of people trained through industry-led skills training and employment services.
- Contributing proportionally to the overall targeted SEP-B outcome, in which trained people are linked to semi-skilled or skilled jobs in the RMG and construction sectors.
- Full compliance with the SEP-B strategies on
 1. Gender and Social Inclusion Strategy;
 2. Communication.
- Full compliance with all planning, monitoring, results measurement and reporting tasks
- Full compliance with the guidelines of the SEP-B operational manual.

Profile of the Manager Industry-led Training

The Industry-led Training (MIT) meets all of the following six requirements:

1. A completed Master's Degree in economics, business, management, development or technical studies.
2. A minimum of 7 years working experience in or with the industry sector.
3. A minimum of 3 years working in a development cooperation context.
4. Excellent communication in English and Bangla and excellent report writing skills in English.
5. Excellent proficiency in MS Office (particularly Word and Excel).
6. Strong analytical and organisational skills.

Additionally, the following experiences or expertise are preferred:

- Experience in working with TVET (Technical and Vocational Education and Training) systems.
- Working with or in the RMG and/or construction sector.
- Familiar with planning and monitoring systems.
- Familiar with Markets for the Poor (M4P) development cooperation approach.
- Interpersonal skills and leadership ability are expected.

Contracting Arrangements

The successful candidate shall be contracted as a long-term consultant by the British Council and shall undergo a probation period of six months and his/her performance shall be evaluated prior to the confirmation of the full term of the contract. The consultant will report to British Council for any contractual matter. The fee rate for the consultant shall be negotiated with the British Council, depending on the qualifications.

Application and CV submission

If you have all six requirements mentioned in the profile, and you are comfortable with additional requirements mentioned above, please submit your detailed and updated CV along with a cover letter describing your suitability for the position, and your availability to start, if selected. The CV must cover the followings: full description of all relevant experiences specifying time duration at post, employer's name, project and donors' name, position, and tasks and deliverables, etc. You must mention the position / title and the job reference number **(MIT201503)** in the subject of your email.

We expect to invite the shortlisted candidates for interview around first week of February 2015.