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**Skills and Training Enhancement Project (STEP)**  
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**Terms of Reference (ToR)**  
**for**  
**Tracer Study of Graduates of Diploma Level Training Programs (2<sup>nd</sup> Round)**

**I. Background**

The Government of Bangladesh (GoB) is undertaking a Skills and Training Enhancement Project (STEP) with support from the World Bank, which aims to strengthen public and private training institutions to improve training quality and employability of trainees at secondary and post-secondary levels, and also of those who likely seek work in the informal sector. The National Skills Development Policy 2011 of the GoB envisages that the share of students in the TVET system would rise to 40% by expanding access to quality vocational education. However, the TVET system does not fully provide the skills required by the labor market today. Graduates of training courses often lack practical skills that can be immediately applied in the labor market.

STEP is supporting the diploma level training courses through Institutional Development grants and stipends. In order to assess the effectiveness and labor-market relevance of training programs supported by STEP, a tracer study on diploma course graduates supported by STEP was undertaken in 2016, involving a sample of 1,000 students and 2,000 graduates. STEP is now planning to carry out a follow up tracer study on the graduates and current students who were previously surveyed and assess their career progression path.

**II. Objectives**

The primary objective of the study is to assess the over time labour market outcomes of graduate students who were surveyed in the first round tracer study in 2016. The 2<sup>nd</sup> round tracer study will specifically look at the typical career progression path of respondents, including, among others, changes in wage levels and labor force participation, on-the-job trainings and further education experiences, job changes and promotions, female persistency in jobs, self-employment situation, unemployment situation, and prevalence of overseas migration.

**III. Scope of Work**

The primary role of the firm under this assignment will be to undertake the pilot survey, main field survey, and report production. The full range of tasks of the survey firm will include: (a) testing of the tracer method and the study instruments, (b) undertaking the phone interview survey; (c) data entry, cleaning and analysis; and (d) production of a report based on findings.

**Study method:** The primary method used for the tracer study will be **phone interviews** of graduate students who were surveyed during the 1<sup>st</sup> round tracer study. The phone calls will be made through the mobile numbers of students and parents available in the database of the 1<sup>st</sup> survey. All 3,000 participants from the 1<sup>st</sup> round will be interviewed and it is expected that the final respondent number will be around 2,000 (assuming a 70% traceability rate). The database of the 1<sup>st</sup> round survey which includes all the relevant background information of the respondents will be provided to the firm by the STEP.

**Study Instruments:** Study instruments will include: (a) questionnaire for former students from Round 1 tracer study (b) questionnaire for graduate respondents from Round 1 tracer study. These questionnaires will be developed by the STEP PIU and World Bank teams but will be pilot tested for finalization, finalized, and translated to Bangla by the consulting survey firm.

There are five main activities which will need to take place. These are:

1. Translation of all study instruments into Bangla (the final instruments will be bilingual – in English and in Bangla)
2. Enumerator Training for the pilot test and for the main phone survey;
3. Implementation of the pilot test and the main survey;
4. Data verification, entering, cleaning, and analysis
5. Prepare a report on the study findings.

**Instruments:** Instruments will include the following two modules.

- 1) **Group 1 module – (former current trainees from 1<sup>st</sup> round tracer study)**
  - a. 1,000 former current trainees who were interviewed in the 1<sup>st</sup> tracer study
  - b. Phone interviews will be conducted using questionnaire
  - c. Approximate time of interview: 15 minutes per interview
  - d. Survey contents: academic performance, employment and current activity, process of job search, assessment of institutions, individual background
- 2) **Group 2 module – (graduates from 1<sup>st</sup> round tracer study)**
  - a. 2,000 graduates who were interviewed in the 1<sup>st</sup> tracer study
  - b. Phone interviews will be conducted using questionnaire
  - c. Approximate time: 15 minutes per interview  
Survey contents: employment and current activity, persistency and progression in jobs, individual background.

**Sample size:** The expected sample size for the pilot and the full survey will be the following. It is expected that the firm aims to capture 70% of respondents from each group.

**1) Pilot test:**

Approximately 20 respondents from Group 1 and 20 from Group 2 covering 2 diploma institutions (1 public & 1 Private) in at least 2 divisions of Bangladesh

**2) Full survey:**

All 1,000 respondents from Group 1 and 2,000 respondents from Group 2, less the respondents surveyed in the pilot. It is expected that at least 70% of the respondents will be traced.

### **Tasks and Responsibilities for the Consultancy**

1. Review and comment on the survey instruments. Format the questionnaires and translate the questionnaires to Bangla.
2. Recruit and train the enumerators for the phone interviews of the pilot test and main survey.
3. Conduct pilot test of the survey instruments and submit pilot test completion report including recommendations for the revision of the instruments.
4. Develop survey manuals (including phone interview protocol)
5. Recruit and train the enumerators/phone operators to conduct the main phone interview/survey.
6. Implement the phone interviews/survey of the sample. Firm will make best effort to ensure respondents are interviewed through several attempts.
7. All cases where sample respondents cannot be accessed/ interviewed must be documented.
8. Prepare and submit a survey completion report to the STEP, which describes (i) final sample size (indicate non-traceable respondents), (ii) how survey was implemented, (iii) issues with implementation, including logistical problems, response rates, etc.
9. Submit the clean dataset to the STEP for the review. Finalize the data according to the comments from the STEP and submit the final data.
10. Produce a report on the labour market relevance of diploma level using the data collected. A draft report will be shared with the STEP followed by a final report submission which will incorporate comments of the STEP &WB team.
11. The survey firm will submit all the updated contact information of the sampled respondents at the end of the survey, but the firm is still responsible for maintaining the information during the period of the entire survey period and ensure sample respondents are properly traced.

### **IV. Criteria for evaluation**

The Consulting firm will be evaluated accordance with the procedures set out in the World Bank Guidelines: Selection and Employment of Consultants by World Bank Borrowers, January, 2011, revised in July, 2014. The selection method will be ‘Quality and Cost Based Selection (QCBS)’ as per World Bank guidelines for the appointment of the consultant.

### **V. Expected Qualification of the Consultant**

- The Consultant should have at least 05 years’ experience and track records on conducting the similar survey and also have a strong team to carry out the assignment.

- In case of public or public autonomous or part of a public autonomous institution, proof of legal provisions for carrying out such external surveys and studies needs to be submitted.
- The Consultant should have experience in designing, developing and implementing surveys in educational institutions including universities, public and private agencies and employers' associations.
- The Consultant has to propose a team of professional researchers and provide proof of availability of key professionals (CVs with signature & date and their confirmation letter) and availability of resources (liquidity, hardware, software and logistics) for conducting such surveys.
- Request for Proposal (RFP) will be issued only to the shortlisted firms.

## VI. Consultant staffing

The research team will be lead by a Team Leader/Senior Researcher who will be assisted by 2 to 3 Researchers, a Surveyors / Moderators and research assistants/enumerators

#	Role	Main Tasks	Minimum qualification and professional experience desired
1	Team Leader/ Senior Researcher	Lead, manage, and supervise the works of the consultant team; coordinate with STEP-PIU; Set-up methodology, conduct data analysis and write reports; be ultimately responsible for the consultant's deliverables and quality assurance	<ul style="list-style-type: none"> <li>• Post-graduate degree in Economics, Statistics, Social Sciences, Education, Engineering, or related field. Preference will be given to Ph.D in the area of social science.</li> <li>• Minimum of 10 years experience in research related to education, Social Sciences, technical &amp; vocational skills training programs</li> <li>• Strong experience in conceptualizing and implementing satisfaction studies preferably in the context of Bangladesh</li> <li>• Excellent communication and report writing skills in English</li> </ul>
2	Researchers (2 to 3 staff)	Carry out research works; train and supervise survey or sand research assistants/enumerators; ensure the quality of data	Post-graduate degree in Engineering, Social Sciences, Education, Economics, Statistics with minimum 5 years of research experience in the relevant field. Advanced skills in data management and analysis using statistical

#	Role	Main Tasks	Minimum qualification and professional experience desired
		collection	software and econometric tools.
3	Surveyors / Moderators	Carry out data collection;	Master's degree with an experience of conducting surveys and data collection

## VII. Duration of the Assignment

The study should take around 4 months. One month for preparation, one month for Field Survey, one month for Data Entry and one month for Report Writing. The activities plan will be worked out with the selected consultancy firm. Hence, the survey is expected to be conducted in, October, 2018. However, the duration may be increased or decreased based on the performance and needs of the Assignment.

The Consultant will be selected by STEP under this TOR to conduct the 2<sup>nd</sup> round tracer study survey, under the 'Quality and Cost Based Selection Process (QCBS)' for selection and employment of Consultants.

## VIII. Ownership of the Data, Documents, and Equipment

- STEP shall be the owner of all the data collected, data sets, reports, documents, etc. prepared by the consultant and any equipment procured under the assignment.
- All the documents collected and software procured, if any, must be handed over to STEP before final payment.
- All documents, reports and information from this assignment will be regarded as STEP's property, so the mentioned outputs or part of it cannot be sold or used in any case without the prior permission of STEP.

## IX. Deliverables

- Upon signing the contract produce an inception report detailing the research design (including, research questions, data collection methods, sampling method, data collection tools and data analysis plan) in close consultation with STEP PIU with technical support from the World Bank team
- A draft report of the study findings in English
- Present the findings based on the draft reports in a workshop.
- Based on the recommendation of the workshop a final report will be produced and submitted in soft copy.
- Database of all collected data from survey in Stata format (the final database have to have identifiable indicators which are linked with the database of the 1<sup>st</sup> round to identify same individuals across the databases)

## **X. Payment schedule (suggested)**

- Payment will be on the basis of milestones/deliverables as listed below:
- 20% payment will be given after acceptance of the inception report;
- 30% payment will be given after acceptance of the draft study report;
- 20% payment will be given after present the findings in the workshop;
- 30% payment will be given after acceptance of final report.

## **XI. Submission of EOI**

Expression of Interest shall include;

### **1. Legal Status**

- Year of Registration (at least 5 years experience in professional areas of similar type of studies)
- Up to date IT, VAT, Trade license, certificate of incorporation

### **2. Experience**

- At least 3 similar types of studies in the last 5 years

### **3. Key Professionals Qualifications**

- Minimum qualifications as per ToR

### **4. Financial Soundness**

- Audit and Accounts Records
- Average Annual Turnover of last 3 years

### **5. Institutional Soundness**

- Office Space
- Equipments and logistics

### **6. Professionals in the regular payroll of the firm**

## **XII. Rights**

- The STEP will reserves the Intellectual Property Rights for all deliverables of the assignment
- The STEP reserves the right to accept, reject (or provide time extension to improve the study report).In the event of unsatisfactory study report, the STEP reserves the right to disallow the final payment (30%) without explanation