



Ministry of Labour and Vocational Training (MLVT)
Technical and Vocational Education and Training Sector Development
Project (TVETSDP)
ADB Loan 3167-CAM (SF)

Request for Expressions of Interest (EOI)
For Skills Measurement Survey Consultants
(C-16-AF-QCBS)

1. This request for expressions of interest follows the General Procurement Notice for this project that appeared in the “ADB Business Opportunities” with link below:
<http://csrn.adb.org> or <http://www.ntb.gov.kh/tvetsdp>
2. The Royal Government of Cambodia (RGC) has received a loan from the Asian Development Bank (ADB) and additional financing from AFD (Loan 8305) toward the cost of Technical and Vocational Education and Training Sector Development Project (TVETSDP) and it intends to apply part of the proceeds of this loan to payment for skills measurement survey consultants assignment (C-16-AF-QCBS). The Government believes that a strong, relevant Technical and Vocational Education and Training (TVET) system with solid links to the labor market will contribute to social stability and inclusion, poverty reduction, and sustainable economic development.
3. The selection and engagement of a consulting firm to undertake this study to be financed under the project will be done in accordance with ADB’s *Guidelines*, using the Quality Cost Based Selection (QCBS) procedures.
4. The Ministry of Labour and Vocational Training (MLVT) now invites all qualified and experienced firm with a strong track record on TVET capacity building and management, especially in developing countries, to submit expressions of interest. They must provide adequate information indicating that they are qualified to perform the services (brochures, description of similar assignments, experiences in similar conditions).
5. Interested and eligible the consulting firm may obtain further information related to ToR and project documents at the address given below from 08:00 – 12:00 and 14:00 – 17:00 hours on all working days, Monday to Friday.
6. Expressions of interest must be submitted online via <http://cms.adb.org> no later than **24:00 hrs (midnight, local time in Philippine), Tuesday 21 January 2020**. Only those expressions of interest, which are compliant with the term of reference (TOR) of this assignment, may be considered.

Ministry of Labour and Vocational Training
Project Coordination Unit (PCU)
Technical and Vocational Education and Training Sector Development Project (TVETSDP)
3, Russian Federation, Sangkat Teuk Laak II, Khan Toulkork, Phnom Penh
Attention: Mr. Kheng Khemara, Chief of Procurement
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**MINISTRY OF LABOUR AND VOCATIONAL TRAINING
TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING SECTOR
DEVELOPMENT PROJECT (TVETSDP)**

ADB Loan No. 3167– CAM (COL)

AFD Loan 8305-CAM (AFD)

TERMS OF REFERENCE

**INTERNATIONAL CONSULTING FIRM
TO CONDUCT A SKILLS MEASUREMENT SURVEY IN TVET SECTOR
(C-16-AF-QCBS)**

I. BACKGROUND

The Technical and Vocational Education and Training Sector Development Project (TVETSDP) was approved by the Asian Development Bank (ADB) on 26 September 2014 for \$UD30 million equivalent. The TVETSDP, which became effective on 9 January 2015, comprised USD7 million policy-based loan (Loan 3166) and USD 23 million project loan (Loan 3167). The TVETSDP Additional Financing from Agence Française de Développement (AFD) was approved by ADB on 29 February 2016 in the amount of \$15 million equivalent at the approval and was declared effective on 25 July 2016. The project is complemented by \$4.3 million from the Government of Cambodia, and therefore total TVETSDP value is \$49.3 million. The project closing date will be 31 December 2021.

TVETSDP and its Additional Financing (the Project) supports the Royal Government of Cambodia (RGC) to address equity and quality issues facing the technical vocational education and training (TVET) system through:

- increased access to TVET programs, particularly for women and the poor,
- improved quality and relevance of the TVET system,
- increased involvement of Employers in TVET delivery, and
- strengthened governance and management of TVET system.

The Project supports the RGC's commitment to the development of high-quality, skilled and capable human resources in order to meet the immediate and long-term needs of economic growth and socio-economic development.

The impact of the Project will be increased employability of TVET certified workers, and the outcome of the Project will be an accessible, demand-driven TVET system responsive to continuing and emerging labor market demands.

II. CONCEPT OF SKILLS MEASUREMENT SURVEY TO IMPROVE EMPLOYABILITY AND PRODUCTIVITY

It is widely accepted that training activities should be followed by a tracking process to understand their efficiency, effectiveness and impact in terms of addressing the needs of the labor market.

The purpose of the skills measurement survey is to better understand the interplay between skills of the graduates on one hand and their employability and productivity on the other. The survey will employ survey instruments tailored to collect high quality data on the TVET skills required at the Vocational Certificate (CQF Level 1), and at C1, C2 and C3 levels (CQF levels 2, 3 and 4) as well as the competencies of the graduates of CQF levels 1 – 4, to identify the mismatch between the demand and supply of skilled labour, and give recommendations on addressing this mismatch, and to evaluate the project performance on

access, quality, and relevance of the training programs (students and instructor) and assessment and certification system.

The objective of this survey is to be achieved by interviewing CQF level 1 through 4 graduates already employed as well as their employers and analyze the collected data in order to identify the mismatch of skills of the graduates and the skills required by the industries. It will provide policy-relevant data to enable a better understanding of skill requirements in the labor market, **backward linkages** between skills acquisition and educational achievement, personality, and social background, and **forward linkages** between skills acquisition and living standards, reductions in inequality and poverty, social inclusion, and economic growth.

III. OBJECTIVES OF THE SURVEY

The survey will focus on CQF level 1 through 4 graduates in the four selected priority sectors between academic year 2016-2018 and 2018-2019 from the selected public TVET institutions and who are working in industries/priority sectors. This consultancy aims to:

- Undertake desk review of the implementation of competency-based training (CBT) implementation and selected relevant ASEAN countries as well as the current and projected future needs of the labor market of Cambodia and neighboring ASEAN countries, which are most likely to affect the employability, productivity and mobility of the Cambodia labour force;
- Obtain policy-relevant data from the Government's rectangular strategy, industrial policy, TVET policies and strategies that will provide a better understanding of the skills requirements of the Cambodian labor market;
- Understand the influences of educational achievement, personality, and social background (**backward linkages**) on the student's skills acquisition and the potential effect of such skills acquisition on living standards, reductions in inequality and poverty, social inclusion, and economic growth (**forward linkages**);
- Collect relevant statistics, through tracer studies of graduates of the four priority sectors, focused group discussions and/or interviews with graduates, senior management of DGTVET/public TVET institutions, employers, policy makers and other stakeholders, and undertake a diagnostic analysis to determine the mismatch between the TVET skills required for CQF Levels 1 – 4 and the "skills set" acquired by the graduates in the 4 defined priority sectors. The public training institutes are 4 polytechnic institutions hosting the CoEs, 5 regional training institutions, Banteay Meanchey PTC, JVC, Kampong Cham PTC, Kampong Speu PTC, Kandal PTC, Kratie PTC, Koh Kong PTC and Pursat PTC;
- Submit appropriate recommendations with regard to the implementation of the CBT and the competency-based assessment and certification system (CBACS) of Cambodia, teaching-learning methodologies, and workforce development policies for the present and immediate future with reference to the currently offered TVET programs of CQF levels 1-4 in the four priority sectors.

III. SURVEY INSTRUMENTS

The survey instruments used to collect the data and information will focus on the graduates and industries/employers. However, interviews will also be conducted with faculty of TVET institutions, senior management of DGTVET/TVET institutions, and policy makers. Statistics

and information will be collected through tracer studies, including focused group discussions, of graduates, structured questionnaires for graduates of the relevant academic years and already working in industries/priority sectors, faculty members, especially industry liaison officers, of the selected TVET institutions, senior management of DGTVET and relevant technical departments, and, consultations with policy makers

This skills measurement survey will focus on the four priority sectors as defined in the project, namely construction, automotive, electrical, and manufacturing and in the four CQF levels (CQF Levels 1-4).

The **survey instruments used for individuals (graduates of CQF Level 1 through -4 and who are currently working in industries and priority sectors) should include but not be limited to the following 5 broad areas:**

- An assessment of the skills acquired by graduates as per the programs which have been offered in the 4 priority sectors by the selected public training institutions;
- An assessment of the skills needs of the workforce of CQF levels 1-4 of the industries/employers in the 4 priority sectors;
- Direct assessment of skills competencies acquired;
- Self-evaluation on personality, behavior, and time and risk preferences, and
- Job-relevant skills that respondents possess or use in their jobs.

The **survey instruments for industries/employer** must be designed focusing, but not limited to the **following five areas:**

- Cognitive skills, behavior and personality traits, and job-relevant skills that are currently being used by the graduates;
- Skilled workers needed at the work place;
- Skill requirements for semi and skilled workers of CQF levels 1-4;
- Provision of additional training and compensation by employers; and
- Level of satisfaction with the graduates.

IV. SURVEY SAMPLE SIZE

Graduates survey: It is envisaged that the survey will be based on ‘**random sampling**’ **procedure with 95% level of confidence**. The target population should be representative of all the four priority sectors and the names shall be decided in close consultation with the senior management of the 17 targeted institutions, namely 4 CoEs, 5 regional training institutions, Banteay Meanchey PTC, JVC, Kampong Cham PTC, Kampong Speu PTC, Kandal PTC, Kratie PTC, Koh Kong PTC and Pursat PTC, including one IP provinces) out of existing 38 public TVET institutions. An average of 75 graduates (different CQF Levels 1-4 of 4 priority sectors) will be randomly selected from each of the selected TVET Institutes. So the total sample size will be $17 \times 75 = 1275$ TVET graduates. The target female respondents will be at least 25%. Based on the above suggestion, the interested consulting firm should proposed and explain the best approach and methodology to be adopted.

Employer Survey: 224 companies (16 companies, 4 each of the 4 priority sectors in Phnom Penh, and at least 16 companies, 4 each of the 4 priority sectors, from 13 provinces) hiring TVET graduates in the four **priority sectors** will be selected on a random basis for interview based on structured questionnaires.

V. QUALIFICATIONS AND EXPERIENCE OF THE SURVEY FIRM

The survey firm must be operating at present and must have undertaken and successfully completed at least two similar skills measurement surveys over the past 5-7 years. The

consulting firm must deploy the following team of specialists to carry out the consultancy assignment:

1. Team Leader – TVET Skills Measurement Specialist (*International, 6 person months over 8 months*)

Qualifications

- A post-graduate degree in education, management or social sciences; a PhD with specialization in policy and/or skills standards and assessment and/or labor economics is preferable;
- At least 10 years of relevant international experience in TVET/education policy, skills testing, design and implementation of skills measurement survey of Individuals and Industries/Employers, and diagnostic analysis of the survey results;
- Past international working experience in ASEAN countries is desirable;
- Knowledge of CQF, CBT and CBACS is desirable;
- Knowledge of ASEAN Qualification Framework is desirable;
- Knowledge of Cambodian labor market is advantageous;
- Familiarity with methodology of Skills to improve Employability and Productivity is desirable;
- Fluency in English speaking and writing is mandatory;
- Good computer skills, including word, excel, power point, are mandatory;
- Past team leader experience; and
- Proven leadership, management and excellent interpersonal skills.

Responsibilities

- Lead the team in desktop review, skills measurement surveys, diagnostic analysis, and necessary recommendations on policy and curricular framework, delivery of programs etc. to improve employability and productivity;
- Lead the consulting team and prepare the Inception report and survey instruments and present this in a formal presentation to the project;
- Prepare the Operational Manual for the Skills Measurement Survey, including appropriate survey instruments;
- Guide and oversee training of relevant staff in designing Individual and Employer Surveys and structured questionnaires for interviews of selected and relevant stakeholders;
- With the assistance of the national Deputy Team Leader, oversee the skills measurement survey in the selected provinces;
- Coordinate with the national Deputy Team Leader and all the consultants in analysis of the survey results and their correct interpretation and reporting;
- Lead the consulting team and prepare the interim report with survey results and the analysis of survey results;
- Present the survey findings to key stakeholders in a workshop participated by all key stakeholders and improve the Interim Report;
- Lead the consulting team to prepare the draft report with the recommendations and present this in a workshop attended by all relevant key stakeholders; and
- Based on the feedback from the workshop and with the inputs of other consultants, the client and other relevant stakeholders, revise, finalize and submit the final report on the skills measurement survey, along with the recommendations on how to address the skills mismatch in terms of improving the academic programs, their delivery so as to make the workforce more employable and productive.

2. Deputy Team Leader – TVET Skills Measurement Specialist (*National, 8 person months*)

Qualifications

- A post-graduate degree in education, management or social sciences; a PhD with specialization in policy and/or skills standards and assessment and/or labor economics is preferable;
- At least 10 years of relevant experience in TVET/education policy, skills testing, design and implementation of skills measurement survey of Individuals and Industries/Employers, and diagnostic analysis of the survey results;
- Knowledge of CQF, CBT and CBACS is desirable;
- Knowledge of Cambodian labor market is advantageous;
- Familiarity with methodology of Skills to Improve Employability and Productivity is desirable;
- Fluency in English and Khmer is mandatory;
- Good computer skills, including word, excel, power point, are mandatory;
- Past deputy team leader experience is desirable; and
- Proven leadership, management and excellent interpersonal skills.

Responsibilities

- Assist the International Team Leader in desktop review, skills measurement surveys, diagnostic analysis, and necessary recommendations on policy and curricular framework, delivery of programs etc. to improve employability and productivity;
- Assist the International Team Leader in preparing the Operational Manual for the Skills Measurement Survey, including appropriate survey instruments;
- Along with the International Team Leader, guide and oversee training of relevant staff in designing Individual and Employer Surveys and structured questionnaires for interviews of selected and relevant stakeholders;
- Oversee, monitor closely the skills measurement survey, conducted in the selected provinces;
- Assist the international Team Leader and work closely with all the other consultants in the analysis of the survey results and their correct interpretation and reporting;
- Assist the international Team Leader in preparing the Inception report, survey instruments, interim report with survey results and the analysis of survey results and present the survey findings to key stakeholders in a workshop participated by all key stakeholders;
- Assist the international Team Leader to prepare the draft final report with the recommendations and present this in a workshop attended by all relevant key stakeholders; and
- Based on the feedback from the workshop and with the inputs of other consultants, the client and other relevant stakeholders, revise, assist the international Team Leader finalize and submit the final report on the skills measurement survey, along with the recommendations on how to address the skills mismatch in terms of improving the academic programs, their delivery so as to make the workforce more employable and productive.

3. Quality Survey Specialist (*International, 6 person months over 8 months*)

Qualifications

- A post-graduate degree in education, management, social sciences; preferably a PhD with expertise in labor economics;
- At least 10 years of relevant international experience in skills survey and/or labor economics and/or labor market surveys/forecasting, and in design and implementation of skills measurement surveys of Individuals and Industries/Employers and diagnostic analysis of survey findings;
- Knowledge of labor market in ASEAN region would be desirable;
- Work experience in Cambodia would be desirable;
- Knowledge of CQF, CBT and CBACS is desirable;
- Knowledge of Cambodian labor market is advantageous;
- Familiarity with methodology of Skills to improve Employability and Productivity is desirable;
- Fluency in English, both reading and writing is mandatory;
- Good knowledge about STRATA and other statistical tools;
- Good computer skills, including word, excel, power point are mandatory; and
- Should be a good team player and able to work closely with the International Team Leader and national Deputy Team Leader and must possess excellent interpersonal skills.

Responsibilities

- Provide technical assistance to the team in terms of CBACS and evaluation of the skills requirements for CQF levels 1-4 and the skills acquired by the graduates of CQF levels 1-4 in the four selected priority sectors;
- Conduct detailed interviews with senior management of DCS to find out the skills which will be acquired by the students completing CQF levels 1-4 in the four priority sectors and prepare a report;
- Provide technical assistance to the team in terms of designing skills survey, labor market economics, undertaking skills surveys, evaluation methodologies, and diagnostic analysis of the survey findings;
- Advise the International Team Leader and National Deputy Team Leader in guiding and training of relevant staff in designing Individual and Employer skills measurement surveys;
- Conduct detailed interviews with senior management of DCS to find out the skills which will be acquired by the students completing CQF levels 1-4 in the four priority sectors and prepare a report;
- Conduct detailed interview with graduates of the CQF levels 1-4 individually and through focused discussions and with the employers, where the graduates are employed in the selected provinces and prepare a report on the findings from the interviews and focused discussions;
- Prepare a paper on current mismatch between acquired skills and skills required by the industries/employers;
- Assist the International Team Leader and National Deputy Team Leader to oversee and monitor closely the skills measurement survey conducted in the selected provinces
- Assist the International Team Leader and National Deputy Team Leader in the analysis of all the survey findings and their correct interpretation and reporting; and

- Assist the International Team Leader and National Deputy Team Leader in preparing the Inception Report, the Intermittent report with the survey findings, the draft final report, and the final report for submission.

5. Statistician (*National, 4 person months over 8 months*)

Qualifications

- A Master degree in Statistics;
- At least 5 years of relevant experience in survey methodology and sample selection procedures and analyzing survey data;
- Excellent command of SPSS (or any relevant software package)
- Fluency in Khmer and English is mandatory;
- Good computer skills, including word, excel, power point, are mandatory; and
- Should be a good team player and able to work closely with the national team leader and must possess excellent interpersonal skills.

Responsibilities

- Develop Statistical and Sampling Methodology and Manual for the surveys;
- Assist in training the relevant staff in sampling and in survey methodology;
- Participate in undertaking surveys;
- Undertake statistical analysis of the findings of the surveys;
- Assist to the Team Leader in the generating relevant statistical tables;
- Prepare statistical analysis report;
- Train DGT VET staff in Statistical Analysis and Survey Design; and
- Any other task related to this assignment as determined by the Team Leader.

6. Data Analysts (*2 National Consultant, 2 months each*)

Qualifications

- A Bachelor degree in Computer Science or Statistics or IT;
- At least 5 years of relevant experience in conducting surveys and analyzing the survey data;
- Excellent command of SPSS (or any relevant software package) and Excel;
- Excellent experience in generating user friendly tables;
- Fluency in Khmer and English is mandatory;
- Good computer skills, including word, excel, power point, are mandatory;
- Should be a good team player and able to work closely with the national team leader and must possess excellent interpersonal skills.

Responsibilities

- Conduct surveys, collect related information through interviews and focused discussions in the selected provinces;
- Data entry and analysis of Individual and Industry/Employer Surveys;
- Generation of user friendly tables for reporting;
- Good knowledge of Khmer and English;
- Good computer skills, including word, excel, power point;
- Should be a good team player and able to work closely with the national team leader and must possess excellent interpersonal skills;
- Any other task as determined by the Team Leader.

7. Field/Survey Staff

- The firm will hire qualified field/survey staff for the Individual and Industry/Employer Surveys and the number needed can be determined by the Firm and included in the technical and financial proposals.

VI. CONTRACT PERIOD AND OUTPUTS

The Consultancy will be for a period of **eight (8) months**, expected to commencement from 1st August 2020.

VII. OUTPUTS

- (i) **Inception Report**, including work plan for the duration of the consultancy to be submitted to DGTVET through the Department of Standards and Curriculum, as the lead department, within 2 weeks after the start of engagement; this Inception Report is to be presented in a formal meeting of key stakeholders;
- (ii) **Situational Analysis Report** on the existing skills measurement practices in Cambodia and other countries within one month of engagement;
- (iii) **Analysis of the expected skills requirement** in CQF Levels 1-4 of 4 priority sectors as per the approved CBT and CBACS documents within 2 months of the start of assignment;
- (iv) **Operational Manual on Statistical and Sampling Methodology for the Skills Measurement Survey**, including structured questionnaires and training of relevant staff within 2 months of the start of assignment;
- (v) **Interim report** on the findings of the survey and presentation of the interim report in a national workshop attended by relevant key stakeholders within 5 months of the start of assignment;
- (vi) **Draft report** on findings from the survey including policy implications and recommendations on how to address the skills gap/skills mismatch from the supply and demand side perspectives of the labor market through necessary reforms in the curricula, delivery, testing and evaluation to improve employability and productivity; present this in a national workshop to be attended by relevant stakeholders within 7 months of start of assignment; and
- (vii) **Final Report** on skills measurement survey incorporating feedback from workshop participants.

VIII. SUPERVISION

The consulting firm will report to the DGTVET through the DCS, as the lead department and the TVETSDP Team Leader.