

TERMS OF REFERENCE

For

Training needs assessment / study and action plan development for establishing / supporting training institutions for inland water transport sector

The Project at a Glance

Title of the Project	Bangladesh Regional Waterway Transport Project1 (BRWTP-1)
Implementing Organization	Bangladesh Inland Water Transport Authority (BIWTA), Ministry of Shipping (MoS)
Package Name of Consultancy Services	Training needs assessment / study and action plan development for establishing / supporting training institutions for inland water transport sector
Package Number	Service No. BRWTP-S9/2
Market Approach	Open-International
Procurement Method	Quality and Cost-Based Selection (QCBS)
Type of Contract	Lump-Sum
Assignment Duration	Ten(10) months
Location of Assignment	Within project area mainly at DEPTC, Narayanganj
Funding Source(s)	IDA (Credit No. 5842-BD)
Contracting Entity	<i>Project Director, BRWTP-I Project, BIWTA</i>

1. Introduction and Background

Bangladesh has a large and active inland water transport sector, which includes about 700 rivers, streams and canals with a total length of about 24,000 kilometers. This sector yearly transports 194 million tons of cargo and about one-quarter of all the national passenger traffic. There are about 22,300 registered vessels, and about 750,000 country boats of a great variety of shapes and sizes. These vessels play a vital role in the transport of goods and people, a substantial proportion of which only have access to river transport.

The development and control of Inland Water Transport (IWT) is the responsibility of the Bangladesh Inland Water Transport Authority (BIWTA), under the Ministry of Shipping (MoS). BIWTA operates as a fully-owned Government corporation under the Ministry of Shipping (MoS). It currently employs 3,910 personnel and operates some 200 vessels of various categories, 33 river ports and other related infrastructure and services.

Its main functions include: river conservancy/training works for navigational purposes; provision of aids to navigation and navigational/meteorological information/charts; pilotage and hydrographic survey services; maintenance of existing navigable waterways and development of new ones; development, maintenance and operations of inland river ports, landing stations (ghats) and terminal facilities; removal of wrecks and obstructions on inland waterways; and the arrangement of programs for the training of Inland Water Transport Personnel. To this end it owns and operates three training centers, one each at Narayanganj, Barishal and at Madaripur.

As part of the Bangladesh Regional Waterway Transport Project 1, the World Bank is financing institutional capacity development and sector sustainability. Under this component, a series of activities are proposed that will support BIWTA's overall enhancement of its management systems and human resources capacity for modern, efficient, and high-quality management of the IWT sector in line with international standards, and to help BIWTA achieve long-term operational and financial sustainability and enhance the climate resilience of the IWT sector. Activities to be supported include the improvement of Human Resources capacity for better management of the IWT sector through upgrading and modernizing the IWT Deck and Engine Personnel Training Centre (DEPTC).

The DEPTC was established in 1971 at Narayanganj and currently provides various courses for both deck and engine personnel, mainly training for its own fleet needs as well as cadet training for private ship owners. In total it trains some 1,200 in-service personnel and up-to 100 cadets annually on up to 20 different short courses. Most of the buildings and facilities are in a poor state of repair and the center lacks modern teaching aids, including essential equipment such as computers, bridge and other simulators, modern workshops, equipment for life saving and other drills, a modern library and other essential training aids.

The facility is currently being redesigned, which when completed will accommodate up-to 500 students in new modern buildings, including classrooms, offices, hostels, and like facilities. It is the intention of BIWTA to turn the facility into a regional, open access training center offering suitable courses to the IWT shipping industry.

2. Objective of this Assignment

The main objective of this consultancy assignment is to assist BIWTA establish the institute as a Regional Training Center (DEPTC) at Narayanganj that offers accredited skills and internationally recognized certificates of competency (in accordance with the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers 1978, as amended in 1995 and again in 2010) relevant to IWT sector.

Specifically the Assignment Objectives are:

Part A: To undertake a Regulatory and Institutional Review and Market Sounding;

Part B: To design a training program to meet both: the appropriate STCW Convention Standards; and BIWTA needs;

Part C: To identify staffing needs; and

Part D: To identify equipment needs.

3. Scope of Work

3.1 Part A: Regulatory and Institutional Review and Market Sounding

The Consultant shall carry out the following specific tasks:

- 3.1.1 Conduct a review and analyze all laws, regulations and rules pertaining to the qualifications and manning of IWT vessels in Bangladesh and their use for coastal voyages within the wider Bay of Bengal region to identify gaps, if any, needed to meet the requirements of the STCW convention as amended in 2010.

In making such a review, the Consultant shall take into consideration the different types and sizes of vessels engaged in IWT and short sea voyages, including but not limited to tankers, dry cargo vessels and passenger vessels and make recommendations - consistent with both: the requirements of the STCW convention as applicable; and, good industry practice - to amend such laws, regulations and rules.

- 3.1.2 Conduct a market sounding to identify the availability of other private or government institutions (including other BIWTA training institutions) offering seafarer training in Bangladesh. The market sounding shall include but not be limited to: the location of such institutions, the size and capacity of each institution, the number and types of courses offered, their relevance both to IWT and BIWTA, the cost of each course together with any accreditation arrangements and other detail.

- 3.1.3 Conduct a training needs assessment that takes into account any gaps in the law and regulations pertaining to qualifications and manning levels and, the market sounding – both of which shall be used to determine the appropriateness of the training program designed in accordance with Part B of the assignment.

- 3.1.4 Conduct an internal institutional review to identify and evaluate how all BIWTA training institutions function. The review shall include but not be limited to an analysis of their inter-dependency (if any), governance structure, staffing structure, funding, accountability mechanisms and overall effectiveness, taking into account overlaps, omissions or uncertainties.

In conducting the internal review consideration shall be given to the purpose of the three training centers, the relationship between each and how each contributes to the wider BIWTA functions. It shall take into account the importance of having high standards of competence and professionalism on board all IWT vessels which is key to maintaining a safe and clean riverine and coastal environment in Bangladesh.

- 3.1.5 Recommend, if necessary, an appropriate institutional structure for oversight of all of BIWTA's training institutes, especially relating to training delivery, decision making and communication flow taking into account the findings and recommendations of all parts of the Consultancy assignment.

In making such recommendations, the Consultant shall consider, among other things, possible oversight by a board of governors and managed by an executive committee with an academic and development council (drawn from Government and industry).

- 3.1.6 Make recommendations for the development of international partnerships with other training organizations for immediate and medium/longer term needs. Provide any other analysis and detailed action plans that will allow the BIWTA to build capacity within BIWTA and increase the Bangladesh IWT's workforce capacity.

3.2 Part B: Training Program Design

The Consultant shall, taking into account the findings of Part A carry out the following specific tasks:

- 3.2.1 Design a training program (Syllabus with recommended courses/materials). for the regional training center at Narayanganj. The program shall take into account the needs of BIWTA and wider IWT industry. This shall include both general seafarer training and other BIWTA specialty needs, including but not limited to ship pilotage, hydrographic surveying and general dredging. Where appropriate, all training courses shall be based on the series of modal courses developed by IMO or other industry bodies with suggested syllabi, course timetables and learning objectives. All IMO courses shall meet the STCW Convention standards for seafarers.
- 3.2.2 In designing the program, the Consultant shall, mindful of the physical limitations of site, identify and make recommendations on:
 - The minimum entry standards for each type of course offered – e.g. age, sea experience, other training, medical fitness etc.; and
 - Intake limitations, including student/staff ratio etc.
- 3.2.3 The Consultant shall in designing the program:
 - Provide a recommended syllabus, timetable and sample copies of course material taking into account the method of training (lectures, practical, video etc.) and the time devoted to each;
 - Detail how assessments will be made (examination, practical, continuous etc.);
 - Provide sample copies of all certification to be issued on completion to meet STCW and/or industry requirements; and
 - Include a Quality Control and Assurance Plan to ensure standards and student records are maintained.

Technical areas to be covered include but are not limited to the following as well as those mentioned under 3.4.1:

- Seafarer training (Masters, Mates, Engineers, Able-seamen);
- Specialty training (for ship pilots, hydrographic surveys, dredge operators etc.);
- Operation managers and section heads, including for seafarers employed in shore-based positions (harbor masters, ship surveyors and inspectors);
- General port labor in-line with the ILO guidelines for Training in the Port Sector to promote Multi-Skilled Specialists and Certified Workers;
- Customs and clearing and forwarding agent training

3.3 Part C: Staffing Needs

The Consultant shall, taking into account the design of the training program, carry out the following task:

3.3.1 Conduct a staff needs assessment, to identify the number permanent or part time teaching staff required, their qualifications, experience and assessment skills.

In conducting the staffing need assessment, the Consultant shall undertake a review of all existing BIWTA personnel with a view of identifying among such staff potential permanent or part time trainers. Where necessary, the Consultant shall evaluate and provide an action plan and modal courses needed to train the trainers (BIWTA Staff) or recruit additional qualified trainers.

3.4 Part D: Equipment Needs

The Consultant shall, taking into account the findings of Part A and B and, the proposed design of the training center, carry out the following specific tasks:

3.4.1 The Consultants shall study, examine, investigate, evaluate, make recommendations and provide cost estimates for all equipment needed to conduct the training program. This shall include but not be limited to lecture facilities, video facilities, computers, simulators and other facilities needed for practical demonstrations. As a minimum this shall include but not be limited to facilities needed to teach, demonstrate, examine, certify and keep student records on the following modal IMO courses:

Maritime English
Elementary First Aid
Fire Prevention and Fire Fighting
Proficiency in Personal Survival Techniques
Proficiency in Survival Craft & Rescue Boats
Personal Safety & Social Responsibilities
Operational Use of Integrated Bridge Systems
Ship Simulator & Bridge Teamwork
Radar Navigation at Operational level
Operational use of ECDIS
Restricted Operator's Certificate for GMDSS
Crowd Management & Passenger Safety
Passenger Ship Crowd Management Training
Electro-Technical Rating
Ratings as Able Seafarer Engine

Dangerous, Hazardous and Harmful Cargo
Training for Oil and Chemical Tanker Cargo Ops
Officer in charge of a Navigational Watch
Officer in charge of an Engineering Watch
Marine Environmental Awareness

In the event that the more advanced courses, including courses for masters, chief mates, chief and second engineering officers or courses for pilots, hydrographic surveys, dredge operators or shore side personnel will be included in the training program, the Consultant shall make recommendations and provide specifications and cost estimates for the equipment needed to conduct such courses.

4. Deliverables and Timeframe

4.1 Project deliverables shall include an inception report and other Task specific reports as shown in the table below:

SN	Deliverables				Timeframe
	Task A	Task B	Task C	Task D	
1	Inception Report				Two (2) weeks from date of commencement
2	Draft Law Review and Market Sounding				Ten (10) weeks from date of commencement
3	Draft Training Needs Assessment and Internal Institutional Review				Twenty (20) weeks from date of commencement
4	Final Reports				Twenty Two (22) weeks from date of commencement
5		Draft Training Program			Twenty Six (26) weeks from date of commencement
6		Final Training Program			Twenty Eight (28) weeks from date of commencement
7			Draft Staffing Needs Report		Thirty Two (32) weeks from date of commencement
8			Final Report		Thirty Four (34) weeks from date of commencement
9				Draft Equipment Needs Report	Thirty Eight (38) weeks from date of commencement

10				Final Report	Forty (40) weeks from date of commencement
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All reports shall be articulated with Executive Summary on findings with recommendations. Fifteen (15) copies of Final Report and ten (10) copies of all other reports must be submitted with colour copy, book binding along with soft copies.

5. Staffing

5.1 The expected list of key experts is provided below. In addition, the Consultant may propose any other key experts, non-key experts and support staff with suitable qualifications and experience required for carrying out the services in accordance with the TOR.

Key Expert	Qualifications/Experience	Expected Person-month
Team Leader	Master's degree in Development Studies/Business Administration or equivalent with 15 years' experience in management consultancy including 5 years' as Team Leader in training management consultancy.	10
Legal Expert	LLM with at least 7 years' experience in working in IWT sector. M.Sc. in Maritime Administration equivalent will be given preference.	3
Institutional Development Expert	Master's degree in Management, Public Administration, Business Administration or equivalent with 7 years' experience in institutional development/ management consultancy.	3
Maritime Training & Curriculum Expert	MSc in Maritime Education & Training (MET) or equivalent with at least 7 years' experience in providing maritime education.	9
Shipping/ IWT Expert	Master's degree in Transport Logistics, Port Management or equivalent with 15 years' experience in IWT sector.	9
Training Equipment Expert	Master's degree preferably in Mechanical Engineering/Business Administration or equivalent with 5 years' experience in Training Equipment and/or other relevant Equipment consultancy	3

6. Consultants' Obligations:

While performing the services, the Consultants shall exercise all reasonable skill, care and diligence in the performance of the study and shall carry out all responsibilities to recognized professional standards. The Consultant shall act as a faithful advisor to the Client and shall supply all expertise, knowledge, advice and skills required to carry-out and complete the study and formulate expeditiously in accordance with the conditions of engagement. The Consultant shall furthermore coordinate closely with the Client and the DEPTC, Narayananj in carrying out the assignment as per international standards.

The Consultant shall arrange suitable office accommodation at Narayanganj preferably close to the DEPTC. All required office furnishings, office equipment, computer, software, telecommunication, vehicles, internal transport, and other facilities/ logistics necessary for the said office to perform the services are to be arranged by the Consultants.

All the costs required to fulfil the Consultants' obligations shall be appropriately shown in the Consultants' Financial Proposal.

7. Client's Obligations:

BIWTA and DEPTC, Narayanganj responsible for those functions and activities mentioned in the ToR shall provide with all available relevant data and operational records to the Consultants. The Client shall also support in getting relevant data from other agencies as and when required.

8. Type of Contract and Duration of Services:

Type of contract will be Lump Sum basis and local taxes (AIT & VAT) will be deducted from the contract price as per applicable law of Bangladesh. The anticipated duration of the Consultancy Services of the assignment is 10 months.

11. Institutional Arrangements:

The Consultant, throughout the assignment, will work closely with the Client's Representative(s) who will take regular feedback and make decisions associated with the assignments.