

Government of the People's Republic of Bangladesh  
Finance Division, Ministry of Finance  
**Skills for Industry Competitiveness and Innovation Program (SICIP)**  
Probashi Kallyan Bhaban (15<sup>th</sup> Floor)  
71-72 Eskaton Garden, Ramna, Dhaka-1000.  
[www.seip-fd.gov.bd](http://www.seip-fd.gov.bd)

**Request for Expression of Interest**

Ministry/Division	:	Ministry of Finance
Agency	:	Finance Division
Procuring Entity Name	:	National Program Director, Skills for Industry Competitiveness and Innovation Program (SICIP), Finance Division, Ministry of Finance
Procuring Entity Code	:	Not used at present
Procuring Entity District	:	Dhaka
Expression of Interest for Selection of	:	Individual Consultant (National) (Time-Based)
EOI Ref. No.	:	07.00.0000.097.14.009.22
Date	:	13/11/2023
<b>KEY INFORMATION</b>		
Procurement Sub-Method	:	Selection of Individual Consultants (SIC)
<b>FUNDING INFORMATION</b>		
Budget and Source of Funds	:	ADB Loan No: 4334-BAN (COL)
<b>PARTICULAR INFORMATION</b>		
Program Name	:	Skills for Industry Competitiveness and Innovation Program (SICIP)
Scheme Name	:	Enhancing Institutional Capacity for Skills Monitoring and Management.
EOI Closing Date and Time	:	Expression of Interest (EOI) shall be submitted to the office of the National Program Director on or before 4.00 pm by 28 November 2023 in sealed envelope clearly marked " <b>Request for Expression on Interest for Selection of [Name of Position]</b> ". Contact address with email and mobile number of the applicant should be written on the left side of the <b>A4 Size Envelope</b> . Necessary documents in support of educational qualifications, experiences and skills have to be submitted.
<b>INFORMATION FOR APPLICANT</b>		

Position	No.	Minimum Qualification	Experience	Responsibilities
Executive Program Director (EPD)	1	Additional Secretary/Joint Secretary of the Government with relevant track record	<ul style="list-style-type: none"> <li>At least <b>20 years'</b> experience in civil service</li> <li>At least <b>three years'</b> experience on skills development program implemented by the government.</li> <li>Must have working experience with industry and universities/private sector organizations.</li> <li>Must have experience in designing and implementing development program.</li> <li>Must have computer literacy.</li> <li>Have exposure in budget execution and monitoring process.</li> </ul>	<ul style="list-style-type: none"> <li>Establish and maintain close working relationships with industry associations, training institutions, different agencies and partner organizations.</li> <li>Ensure all program activities are implemented in time.</li> <li>Supervise the implementation of the work plan.</li> <li>Supervise the preparation and implementation of training and workshops.</li> <li>Manage the program team efficiently.</li> <li>Liaise with other government agencies for successful implementation of the program activities</li> </ul>
Assistant Executive Program Director (Program Management)	1	Deputy Secretary/Senior Assistant Secretary Level Official of the Government	<ul style="list-style-type: none"> <li>Must have computer literacy and communication skills.</li> <li>Have experience in relevant fields.</li> <li>At least <b>10 years'</b> experience in civil service</li> <li>Have exposure in budget execution and monitoring process.</li> </ul>	<ul style="list-style-type: none"> <li>Assist the Executive Program Director and Deputy Executive Program Directors in the implementation of the program.</li> <li>Any other task assigned by the Executive Program Director in relevance to effective program implementation.</li> </ul>

Position	No.	Minimum Qualification	Experience	Responsibilities
Internal Control Specialist	1	Master's in finance, accounting, management, law, procurement, public administration, business administration	<ul style="list-style-type: none"> <li>• At least <b>15 years'</b> experience in the field of public financial management</li> <li>• <b>5 years'</b> working experience in project/ program related activities with projects/ programs funded by the Asian Development Bank and/or other MDBs of which 3 years' experience of working in skills development project.</li> <li>• Proven teamwork skills.</li> <li>• Strong organizational skills, strong judgment and analytical ability, as well as the ability to direct and manage people</li> <li>• Communication skills in English.</li> <li>• Proficiency in standard desktop/laptop computer applications, including Word, Excel, PowerPoint, Access etc.</li> </ul>	<ul style="list-style-type: none"> <li>• To help safeguard the Program and further its objectives.</li> <li>• To work for minimizing risks and protect assets, ensuring accuracy of records, promoting operational efficiency, and encouraging adherence to policies, rules, regulations, and laws.</li> <li>• To develop Program wide internal control framework and support EPD and concerned DEPDs in maintaining strong internal control practices.</li> <li>• Lead and conduct internal audits of various components and operations of the program.</li> <li>• Analyze data for evidence of deficiencies in controls and/or lack of compliance with program implementation documents and other approved procedures.</li> <li>• Report on internal-audit status and outcomes.</li> <li>• Evaluate internal controls audit templates and processes and collaborate with management to identify areas for enhancement.</li> <li>• Other special assignments as necessary.</li> </ul>
Procurement Specialist	1	Bachelor of Science and Engineering in any discipline or master's in finance, accounting, management, law, procurement, public administration, business administration	<ul style="list-style-type: none"> <li>• At least <b>15 years'</b> experience in the field of public procurement</li> <li>• At least three years' experience on skills development project implemented by the government and professional certificate in procurement will be an added advantage</li> <li>• knowledge of the legal, technical and commercial aspects of procurement is a must.</li> <li>• Proven teamwork skills.</li> <li>• Communication skills in English.</li> <li>• Proficiency in standard desktop/laptop computer applications, including Word, Excel, PowerPoint, Access etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Conducting all aspects of procurement of the program</li> <li>• Reviewing specifications of goods and works as communicated by the user(s) and developing marketable specifications to ensure wide competition.</li> <li>• Ensuring that procurement activities are done in accordance with the Procurement Plan and GOB Guidelines.</li> <li>• Preparing Annual Procurement Plan, Invitation for Bids, Request for Expressions of Interest (REOIs), proposals and contract documents whenever required;</li> <li>• Preparing the amendment of the bidding and proposal documents and corrigendum to IFB as needed.</li> <li>• Preparation of minutes of pre-bid and pre-proposal meeting</li> <li>• Contributing to the preparation of Terms of References (TOR)</li> <li>• Packaging the objects of procurements and cost estimation</li> <li>• Conducting procurement of goods, works and services.</li> <li>• Ensuring effective and efficient contract management.</li> <li>• Preparation of amendment(s) to the contract(s);</li> </ul>

Position	No.	Minimum Qualification	Experience	Responsibilities
				<ul style="list-style-type: none"> <li>Assisting TEC and PEC in all respects of evaluation and clarifications.</li> <li>Conducting Capacity Building Activity.</li> <li>Conducting diagnostic analyses on the delay or inefficiency of procurement with remedial measures.</li> <li>Monitoring and recording procurement activities.</li> <li>Performing duties as and when required by the Executive Program Director</li> </ul>
Computer Operator/ Data Entry Operator	1	<ul style="list-style-type: none"> <li>Minimum HSC with Computer Fundamental Training course.</li> <li>Minimum typing speed for Bangla 25 words per minute and for English 30 words per minute.</li> </ul>	<ul style="list-style-type: none"> <li>5 years of relevant experience;</li> <li>Knowledge of Microsoft Word, Microsoft Excel, Microsoft PowerPoint, and Internet.</li> </ul>	<ul style="list-style-type: none"> <li>Computer typing and formatting documents in Bangla and in English</li> <li>Prepare Excel spreadsheets (Bangla and English) for officials as and when required</li> <li>Assist the executives in preparing and maintaining office files, scanning, printing, and photocopying program related documents.</li> <li>Assist program personnel for computer related activities.</li> </ul>

Other details (if applicable)	Applicants must have to apply through the proper channel. Must agree to work on lien (in case of govt. employee). A copy of the terms of reference (TOR), Request for Application (RFA) and necessary forms may be obtained from the office of the undersigned during the office hours until 23/11/2023 and at any time from the website of SEIP ( <a href="http://www.seip-fd.gov.bd">www.seip-fd.gov.bd</a> ) and Finance Division ( <a href="http://www.mof.gov.bd">www.mof.gov.bd</a> ).
Association with foreign firms	Not Applicable

Eoi Detail Information				
Ref No	Phasing of Services	Location	Start Date	Completion Date
01	Single: Time Based	Dhaka	November, 2023	December, 2024 (renewable)
PROCURING ENTITY DETAILS				
Name of Official Inviting EOI	:	Dr. Md Khairuzzaman Mozumder		
Designation of Official Inviting EOI	:	National Program Director (Secretary, Finance Division)		
Address of official Inviting EOI	:	Probashi Kallyan Bhaban (15 <sup>th</sup> Floor), 71-72 Eskaton Garden, Ramna Dhaka-1000.		
Contact details of official Inviting EOI	:	Phone: +880255138753~5 Ext: 100 E-mail: <a href="mailto:npd@seip-fd.gov.bd">npd@seip-fd.gov.bd</a>		
<b>The procuring entity reserves all the right to accept or reject any or all the EOIs without assigning any reasons whatsoever.</b>				

**Dr. Md Khairuzzaman Mozumder**

National Program Director, Skills for Industry Competitiveness and Innovation Program (SICIP) and Secretary, Finance Division, Ministry of Finance, Probashi Kallyan Bhaban (15<sup>th</sup> Floor), 71-72 Eskaton Garden, Ramna, Dhaka.