

Government of the People's Republic of Bangladesh
Finance Division, Ministry of Finance
Skills for Industry Competitiveness and Innovation Program (SICIP)
Probashi Kallyan Bhaban (15th Floor)
71-72 Eskaton Garden, Ramna, Dhaka-1000.
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.	:	FD/SICIP/RECRUITMENT/002/2023-04
Date	:	22/11/2023
KEY INFORMATION		
Procurement Sub-Method	:	Selection of Individual Consultants (SIC)
FUNDING INFORMATION		
Budget and Source of Funds	:	ADB Loan No: 4334-BAN (COL)
PARTICULAR INFORMATION		
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 03 December 2023 in sealed envelope clearly marked " Request for Expression on Interest for Selection of [Name of Position] ". Contact address with email and mobile number of the applicant should be written on the left side of the A4 Size Envelope . Necessary documents in support of educational qualifications, experiences and skills have to be submitted.
INFORMATION FOR APPLICANT		

Position	No.	Minimum Qualification and Experience	Responsibilities
Assistant Executive Program Director (Program Management)	2	<ul style="list-style-type: none"> Deputy Secretary/ Senior Assistant Secretary Level Official of the Government At least 10 years' experience in civil service Experience in government skills development projects will be an added advantage. Working in International Organizations or DP- assisted Projects will be an advantage. Strong communication, interpersonal and computer skills. 	<ul style="list-style-type: none"> Assist the Executive Program Director and Deputy Executive Program Directors in the implementation of the program. Any other task assigned by the Executive Program Director in relevance to effective program implementation.
TVET Specialist	1	<ul style="list-style-type: none"> Bachelor of Science in Engineering; Minimum 20 years of experience in the field of skills development system design, development and implementation. At least 10 years of experience in the public skills training system; Experience in International Organizations or Development Partner Projects will be an advantage. Strong communication, interpersonal and computer skills. 	<ul style="list-style-type: none"> Develop a strategy to improve quality and relevance throughout the TVET system to ensure that TVET graduates get gainful employment succeeding training program; Ensure quality training delivery with efficient flexible market responsiveness following the structured methods of pedagogy.
Course Specialist	1	<ul style="list-style-type: none"> Bachelor of Science in Engineering in any discipline. Minimum 20 years of experience in skills development program design, development and implementation. At least 8 years of working experience in skills development projects implemented by the government. Experience in International Organizations or Development Partner Projects will be an advantage. Strong communication, interpersonal and computer skills. 	<ul style="list-style-type: none"> Design and develop job-focused skills training programs along with the preparation and revision of competency-based entry and mid-level sector-specific skills training courses and assessment materials; Develop Quality Assurance Framework (QAF) which includes the procedures of institution selection and guidance for selection of sector-specific training courses, trainers and assessors'.
Monitoring & Evaluation Specialist	1	<ul style="list-style-type: none"> Master's Degree in Economics, Statistics, Social Science or any other relevant subjects. At least 10 years of experience in working with the government projects and programs. At least 05 years of experience as M & E Specialist in skills development projects. Experience in International Organizations or Development Partner Projects will be an advantage. Strong communication, interpersonal and computer skills. 	<ul style="list-style-type: none"> Design a M & E System for the SICIP Program such as the development of Monitoring Guidelines, Monitoring Templates, Compliance Guidelines, Monitoring and Evaluation Manual etc, and follow-up execution of the guidelines and manual; Monitor achievement of all SICIP targets using real time data and information (TMS and field data);
Gender Specialist	1	<ul style="list-style-type: none"> Master's degree in public policy, Social Science, English, or a related field is required. At least 20 years of experience in public administration, gender, and social development projects and programs are required. Experience in government skills development projects. Experience in International Organizations or Development Partner Projects will be an advantage. Strong communication, interpersonal and computer skills. 	<ul style="list-style-type: none"> Develop a strategy for establishing a Gender Action Plan (GAP) and monitoring the SICIP's aims and indicators. Create a quarterly progress report for the Gender Action Plan (GAP) based on reports from SICIP implementing agencies. Ensure and monitor a steady increase in the number of female TVET students and graduates at all levels.

Position	No.	Minimum Qualification and Experience	Responsibilities	
Audit Specialist	1	<ul style="list-style-type: none"> Master of Commerce in Accounting/Finance or MBA with major in Accounting/Finance At least 15 years' experience in the field of Public Sector Financial Management (PFM). Experience in International Organizations or Development Partner Projects will be an advantage. Experience of a similar position in a Skill related project of the Government will be an added qualification. Strong communication, interpersonal and computer skills. 	<ul style="list-style-type: none"> Support the SDCMU in regulating financial and auditing activities. Support SDCMU in verifying bill/vouchers/related financial records of SDCMU and Industry Associations (IAs)/Partner Training Institutes (PTIs). Support the SDCMU in preparing audit plan, monitor the execution of audit plan and prepare report monthly and quarterly and submit to the EPD. 	
Engineering Specialist	1	<ul style="list-style-type: none"> Bachelor's degree in Civil Engineering; At least 15 years of experience in the field of feasibility study, conceptual design and construction supervision of buildings and renovation work; Experience of a similar position in a Skill related project of the Government will be an added qualification. Experience in ADB/Development Partner Projects will be an added advantage; Strong communication, interpersonal and computer skills. 	<ul style="list-style-type: none"> Review architectural or engineering plans, specifications and contract documents to ensure compliance with government codes, laws & regulations. Assessing, planning and completing layout with conceptual design works for the new and renovations works of infrastructure facilities for the training program. 	
Financial Management Specialist	1	<ul style="list-style-type: none"> Master of Commerce in Accounting/Finance or MBA with major in Accounting/Finance Candidates having professional certification such as CA/CPA/CMA will be given preference. At least 8 years' experience in the field of Public Sector Financial Management (PFM). Experience of a similar position in a Skill related project of the Government will be an added qualification. Experience in ADB/Development Partner Projects will be an added advantage; Strong communication, interpersonal and computer skills. 	<ul style="list-style-type: none"> Preparation of annual budget estimates, revised budget and prepare financial plan; Prepare the Interim (unaudited) Financial Reports (IFR); Prepare annual and Quarterly cash flow and disbursement forecasts; Ensure internal control through application of appropriate policies and procedures; Maintain computerized records and inventory on fixed assets. 	
Junior Procurement Specialist	1	<ul style="list-style-type: none"> Bachelor's degree or professional qualification in engineering, finance, accounting, management, law, procurement, public administration business administration or a related field. 5 years of experience in the field of public procurement. Experience in International Organizations or Development Partner Projects will be an advantage. Strong communication, interpersonal and computer skills. 	<ul style="list-style-type: none"> Assist SDCMU's Procurement Specialist to complete procurement transactions of packages under SICIP. Conducting all aspects of procurement of the program. 	
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 detailed terms of reference (TOR) and necessary forms may be obtained at any time from the website of SEIP (www.seip-fd.gov.bd) and Finance Division (www.mof.gov.bd).			
Association with foreign firms	Not Applicable			
Eoi Detail Information				
Ref No	Phasing of Services	Location	Start Date	Completion Date
01	Single: Time Based	Dhaka	January, 2024	January, 2025 (renewable)
PROCURING ENTITY DETAILS				
Name of Official Inviting EOI	:	Mohammed Walid Hossain		
Designation of Official Inviting EOI	:	Executive Program Director (In Charge) and Joint Secretary Finance Division, MOF		
Address of official Inviting EOI	:	Probashi Kallyan Bhaban (15 th Floor), 71-72 Eskaton Garden, Ramna Dhaka-1000.		
Contact details of official Inviting EOI	:	Phone: +880255138753~5 Ext: 100 E-mail: epd.sicip@gmail.com		
The procuring entity reserves all the right to accept or reject any or all the EOIs without assigning any reasons whatsoever.				

S/d-

Mohammed Walid Hossain

Executive Program Director (In Charge),

Skills for Industry Competitiveness and Innovation Program (SICIP)

Finance Division, Ministry of Finance,

Probashi Kallyan Bhaban (15th Floor), 71-72 Eskaton Garden, Ramna, Dhaka.