

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.	:	FD/SICIP/Indv.Consultant/SD-01/02/15/2023-24/24
Date	:	10/02/2024
<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 25 February 2024 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 and Experience	Responsibilities
Deputy Executive Program Director (Program Management)	1	<ul style="list-style-type: none"> <li>Engaged in active civil service at the Joint Secretary position.</li> <li>Master's in Economics, Finance, Accounting, Management, Social Studies, Development Studies, Governance and Development or relevant subjects.</li> <li>At least 20 years' experience in the Civil Service.</li> <li>Experience in Skills development projects will be an added advantage.</li> <li>Experience in International Organizations, Bangladeshi Missions in abroad or Development Partner Projects will be an advantage.</li> <li>Strong communication, interpersonal and computer skills.</li> </ul>	<ul style="list-style-type: none"> <li>Assist the Executive Program Director in the planning and execution of Program Management related activities of the Program.</li> <li>Any other task assigned by the Executive Program Director in relevance to effective program implementation.</li> </ul>
Deputy Executive Program Director (Fund Management)	1	<ul style="list-style-type: none"> <li>Engaged in active civil service at the Joint Secretary Level.</li> <li>Master's in Economics, Finance, Accounting, Management, Social Studies, Public Policy or relevant subjects.</li> <li>At least 20 years' experience in the Civil Service with substantive experience in the Audit &amp; Accounts Service.</li> <li>Experience in International Organizations, Bangladeshi Missions in abroad or Development Partner Projects will be an advantage.</li> <li>Experience in development financing, project monitoring and handling the missions of the development partners will be an added advantage.</li> <li>Strong communication, interpersonal and computer skills.</li> </ul>	<ul style="list-style-type: none"> <li>Assist the Executive Program Director in the planning and execution of Fund Management and Procurement related activities of the Program.</li> <li>Any other task assigned by the Executive Program Director in relevance to effective program implementation.</li> </ul>
Assistant Executive Program Director (Program Management)	1	<ul style="list-style-type: none"> <li>Engaged in active civil service at the Deputy Secretary position.</li> <li>Master's in Economics, Finance, Accounting, Management, Social Studies, Public Policy or relevant subjects</li> <li>At least 10 years' experience in civil service</li> <li>Experience in government skills development projects will be an added advantage.</li> <li>Experience in International Organizations or Development Partner Projects will be an advantage.</li> <li>Strong communication, interpersonal and computer skills.</li> </ul>	<ul style="list-style-type: none"> <li>Assist the Deputy Executive Program Director and 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>
Assistant Executive Program	1	<ul style="list-style-type: none"> <li>Engaged in active civil service at the Deputy Secretary Level.</li> </ul>	<ul style="list-style-type: none"> <li>Assist the Deputy Executive Program Director (Fund Management) and Executive Program Director in the</li> </ul>

Position	No.	Minimum Qualification and Experience	Responsibilities
Director (Procurement)		<ul style="list-style-type: none"> <li>At least 10 years' experience in civil service with substantive experience in the Audit &amp; Accounts Service.</li> <li>Master's in Economics, Finance, Accounting, Management, Social Studies, Public Policy or relevant subjects</li> <li>Experience in government skills development projects will be an added advantage.</li> <li>Experience in International Organizations or Development Partner Projects will be an advantage.</li> <li>Strong communication, interpersonal and computer skills.</li> </ul>	<ul style="list-style-type: none"> <li>planning and execution of the Procurement related activities.</li> <li>Any other task assigned by the Executive Program Director in relevance to effective program implementation.</li> </ul>
Procurement Specialist	1	<ul style="list-style-type: none"> <li>Bachelor of Science and Engineering in any discipline or master's in finance, accounting, management, law, procurement, public administration, business administration.</li> <li>Professional Certification in Procurement will be an added advantage.</li> <li>At least 10 years' experience in the field of public procurement.</li> <li>Experience as a Procurement Specialist in skills development projects will be an added advantage.</li> <li>Experience in International Organizations or Development Partner Projects will be an advantage.</li> <li>Strong communication, interpersonal and computer skills</li> </ul>	<ul style="list-style-type: none"> <li>Conducting all aspects of procurement of the program</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 Tenders, Request for Expressions of Interest (REOs), proposals and contract documents whenever required;</li> <li>Preparation of amendment(s) to the contract(s);</li> <li>Assisting TEC and PEC in all respects of evaluation and clarifications.</li> <li>Conducting Capacity Building Activity.</li> <li>Performing duties as and when required by the Executive Program Director</li> </ul>
IT & Database Specialist	1	<ul style="list-style-type: none"> <li>Master's in computer science and engineering or relevant subjects from any recognized university.</li> <li>Minimum 10 years of experience in IT Service Management.</li> <li>Experience as IT &amp; Database Specialist in skills development projects will be an added advantage.</li> <li>Experience in managing robust skills related database will be an added advantage.</li> <li>Experience in International Organizations or Development Partner Projects will be an advantage.</li> <li>Strong communication, interpersonal and computer skills.</li> </ul>	<ul style="list-style-type: none"> <li>Manage the Training Management System (TMS), Financial Management System (finman) and ERP features developed by third party vendors.</li> <li>Ensure the training providers upload data required for the system; authenticate data as provided in the milestone bills and; generate customized reports as required.</li> <li>Consult with the SICIP management for change management and communicate the approved change to third party vendor.</li> <li>Performing duties as and when required by the Executive Program Director.</li> </ul>
Program Officer (Program Management)	9	<ul style="list-style-type: none"> <li>MBA or Master's in Economics, Development Studies, English, Geography &amp; Environment, Psychology or any other relevant subjects.</li> <li>Minimum 5 years of experience in Program/Project Management.</li> <li>Experience in skills development projects implemented by the government will be an added advantage.</li> <li>Experience in International Organizations or Development Partner Projects will be an advantage.</li> <li>Strong communication, interpersonal and computer skills.</li> </ul>	<ul style="list-style-type: none"> <li>Collaborate in the program management of the SICIP program, overseeing development and implementation to ensure complied deliverables of the program.</li> <li>Assist the Assistant Executive Program Directors, Deputy Executive Program Directors and Executive Program Director in the implementation of the program.</li> <li>Provide technical support for formulating skill development documents aligned with project goals.</li> <li>Assess training partner capacities, monitor skill development programs, and ensure compliance.</li> <li>Coordinate with ministries, partners, local government, TVET institutions, and associations for effective communication.</li> <li>Support the Procurement related activities as and when required.</li> </ul>
Program Officer (Logistics)	1	<ul style="list-style-type: none"> <li>MBA or Master's in Management, Economics, Supply Chain Management, Logistics, Procurement, Contract/Commercial Law, International Development or other relevant subjects.</li> <li>Related professional degree will be added as advantage.</li> <li>At least 05 years' experience in supply, logistics, procurement, contracting, administration and/or other directly related field is required.</li> <li>Experience in International Organization or Development Partner Projects will be an added advantage.</li> <li>Strong communication, interpersonal and computer skills particularly in accounting related software, e.g. excel.</li> </ul>	<ul style="list-style-type: none"> <li>In compliance with SICIP requirement, support the related logistics activities to facilitate the SICIP in a timely and quality manner.</li> <li>Plan and arrange the requirements of different types of meetings including vehicle, food and other logistics support.</li> <li>Coordinate with all the executives, consultants and staffs to comply the official logistics related requirements to support the program smoothly.</li> <li>Plan and arrange the official tour and provide related supports regarding any official tour of the program including transport management.</li> <li>Maintain the details vehicles records of the program.</li> <li>Maintain the common store and replenishment of the stock of the common store.</li> <li>Performing duties as and when required by the Executive Program Director.</li> </ul>

*CV*

Position	No.	Minimum Qualification and Experience	Responsibilities	
Computer Operator	11	<ul style="list-style-type: none"> <li>• Minimum H.S.C. with Computer Fundamental Training course.</li> <li>• Minimum 5 years of relevant experience.</li> <li>• At least 3 years of working experience in skills development projects implemented by the government.</li> <li>• Minimum typing speed for Bangla 25 words per minute and for English 30 words per minute.</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 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 ( <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			
<b>Eoi Detail Information</b>				
<b>Ref No</b>	<b>Phasing of Services</b>	<b>Location</b>	<b>Start Date</b>	<b>Completion Date</b>
01	Single: Time Based	Dhaka	March, 2024	March, 2025 (renewable)
<b>PROCURING ENTITY DETAILS</b>				
Name of Official Inviting EOI	:	Mohammed Walid Hossain		
Designation of Official Inviting EOI	:	Executive Program Director		
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: epd.sicp@gmail.com		
<b>The procuring entity reserves all the right to accept or reject any or all the EOIs without assigning any reasons whatsoever.</b>				



**Mohammed Walid Hossain**

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