

Government of the People's Republic of Bangladesh
Ministry of Finance
Finance Division

Skills Employment Investment Program

Request for Expressions of Interest (REOI)

For

**Selection of *National Individual Consultants* (1. *Industry Skill Council Coordinator* and 2. *Management Information System (MIS)& Monitoring and Evaluation (M&E) Coordinator*)
(Package : 18 F and G)**

Country: People's Republic of Bangladesh
Title of the Project: Loan 3131-BAN: Skills for Employment Investment Program, Support to Skills Development Coordination and Monitoring Unit (SDCMU)
Executing Agency: Finance Division of Ministry of Finance

No. FD/SEIP-18&19/182/2014-2015(Part-01)/11

Date: 04.01.2016

A. Project Background

Government of Bangladesh is implementing the Skills for Employment Investment Program (SEIP) with financial assistance from the Asian Development Bank (ADB) and Swiss Agency for Development and Cooperation (SDC) that will develop a workforce equipped with contemporary technical skills and knowledge through vocational training by establishing a mechanism to facilitate collaboration between training institutes and industry which would optimize the utilization of available human resources.

The program will work in close coordination with the National Skill Development Council (NSDC) secretariat. The program will also work in close collaboration with a number of training institutes under different ministries, selected industry associations, BBSME and PKSIF in SEIP priority sectors (RMG and textiles, construction, light engineering, information technology). The program will have linkages with on-going projects supported by government and development partners including Skills Development Project, Skills Training Enhancement Project, etc.

The Skills Development Coordination and Monitoring Unit (SDCMU) has been established under the Finance Division, Ministry of Finance to serve as the Program Management Unit (PMU) of the SEIP. Finance Division of the Ministry of Finance is the executing agency for the SEIP. NSDC is going to be supported through SEIP Project.

The purpose of this assignment is to lead the Industry Skill Council (ISC) activity in National Skill Development Council Secretariat (NSDC-S) and to drive and operationalize MIS and M&E in National Skill Development Council Secretariat (NSDC-S).

B. The highlights of Roles, Responsibilities, competence, Qualifications and Experiences of Consultants are as follows :

1. Industry Skill Council Coordinator :

Role : Leading the Industry Skill Council (ISC) activity in National Skill Development Council Secretariat (NSDC-S); **Responsibilities :** Financial, Customer, Operational , People Development and Development of KPI; **Required Competencies :** Ability to design projects across multiple stakeholders; communications, negotiation, analytical and IT skills; **Qualification :** Masters in Economics/ Management/ Business Administration; **Experience :** 07+ Years of Industry experience at the senior level with an in depth demonstrated understanding of skill development.

2. Management Information System (MIS)& Monitoring and Evaluation (M&E) Coordinator :

Role : Driving and operationalizing MIS and M&E in National Skill Development Council Secretariat (NSDC-S) ; **Responsibilities** : Customer, Operational , People Development and Development of KPI; **Required Competencies** : Ability to understand the process of designing and developing MIS and M&E systems; communications, analytical and IT skills; **Qualification** : Graduate in Computer Science and Engineering ; **Experience** : 7+ Years of Industry experience of managing Data, MIS and Analyst at supervisory level.

The details of above are available on ADB's CMS and SEIP Website : www.seip-fd.gov.bd

C. Assignment Location

Dhaka, Bangladesh,

D. Implementation arrangements

The individual consulting services will be carried out for a period of 24 (Twenty Four) person-months for each position and are expected to commence in ^{February} January 2016. The consultants will be selected under **Individual Consultant Selection (ICS) method** in accordance with ADB's Guidelines on the Use of Consultants and other arrangements satisfactory to ADB on the recruitment of domestic consultants.

E. Counterpart Facilities : The NSDC-S will provide office accommodation with internet facility.

F. Reporting Requirements

The consultants will deliver the following:

- (i) By the end of month one, two copies of Inception Report with a complete Action Plan to complete the assignment in 24 months.
- (ii) By the end of each month, a progress report will be submitted to the Chief Executive Officer (CEO) of NSDC-S.
- (iii) Deliverables will be delivered as per approved Action Plan.

G. Eligible (Eligibility as per ADB's Guidelines on the Use of Consultants and other arrangements satisfactory to ADB on the recruitment of domestic consultants) and interested applicants are requested to send their CVs to the following address by 5.00 PM on 24 January 2016 during the office hours. EOI must be submitted through ADB's CSRN in standard EOI format. If any applicant does not send EOI through CSRN, they must re-submit the EOI through CSRN. Without EOI, CV of any applicant will not be evaluated. Additionally hard copy of EOI may be submitted to the undersigned. The shortlisting will be based on *General Qualification, Project Related Experience and Regional Experience and others*. Only short listed candidates will be notified.

H. Under no circumstances will ADB or Finance Division be responsible for any cost incurred in submission of this EOI and the procuring entity reserves the right to accept or reject any or all EOIs without assigning any reason thereof.


(Jalal Ahmed) 07/01/16
Additional Secretary

and

National Project Director (NPD)

Skills for Employment Investment Program (SEIP)

Finance Division, Ministry of Finance

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