

Government of the People's Republic of Bangladesh
Finance Division, Ministry of Finance
Skills for Employment Investment Program (SEIP)
SD-32G: Development Project Proposal (DPP) Specialist (National)

Terms of Reference (ToR)

A. Background and Objective of SEIP

1. The skills for employment investment program (SEIP) supports the Government of Bangladesh's reforms in skills development anchored in the National Skill Development Policy (NSDP), 2011. It also supports private sector involvement and public-private partnership, which is critical to meet existing and future labor market needs and in reducing skills-gap. This in turn is crucial for Bangladesh to move away from the current "low-skill, low-wage equilibrium" to a "higher skill, higher wage virtuous cycle" to transition to a middle income country. The program helps the government to scale up skilling of new entrants and up- skilling of existing workers that will contribute to higher growth of priority sectors. SEIP will strengthen the skills eco-system in Bangladesh by establishing a unified funding system and enhancing overall coordination of the currently fragmented system of skills development.

2. The overall objective of the project is to qualitatively and quantitatively expand the skilling capacity of identified public and private training providers of Bangladesh by establishing responsive skill ecosystem and delivery mechanisms through a combination of well-defined set of funding triggers and targeted capacity support. Quality skills training will be strengthened by implementing vocational trainers' development program; quality assurance functions and appropriate skills assessment. The project will enhance mid-level trainee targets with expanded partnership with private sector and public sectors. Institutional capacities for mid-level training would be strengthened and a national governance structure for skills development would be established. The project has been supporting industries to conduct training programs by providing grants to meet their skill requirements with a condition to employ at least 60% of the trained graduates.

3. To achieve the objective of the project, Finance Division has been implementing Tranche 1 and 2 of SEIP Project. Tranche 1 (Loan 3131) became effective on 24 July 2014 and its completion date is 31 December 2018 (loan closing on 30 June 2019). Tranche 2 became effective on 30 March 2017 and its completion date is 31 December 2021 (loan closing on 30 June 2022).

4. Implementation of training programs through industry associations and public training providers has been going on under tranche 1 and tranche 2. Tranche 1 and Tranche 2 address the skills requirements of nine industry sectors through implementation of market responsive inclusive skills training programs. SEIP is now planning to design and develop the project for tranche 3 which may be implemented from January 2020 to May 2024. In tranche 3, the scope of training support may extend to the new industry sectors/sub-sectors. The support to the existing industry associations and public training providers may also continue in tranche 3.

5. SEIP has already engaged an international Skill Development Specialist to develop sector investment plan and strategy for Tranche-3. The major likely activities of Tranche-3 will



include (1) financing new sectors/sub-sectors/areas such as furniture making, energy, electronics, auto mechanics including hybrid technology, (2) extending support to upgrade BITAC and establish a cooperation between Bangladesh Industrial Technical Assistance Center (BITAC) and Bangladesh Engineering Industry Owners Association (BEIOA), Dhaka to develop skilled workforce for the light engineering sector; (3) financing for upgrading the training facilities of TTCs (Technical Training Centers), and TSCs (Technical School and Colleges), (4) financing for establishment of training center in Bangladesh Association of Construction Industry (BACI), Dhaka, i.e BACI-owned land and infrastructure facilities for Executive Development Center (EDC) in BUTEX-owned land; (5) scaling up of Executive Development Training Program and (6) continuing support to the existing IAs (Industry Associations) and PTIs (Public Training Institutes). After recommendation from the specialist, the activities under Tranche-3 may be increased. The preparation and implementation of Tranche-3 is based on approved project document i.e Development Project Proposal (DPP). There is a revised DPP for implementation of Tranche 1 and 2 activities. In order to include Tranche 3 activities in project document the existing revised DPP requires to be revised second time, which is likely to be performed by a DPP Specialist.

B. Objectives of the assignment, Scope of Services, Tasks and Expected Deliverables

Overall Objectives and Scope of Services under the Assignment

The overall objectives of this assignment are :i) cost estimation of Tranche 3 project activities, ii) revision of existing revised DPP, and (iii) assistance in approval process of revised DPP.

6. Scope of Services

The DPP Specialist will be responsible for assisting SEIP Management in activities related to cost estimation of project activities and preparation and revision of DPP in accordance with the ADB's loan covenant and GOB's Guideline for formulation, revision and approval of development project proposal. In particular, the DPP Specialist will carry out the tasks detailed below, and other tasks as necessary:

- Consulting the provision of loan covenant and other relevant documents to identify the Tranche 3 activities;
- Listing out the activities to include in project document;
- Coordinating and consolidating the outputs of SEIP project team;
- Preparing cost table as per GOB format, project schedule and other contents of revised DPP in consultation with SEIP project team including the specialists;
- Carrying out data analyses required for generation of information for preparation of revised DPP;
- Preparing all annexures/appendices required for revised DPP;
- Developing revised DPP;
- Communicating and presenting formulated revised DPP to the SEIP project management ;
- Incorporating project team's input/comments in to the revised DPP;
- Addressing into the project document, the observations of Ministry/ies, Planning commission, ERD, IMED, ADB and others (if any) and keeping communication with other relevant stakeholders;
- Assisting in approval process of revised DPP;



- Assisting SEIP Management in resolving all issues related to project proposal document;
- Preparing Implementation Matrix of revised project activities;
- Conducting orientation of approved revised DPP (RDPP) and Implementation Matrix thereof and;
- Any other responsibilities assigned by the SEIP Management.

7. Reporting, Communication, and Time Schedules

- The DPP Specialist shall report to the Executive Project Director;
- Regular Communications with different levels of Management as required;
- S/he will submit report of project document preparation issues, if instructed;
- S/he shall give inputs to the preparation of project document preparation reports to be prepared by the management.
- S/he will prepare required status report as to his/her assignment.

8. Deliverables

- Inception Report after 15 working days of signing the contract;
- Preliminary draft of DPP after 60 working days of signing the contract;
- Draft of DPP after 90 working days of signing the contract;
- Draft Final after 105 working days of signing the contract;
- Final Version of DPP after 132 working days of signing the contract but never exceeds the total assignment period;

C. Minimum Qualifications and Experience

- Masters degree from any recognized university.
- 25 years experience in government/semi-government/autonomous organization(s).
- 10 years experience in formulation, revision and approval process of DPP.
- 03 years experience in preparation of DPP for development partner funded project (ADB funded project will add an advantage).
- Proven teamwork skills.
- Proficiency in standard desktop/laptop computer applications, including Word, Excel, PowerPoint, Access etc.

D. Assignment Duration and Payment Modalities

- Duration of the assignment: 132 working days over 9 months from the issuance of Notice to Proceed (NTP) (intermittent).
- Payment Schedule: Payment will be made proportion to the working day inputs. Local Taxes will be paid by the Executing Agency.
- Assignment Location: Field (SEIP Office, Dhaka)

E. Counterpart Support: As determined through negotiation