

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.sicip.gov.bd

Request for Expression of Interest

Ministry/Division	:	Ministry of Finance
Agency	:	Finance Division
Procuring Entity Name	:	Executive 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)
EOI Ref. No.	:	FD/SICIP/Proc./SD-2/58/2024/1950
Date	:	24/08/2025
KEY INFORMATION		
Procurement Sub-Method	:	Individual Consultants Selection (ICS)
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 Executive Program Director on or before 3.00 pm by 7 th September 2025 in sealed envelope clearly marked " <u>Expression on Interest for Selection of [Name of Position]</u> ". 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
Site Engineer (Civil)	1	<ul style="list-style-type: none"> Diploma in Civil Engineering or Bachelor's degree in Civil Engineering. 6 years proven work experience for Diploma Engineers and 3 years proven work experience for B.Sc Engineers on supervision of building complex. Proficiency in standard desktop/laptop computer applications, including AutoCAD, Word, Excel, PowerPoint etc. Strong communication and interpersonal skills 	The detail Scope of Work is stated in the Terms of Reference (ToR).
Site Engineer (Electrical)	2	<ul style="list-style-type: none"> Diploma in Electrical Engineering or Bachelor's degree in Electrical Engineering. 6 years proven work experience for Diploma Engineers and 3 years proven work experience for B.Sc Engineers on supervision of building complex. Proficiency in standard desktop/laptop computer applications, including AutoCAD, Word, Excel, PowerPoint etc. Strong communication and interpersonal skills 	The detail Scope of Work is stated in the Terms of Reference (ToR).
Other details (if applicable)		A copy of the detailed terms of reference (TOR) and necessary forms may be obtained at any time from the website of SICIP (www.sicip.gov.bd).	
Association with foreign firms		Not Applicable	
Eoi Detail Information			
Ref No	Phasing of Services	Location	Start Date
01	Single: Time Based	Dhaka	October, 2025
Completion Date			
As mentioned in the ToR.			
PROCURING ENTITY DETAILS			
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 th Floor), 71-72 Eskaton Garden, Ramna Dhaka-1000.	
Contact details of official Inviting EOI	:	Phone: +880255138753~5 Ext: 100 E-mail: epd@sicip.gov.bd	
The procuring entity reserves all the right to accept or reject any or all the EOIs without assigning any reasons whatsoever.			

Mohammed Walid Hossain

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

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Name of the Position: Site Engineer (Civil)

Terms of Reference (ToR)

A. Program Background

Finance Division, Ministry of Finance of the Government of Bangladesh is implementing the program titled "Skills for Industry Competitiveness and Innovation Program (SICIP)" with the financial assistance of the Asian Development Bank (ADB) to develop skilled workforce through advanced technical and competency-based training programs across the country. The SICIP will establish a complete quality assurance mechanism to facilitate collaborations between training institutes and industries which will ensure in developing human resources for the priority industry sectors.

Under the SICIP Program there is a scheme named Enhancing Institutional Capacity for Skills Monitoring and Management. The objective of this is to enhance institutional capacity for skills development and management by coordinating and monitoring all training and other activities under the SICIP program. Under the scheme the Skills Development Coordination and Monitoring Unit (SDCMU) has been established to serve as the Program Management Unit (PMU) of the SICIP Program. SICIP is now planning to engage 01 (one) Site Engineer (Civil) for the program management unit (SDCMU) on a competitive basis.

B. Assignment Location


Dhaka, Bangladesh with frequent travel requirements to different districts and training institutes outside Dhaka as and when required.

C. Overall Objectives and Scope of Services under the Assignment

Overall Objectives

The overall objective of this engagement is to manage and supervise the engineering construction sites to ensure quality of work by maintaining accuracy in respect to drawing-design.

Scope of Services

- Prepare construction work plan and monitor the progress of construction work in order to complete the work in time.
 - Regular supervise the contractors' activities, maintain the compliance of design and specifications of works.
 - Responsible for quality output of construction works as per BOQ, drawings, specification and requirements of the contract.
 - Maintain measurement book, prepare the bill of quantity, certification of bill and preparation of adjustment, if any.
 - Take steps to correct interpretation of construction drawings, and provide solution with the prior consultation.
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- Maintain stock register for materials, equipment, or labor to facilitate the construction work in a timely manner.
- Keep the records of design, drawing, layout and all kinds of material testing report by maintaining the sequence.
- Preparing of BOQ and specification of any new construction or renovation works.
- Any other official duties assigned by the supervisor.

D. Reporting, Communication, and Time Schedules

The Site Engineer shall report to the Assistant Executive Program Director (Program Management) and submit the following reports;

- Monthly progress report.
- Prepare Measurement book and contractors' bill.
- Quality control testing report (Field & Lab)
- Any other report required by the supervisor.

E. Minimum Qualifications and Experience

- Diploma in Civil Engineering or Bachelor's degree in Civil Engineering.
- 6 years proven work experience for Diploma Engineers and 3 years proven work experience for B.Sc Engineers on supervision of building complex.
- Proficiency in standard desktop/laptop computer applications, including AutoCAD, Word, Excel, PowerPoint etc.
- Strong communication and interpersonal skills

F. Assignment Duration and Payment Modalities

- Duration of the assignment: The duration of the contract shall be 24 Months from the date of commencement and may be extended based on the requirements and performance of the incumbent.
- Payment Schedule: Payment will be made on a monthly basis.
- Assignment Location: Field.

G. Counterpart Support: As determined through negotiation.



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Name of the Position: Site Engineer (Electrical)

Terms of Reference (ToR)

A. Program Background

Finance Division, Ministry of Finance of the Government of Bangladesh is implementing the program titled "Skills for Industry Competitiveness and Innovation Program (SICIP)" with the financial assistance of the Asian Development Bank (ADB) to develop skilled workforce through advanced technical and competency-based training programs across the country. The SICIP will establish a complete quality assurance mechanism to facilitate collaborations between training institutes and industries which will ensure in developing human resources for the priority industry sectors.

Under the SICIP Program there is a scheme named Enhancing Institutional Capacity for Skills Monitoring and Management. The objective of this is to enhance institutional capacity for skills development and management by coordinating and monitoring all training and other activities under the SICIP program. Under the scheme the Skills Development Coordination and Monitoring Unit (SDCMU) has been established to serve as the Program Management Unit (PMU) of the SICIP Program. SICIP is now planning to engage 02 (two) Site Engineers (Electrical) for the program management unit (SDCMU) on a competitive basis.

B. Assignment Location

Dhaka, Bangladesh with frequent travel requirements to different districts and training institutes outside Dhaka as and when required.

C. Overall Objectives and Scope of Services under the Assignment

Overall Objectives

The overall objective of this engagement is to manage and supervise the engineering construction sites to ensure quality of work by maintaining accuracy in respect to drawing-design.

Scope of Services

- Prepare construction work plan and monitor the progress of construction work in order to complete the work in time.
- Regular supervise the contractors' activities, maintain the compliance of design and specifications of works.
- Supervise all the electrical works including electrical supply to the building, setting standards, installation and commissioning of substation and generator, firefighting works, solar panel works and examine any materials to be used according to latest BNBC guidelines on construction quality management.
- Check the electrical drawings and systems including cable layout, installation of substation and power system of Buildings as per specifications.



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- Take steps to correct interpretation of construction drawings, and provide solution with the prior consultation.
 - Maintain stock register for materials, equipment, or labor to facilitate the construction work in a timely manner.
 - Ensure the quality of the electro-mechanical equipment and materials which will be used in sub-station room, generators, motors, training equipment of different trades, cables, electrical fittings, switches and sockets etc.
 - Ensure the overall power consumption system are determined and selected all the necessary control devices, cables appropriately;
 - Examine the specification of each of the equipment to be used for training purpose.
 - Responsible for quality output of construction works as per BOQ, drawings, specification and requirements of the contract
 - Preparing of BOQ and specification of any new construction or renovation works.
 - Maintain measurement book, prepare the bill of quantity, certification of bill and preparation of adjustment, in close coordination with SICIP.
 - Keep the records of design, drawing, layout and all kinds of material testing report by maintaining the sequence.
 - Any other official duties assigned by the supervisor.

D. Reporting, Communication, and Time Schedules

The Site Engineer shall report to the Assistant Executive Program Director (Program Management) and submit the following reports;

- Monthly progress report.
- Prepare Measurement book and contractors' bill.
- Quality control testing report (Field & Lab)
- Any other report required by the supervisor.

E. Minimum Qualifications and Experience

- Diploma in Electrical Engineering or Bachelor's degree in Electrical Engineering.
- 6 years proven work experience for Diploma Engineers and 3 years proven work experience for B.Sc Engineers on supervision of building complex.
- Proficiency in standard desktop/laptop computer applications; including AutoCAD, Word, Excel, PowerPoint etc.
- Strong communication and interpersonal skills

F. Assignment Duration and Payment Modalities

- Duration of the assignment: The duration of the contract shall be 24 Months from the date of commencement and may be extended based on the requirements and performance of the incumbent.
- Payment Schedule: Payment will be made on a monthly basis.
- Assignment Location: Field.

G. Counterpart Support: As determined through negotiation.

