

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) (Time-Based)
EOI Ref. No.	:	SICIP/Proc./S-3/SD-2/58/2024/1617
Date	:	21/07/2025
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 p.m. by 04 August 2025 in sealed envelope clearly marked " 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
National R&D Specialist	1	<ul style="list-style-type: none"> Master's degree in Engineering, Applied Sciences, Business Administration, Public Policy, Innovation Management, or related fields. At least 5 years of experience in applied research and development, industry innovation programs, or project management. Proven experience coordinating grants or other funding programs, preferably in collaboration between industry and academia. Familiarity with legal, regulatory, and compliance frameworks in Bangladesh. Strong communication, interpersonal and computer 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	Completion Date
01	Single: Time Based	Dhaka	September 2025	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 (Additional Secretary)
Skills for Industry Competitiveness and Innovation Program (SICIP)
Finance Division, Ministry of Finance,
Probashi Kallyan Bhaban (15th Floor), 71-72 Eskaton Garden, Ramna, Dhaka.

Name of the Position: National R&D Specialist

Terms of Reference (ToR)

A. Background and Objective of SICIP

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 a 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 development of human resources for the priority industry sectors.

More specifically, the outcome of the program will be an increased technology-oriented skilled workforce for priority and emerging industries across skill levels. The outcome will be measured by the following: (i) skilled workers across skill levels from basic to advanced technical skills produced for at least 10 priority and emerging industries with 65% job placement for new job seekers and (ii) women and people from socially disadvantaged groups with employable and/or life skills increased through specially targeted programs. The program is expected to benefit about 220,000 new and existing workers over a 6-year implementation period.

Under the SICIP Program, there is a scheme termed "Enhancing Institutional Capacity for Skills Monitoring and Management." The objective of the program 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.

The Bangladesh Industry Research Development and Innovation (BIRDI) Grants Program, supported by SICIP program and the Asian Development Bank and coordinated through the Skills Development Coordination and Monitoring Unit (SDCMU), aims to foster collaboration between industry and tertiary education institutions to co-develop innovative, market-driven solutions. This initiative aligns with Bangladesh's Vision 2041 and focuses on enhancing research, development and innovation capabilities, promoting sustainability, and driving economic diversification. The National Research, Development, and Innovation Specialist will oversee all operational aspects of the grants, ensuring effective coordination and management of the program's objectives and activities.

To achieve the objective of the program, SICIP is planning to engage a National R&D Specialist 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 of the Assignment

The Specialist will be responsible for coordinating the operationalization of the BIRDI Grants, ensuring that all stages of the grant process—from EOI to project implementation—are executed efficiently and in alignment with program guidelines.



D. Scope of Services under the Assignment

The Specialist will perform the following key tasks:

1. Grant Operational Coordination
 - Oversee the entire lifecycle of the grant process, including EOI, full grant application, assessment, and project implementation phases.
 - Manage the development and operationalization of online grant management system and ensure timely updates and compliance.
2. Stakeholder Engagement
 - Coordinate with industry partners, tertiary education institutions, government agencies, and industry associations to ensure collaboration.
 - Organize and facilitate workshops, information sessions, and training programs.
3. Compliance and Reporting
 - Ensure grant activities comply with legal, regulatory, compliance, and ethical guidelines.
 - Monitor project progress, ensuring timely submission of reports and adherence to milestones.
4. Assessment and Evaluation
 - Support the development and application of assessment matrices for EOIs and grant applications.
 - Coordinate the evaluation process and facilitate consensus meetings for finalizing grant approvals.
5. Capacity Building
 - Develop training materials and conduct capacity-building sessions for grant applicants and recipients.
 - Assist in mentoring grantees throughout the project lifecycle.
6. Promotion and Outreach
 - Support the marketing and promotion strategy of the BIRDI Grants to enhance visibility and encourage participation.
 - Engage with media and industry associations to promote successful grant outcomes.
7. Risk Management
 - Identify risks related to project implementation and develop mitigation strategies.

E. Deliverables

1. Monthly Progress Reports detailing activities, challenges, and milestones achieved.
2. EOI and Grant Application Assessment Reports summarizing evaluation outcomes and recommendations.
Workshop and Training Reports, including attendance, feedback, and outcomes.
3. Compliance and Risk Assessment Reports for ongoing projects.
4. Final Project Report summarizing grant outcomes, stakeholder feedback, and recommendations for future cycles.

F. Qualifications and Experience

1. Education:
 - Master's degree in Engineering, Applied Sciences, Business Administration, Public Policy, Innovation Management, or related fields.
2. Experience:



- At least 5 years of experience in applied research and development, industry innovation programs, or project management.
 - Proven experience coordinating grants or other funding programs, preferably in collaboration between industry and academia .
 - Familiarity with legal, regulatory, and compliance frameworks in Bangladesh.
3. Skills:
- Demonstrable understanding of translational R&D, research commercialization, and industry innovation
 - Strong project management and coordination skills.
 - Excellent communication and stakeholder engagement abilities.
 - Knowledge of sustainability practices and SDGs alignment.
4. Desirable:
- Experience working in partnership with industry or tertiary education contexts
 - Understanding of industry-academia partnerships and innovation ecosystems.

G. Assignment Duration and Payment Modalities

- Duration of the assignment: The duration of the contract shall be 12 Months from the date of commencement and may be extended up to the program end based on the requirements and performance of the incumbent.
- Payment Schedule: Payment will be made on a monthly basis.
- Assignment Location: Field.

H. **Counterpart Support:** As determined through negotiation.



Section 3. Application Forms

Form 3A: Application Submission Form

Form 3B: CV of the Applicant

Form 3C: Remuneration and Reimbursable

Form 3A. Application Submission

[Location: dd/mm/yy]

To:

[Name]

[Address of Client]

Dear Sirs:

I am hereby submitting my Application to provide the consulting Services for [Insert title of assignment] in strict accordance with your Request for Application dated [dd/mm/yy].

I declare that I was not associated, nor have been associated in the past, directly or indirectly, with a Consultant or any other entity that has prepared the design, specifications and others documents in accordance with Clause 5.

I further declare that I have not been declared ineligible by the Government of Bangladesh on charges of engaging in corrupt, fraudulent, collusive or coercive practices in accordance with Clause 4.

I undertake, if I am selected, to commence the consulting Services for the assignment not later than the date indicated in Clause 12.1.

I understand that you are not bound to accept any Application that you may receive.

I remain,

Yours sincerely,

Signature

Print name

Address:

Tel:

Attachment:

Form 3B. Curriculum Vitae (CV) of the Applicant

1	PROPOSED POSITION FOR THIS PROJECT :	<i>[From the Terms of Reference, state the position for which the Consultant will be engaged.]</i>			
2	NAME OF PERSON :	<i>[state full name]</i>			
3	DATE OF BIRTH :	<i>[dd/mm/yy]</i>			
4	NATIONALITY :				
5	MEMBERSHIP IN PROFESSIONAL SOCIETIES	<i>[state rank and name of society and year of attaining that rank].</i>			
6	EDUCATION	<i>[list all the colleges/universities which the Applicant attended, stating degrees obtained, and dates, and list any other specialised education of the Applicant].</i>			
7	OTHER TRAINING	<i>[indicate significant training since degrees under EDUCATION were obtained, which is pertinent to the proposed tasks of the Consultant].</i>			
8	LANGUAGES & DEGREE OF PROFICIENCY	<u>Language</u>	<u>Speaking</u>	<u>Reading</u>	<u>Writing</u>
		<i>e.g. English</i>	<i>Fluent</i>	<i>Excellent</i>	<i>Excellent</i>
9	COUNTRIES OF WORK EXPERIENCE				
10	EMPLOYMENT RECORD <i>[starting with present position list in reverse order every employment held and state the start and end dates of each employment]</i>	<i>[The Applicant should clearly distinguish whether as an "employee" of the firm or as a "Consultant" or "Advisor" of the firm].</i> <i>[The Applicant should clearly indicate the Position held and give a brief description of the duties in which the Applicant was involved].</i>			
	EMPLOYER 1	FROM: <i>[e.g. January 1999]</i>	TO: <i>[e.g. December 2001]</i>		
	EMPLOYER 2	FROM:	TO:		
	EMPLOYER 3	FROM:	TO:		

EMPLOYER 4 (etc)	FROM:	TO:
11 WORK UNDERTAKEN THAT BEST ILLUSTRATES THE CAPABILITY TO HANDLE THIS ASSIGNMENT	<i>[give an outline of experience and training most pertinent to tasks on this assignment, with degree of responsibility held. Use about half of a page A4].</i>	
12 COMPUTER SKILL		

CERTIFICATION

[Do not amend this Certification].

I, the undersigned, certify that (i) I was not a former employee of the Client immediately before the submission of this proposal, and (ii) to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Signature			
Print name			
Date of Signing dd / mm / yyyy			

Form 3C. Indicative Remuneration & Expenses

The Consultant should provide an indication of the remuneration as per the format shown below. This will not be used for evaluation of the Consultant's Application but solely for the purposes of Application Negotiations to be held as stated in **Clause 9.1** .

(1) Remuneration

Rate (per month / day / hour in Tk)	Staff Time (No. month / day / hour)	Total (Tk)

Note: A month consists of 30 calendar days.

(2) Reimbursable (as applicable)

	Rate per unit	Total unit	Total Amount (Tk)
(a) Per Diem Allowance			
(b) Air Travel Costs			
(c) Other Travel Costs (state mode of travel)			
(d) Communication charges			
(e) Reproduction of Reports			
(f) Other Expenses (<i>to be listed</i>)			
		Sub-total	

CONTRACT CEILING (1) + (2)	
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