

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.sicip.gov.bd](http://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/Indv.Consultant/SD-01/15/2023-24/1088
Date	:	21/05/2025
<b>KEY INFORMATION</b>		
Procurement Sub-Method	:	Individual Consultants Selection (ICS)
<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 Executive Program Director on or before 03.00 pm by 18 June 2025 in sealed envelope clearly marked " <b>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
Assistant Executive Program Director	1	<ul style="list-style-type: none"> <li>Master's in Economics, Finance, Accounting, Management, Social Studies, Public Administration, Natural Science, Public Policy or relevant subjects</li> <li>Engaged in active civil service at the Senior Assistant Secretary/Deputy Secretary position.</li> <li>At least 10 years' experience in civil service</li> <li>Experience in budget execution and monitoring processes will be preferred.</li> <li>Strong communication, interpersonal and computer skills.</li> </ul>	The detail Scope of Work is stated in the Terms of Reference (ToR).
Senior Architect	1	<ul style="list-style-type: none"> <li>Bachelor's degree in Architecture from a recognized and reputed university.</li> <li>Minimum 10 years of proven experience in architectural design and leadership roles in projects of similar nature, such as educational institutions, laboratories, hospitals, or commercial buildings.</li> <li>Recognition in design competitions under development partner-funded projects will be considered an added advantage.</li> <li>Proficiency in relevant design and office software, including AutoCAD, 3ds Max, SketchUp, Adobe Photoshop, Microsoft Word, Excel, PowerPoint, and Microsoft Access.</li> <li>Excellent communication and interpersonal skills, with the ability to work effectively with multidisciplinary teams and stakeholders.</li> </ul>	The detail Scope of Work is stated in the Terms of Reference (ToR).
Senior Structural Engineer	1	<ul style="list-style-type: none"> <li>Bachelor's degree in Civil Engineering from a recognized and reputed university.</li> <li>Minimum of 10 years of demonstrated experience in structural design and leadership roles for multi-storey building projects, including educational institutions, laboratories, commercial complexes, and hospitals.</li> <li>Proficient in structural analysis and design software, including STAAD Pro, ETABS, and AutoCAD, as well as project and office tools such as Microsoft Project, Word, Excel, PowerPoint, and Access.</li> <li>Excellent communication, interpersonal, and technical skills, with the ability to collaborate effectively across multidisciplinary teams.</li> </ul>	The detail Scope of Work is stated in the Terms of Reference (ToR).
Senior Electrical Engineer	1	<ul style="list-style-type: none"> <li>Bachelor's degree in Electrical Engineering from a recognized and reputable university.</li> <li>Minimum of 10 years of proven experience in the design of electrical and fire protection systems for multi-storey building complexes, including leadership roles in projects such as educational institutions, laboratories, commercial buildings, and similar infrastructure.</li> <li>Proficiency in relevant software and tools, including MATLAB, AutoCAD, Microsoft Project, Word, Excel, PowerPoint, and Access.</li> <li>Strong communication, technical, and interpersonal skills, with the ability to collaborate effectively across multidisciplinary teams.</li> </ul>	The detail Scope of Work is stated in the Terms of Reference (ToR).
Mobile Apps Developer	1	<ul style="list-style-type: none"> <li>Bachelor's degree in Computer Science and Engineering/Software Engineering.</li> <li>At least 7 years of experience in web and mobile app development.</li> <li>Proven experience in developing and maintaining web-based and mobile applications with PHP in Laravel Framework.</li> <li>Knowledge in Flutter is required.</li> <li>Experience developing RESTful APIs and API based integration with external services.</li> <li>Proficiency in working with Git repositories for version control.</li> <li>Strong communication and interpersonal skills.</li> </ul>	The detail Scope of Work is stated in the Terms of Reference (ToR).

Position	No.	Minimum Qualification and Experience	Responsibilities	
Assistant Programmer	1	<ul style="list-style-type: none"> <li>Bachelor's degree in Computer Science and Engineering/ Software Engineering.</li> <li>At least 3 years of experience in web and mobile app development.</li> <li>Working knowledge and solid understanding of microservices architecture</li> <li>Proven experience in developing and maintaining web-based applications with PHP in Laravel Framework.</li> <li>Proven experience in designing, developing and maintaining web-based application frontend with Angular and Vue Framework.</li> <li>Proven experience in developing and maintaining mobile applications.</li> <li>Knowledge in Flutter is required.</li> <li>Experience working on Bangladesh government projects will be considered an added advantage.</li> <li>Strong communication, interpersonal and leadership skills.</li> </ul>	The detail Scope of Work is stated in the Terms of Reference (ToR).	
Program Officer (Fund Management)	1	<ul style="list-style-type: none"> <li>Masters/MBA in Accounting/Finance from a reputed public/private university with CA(CC).</li> <li>At least 5 years of work experience in finance &amp; accounts and auditing of reputed public or private organizations.</li> <li>Experience in International Organizations or Development Partner Projects will be an advantage.</li> <li>Strong communication, interpersonal and computer skills.</li> </ul>	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 ( <a href="http://www.sicip.gov.bd">www.sicip.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	June, 2025	As mentioned in the ToR.
<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: <a href="mailto:epd@sicip.gov.bd">epd@sicip.gov.bd</a>		
<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.

**Name of the Position: Assistant Executive Program Director (Program Management)**

**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.

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 skill-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.

The Skills Development Coordination and Monitoring Unit (SDCMU) has been established to serve as the Program Management Unit (PMU) of the SICIP Program. 2 (Two) Assistant Executive Program Directors (Program Management) will be appointed for the 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. Scope of Services**

The Assistant Executive Program Director (Program Management) will carry out the tasks detailed below, and other tasks as necessary:

- Assist the Deputy Executive Program Director and Executive Program Directors in the implementation of the program and supervision of the civil construction works under SICIP Program.
- Any other task assigned by the Executive Program Director in relevance to effective program implementation.



**D. Minimum Qualifications and Experience**

- Engaged in active civil service at the Senior Assistant Secretary/Deputy Secretary position.
- Master's in Economics, Finance, Accounting, Management, Social Studies, Public Administration, Natural Science, Public Policy or relevant subjects
- At least 10 years' experience in civil service
- Experience in budget execution and monitoring processes will be preferred.
- Strong communication, interpersonal and computer skills.

**E. Assignment Duration and Payment Modalities**

- Duration of the assignment: 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 monthly basis.
- Assignment Location: Field

A handwritten signature in black ink, appearing to read "S. R. P. M.", is located at the bottom center of the page.

**Package No. SD-2**

**Package Name: Recruitment of Senior Architect**

**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 Scheme 3: 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. In this regard, SICIP is now planning to engage a Senior Architect under Package SD-2 to prepare detailed architectural design and drawings including parts of feasibility reports for IBA EDC building on a competitive basis.

**B. Assignment Location**

IBA, Dhaka University, Dhaka, Bangladesh

**C. Overall Objectives and Scope of Services under the Assignment**

**Overall Objectives**

To prepare detailed architectural designs and working drawings for the proposed **IBA EDC Building**, ensuring compliance with national (BNBC-2020) and international codes and standards. The design should emphasize climate resilience, energy efficiency, and aim for green building certifications where feasible.

**Scope of Services**

The **Senior Architect** will be responsible for preparing detailed architectural designs and comprehensive working drawings for the proposed **IBA EDC building**. This includes coordination with relevant stakeholders, including SICIP, IBA and other Consultants, to ensure high-quality deliverables suitable for tender documentation. The key responsibilities include, but are not limited to:

- Prepare all preliminary and detailed architectural designs and drawings for new construction and renovation, in compliance with the latest BNBC and applicable international codes, standards, and best practices.



- Conduct digital surveys and generate accurate site layout plans to determine optimal building placement.
- Develop conceptual 3-D models with multiple design options, incorporating local context and environmental factors.
- Produce floor plans, sections, elevations, and detailed architectural drawings to professional standards.
- Integrate climate-resilient features and strive to meet green building standards, including LEED certification where feasible.
- Incorporate occupational safety and ensure efficient functional layouts within the facility design.
- Coordinate closely with relevant authorities, including SICIP and IBA, throughout all stages of design and documentation.
- Prepare high-quality 3D images and animations covering elevations from all sides and roof-top.
- Provide internal 3D animations illustrating floor plans, toilet layouts, staircases, fire exits, and shared spaces.
- Recommend durable, cost-effective, environmentally sustainable, and user-friendly finishing materials.
- Develop Request for Inspection (RFI) checklists to support construction supervision of new and existing building elements.
- Collaborate with structural, electrical, and mechanical consultants, as well as SICIP and other stakeholders, to ensure integrated and high-quality design solutions.
- Conduct at least one site supervision visit per month, or as required by SICIP, during the construction phase.
- Resolve any architectural discrepancies or issues that arise during construction.
- Accommodate visits by SICIP-authorized officials to the consultant's office for review of ongoing work.
- Present all deliverables to SICIP and revise them as required based on feedback.
- Prepare technical specification, material specification, estimated cost and BOQ as per latest PWD Schedule of Rates for tendering process.
- Perform any additional tasks assigned by SICIP related to architectural design, drawings, or cost estimation.

**D. Expected Deliverables and Timeline:**

Sl.	Deliverables	Quantity	Timeline for Deliverables	Report Format
1	Inception report (Methodology of the study GANTT chart) and Digital survey report	03 Nos	Within 15 days from the Contract Signing	PDF, Word
2	3D perspective, Detail architectural drawings including floor layouts and all required sections and elevations.	03 Nos	Within 4 Months from the Contract Signing	Auto cad. PDF
3	BOQ and technical specifications for the materials and works, Completion report including design data	03 Nos	Within 6 Months from the Contract Signing	Excel, PDF, Word
4	Final Construction supervision report.	03 Nos.	After successful completion of construction work	Auto cad. PDF

**E. Minimum Qualifications and Experience**



- Bachelor's degree in Architecture from a recognized and reputed university.
- Minimum 10 years of proven experience in architectural design and leadership roles in projects of similar nature, such as educational institutions, laboratories, hospitals, or commercial buildings.
- Recognition in design competitions under development partner-funded projects will be considered an added advantage.
- Proficiency in relevant design and office software, including AutoCAD, 3ds Max, SketchUp, Adobe Photoshop, Microsoft Word, Excel, PowerPoint, and Microsoft Access.
- Excellent communication and interpersonal skills, with the ability to work effectively with multidisciplinary teams and stakeholders.

**F. Assignment Duration and Payment Modalities**

- Duration of the assignment: 6 months from the signing of contract (intermittent).
- Payment Schedule: Payments will be made in installments based on the successful submission and approval of deliverables by SDCMU, as outlined below:

Installment	Deliverables	Payment (%)
1 <sup>st</sup>	Inception Report and Digital Survey Report	20%
2 <sup>nd</sup>	3D perspective, Detail architectural drawings including floor layouts and all required sections and elevations.	40%
3 <sup>rd</sup>	BOQ, Technical Specifications, and Completion Report (including design data)	30%
4 <sup>th</sup>	Final Construction Supervision Report	10%

**G. Responsibilities of the Client**

To submit all relevant documents that is needed to prepare architectural drawing and design of new and existing structure.

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



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**Package No. SD-2**

**Package Name: Recruitment of Senior Structural Engineer**

**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 Scheme 3: 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. In this regard, SICIP is now planning to engage a Senior Structural Engineer under Package SD-2 to prepare detailed engineering design and drawings including parts of feasibility reports for IBA EDC Building on a competitive basis.

**B. Assignment Location**

IBA, Dhaka University, Dhaka, Bangladesh

**C. Overall Objectives and Scope of Services under the Assignment**

**Overall Objectives**

The primary objective of this assignment is to prepare comprehensive structural and plumbing designs and associated detailed working drawings for the IBA EDC Building, in accordance with applicable national (BNBC-2020) and international building codes, standards, and best practices. The designs shall incorporate features that enhance climate resilience, sustainability, and long-term structural integrity to the greatest extent possible.

**Scope of Services**

The **Senior Structural Engineer** will be responsible for preparing detailed structural designs and working drawings for the **IBA EDC Building**, in compliance with applicable national (BNBC-2020) and international codes and standards. The engineer will coordinate with SICIP, IBA, Other Consultants and other relevant authorities to ensure that high-quality, climate-resilient, and buildable designs are included in the bidding documents. Key responsibilities include, but are not limited to:



- Prepare preliminary and detailed structural designs and drawings for new construction and renovation works, adhering to relevant national (BNBC-2020) and international codes, standards, and best practices.
- Conduct necessary subsoil investigations and prepare a comprehensive geotechnical report to inform the structural design.
- Develop and analyze structural models that reflect local conditions to ensure safety, integrity, and performance.
- Prepare detailed structural layouts, including foundation plans, floor slabs, column layouts, beam sections, and elevations, etc. to professional standards.
- Submit a Structural Model (ETABS file), **Design Report** and **Load Bearing Certificate**.
- Integrate **climate-resilient features** to support sustainable design goals and contribute toward **LEED certification** where feasible.
- Design plumbing and water management systems, including: Water supply layouts, Septic tank details, Rainwater harvesting systems (RHS), Internal and external drainage systems, etc.
- Design the appropriate pump and/or motor to run the water supply system smoothly.
- Design a **Sewerage Treatment Plant (STP)** if required.
- Prepare a **Solid Waste Management Plan** (if required) aligned with environmental best practices.
- Ensure integration of occupational safety and functional efficiency in all structural and utility layouts.
- Maintain ongoing coordination with SICIP, IBA, other Consultants and relevant stakeholders during all phases of design to ensure integrated and optimized design solutions.
- Prepare technical specification, material specification, detailed cost estimates and BOQ as per latest PWD Schedule of rates for both new construction and renovation works.
- Resolve any structural discrepancies that arise during construction of new or existing buildings.
- Specify required lab and field testing protocols for construction materials and structural components.
- Prepare **Request for Inspection (RFI)** checklists for supervision of key structural elements.
- Develop a **comprehensive safety guideline** for construction teams, including measures for environmental protection (noise, air, water, and soil pollution control).
- Facilitate visits by SICIP-authorized personnel to the consultant's office for design status reviews.
- Present all design deliverables to SICIP and revise them as necessary based on feedback.
- Conduct **at least one site supervision visit per month**, or as required by SICIP, during the construction phase.
- Perform any additional tasks assigned by SICIP related to structural design, documentation, and cost estimation.

**D. Expected Deliverables and Timeline:**

Sl.	Deliverables	Quantity	Timeline for Deliverables	Report Format
1	Inception report (Methodology of the study, GANTT chart) and Soil test report	03 Nos	Within 15 days from the Contract Signing	PDF, Word
2	Detailed Structural drawings and Design Report including ETABS model	03 Nos	Within 4 Months from the Contract Signing	Auto cad. PDF
3	Plumbing & Drainage drawings	03 Nos	Within 5 Months from the Contract Signing	Auto cad. PDF

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Sl.	Deliverables	Quantity	Timeline for Deliverables	Report Format
4	Cost estimate, BOQ and technical specifications for the materials and works, Completion report including design data	03 Nos	Within 6 Months from the Contract Signing	Excel, PDF, Word
5	Final Construction supervision report.	03 Nos.	After successful completion of construction work	Auto cad. PDF

**E. Minimum Qualifications and Experience**

- Bachelor's degree in Civil Engineering from a recognized and reputed university.
- Minimum of 10 years of demonstrated experience in structural design and leadership roles for multi-storey building projects, including educational institutions, laboratories, commercial complexes, and hospitals.
- Proficient in structural analysis and design software, including STAAD Pro, ETABS, and AutoCAD, as well as project and office tools such as Microsoft Project, Word, Excel, PowerPoint, and Access.
- Excellent communication, interpersonal, and technical skills, with the ability to collaborate effectively across multidisciplinary teams.

**F. Assignment Duration and Payment Modalities**

- Duration of the assignment: 6 months from the signing of contract (intermittent).
- Payment Schedule: Payments will be made in installments based on the successful submission and approval of deliverables by SDCMU, as outlined below:

Installment	Deliverables	Payment (%)
1st	Inception report and Soil test report	15%
2nd	Detailed Structural drawings and Design Report including ETABS model	30%
3rd	Plumbing & Drainage drawings	25%
4th	Cost estimate, BOQ and technical specifications for the materials and works, Completion report including design data	20%
5th	Final Construction Supervision Report	10%

**G. Responsibilities of the Client**

To submit all relevant documents that is needed to prepare structural drawing and design of new and existing structure.

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



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**Package No. SD-2**

**Package Name: Recruitment of Senior Electrical Engineer**

**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 Scheme 3: 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. In this regard, SICIP is now planning to engage a Senior Structural Engineer under Package SD-2 to prepare detailed electrical design and drawings including parts of feasibility reports for IBA EDC Building on a competitive basis.

**B. Assignment Location**

IBA, Dhaka University, Dhaka, Bangladesh

**C. Overall Objectives and Scope of Services under the Assignment**

**Overall Objectives**

The primary objective of this assignment is to prepare detail electrical, fire-fighting, security and surveillance design and associated detailed working drawings for the IBA EDC Building, in accordance with applicable national (BNBC-2020, FSCD rules and regulations) and international (NFPA, IEEE) building codes, standards, and best practices. The designs shall incorporate features that enhance climate resilience, sustainability, and long-term structural integrity to the greatest extent possible.

**Scope of Services**

The **Senior Electrical Engineer** will be responsible for delivering comprehensive electrical and electro-mechanical system designs for the proposed **IBA EDC Building**, in line with national (BNBC-2020, FSCD rules and regulations) and international (NFPA, IEEE) standards. S/he will coordinate with SICIP, IBA, other Consultants and other relevant stakeholders to ensure the



inclusion of efficient, sustainable, and safety-compliant designs in the bidding documents. Key responsibilities include, but are not limited to:

- Prepare all preliminary and detailed electrical and electro-mechanical designs and drawings for new construction and renovation works, ensuring compliance with national (BNBC) and international codes, standards, and best practices.
- Conduct site-based electrical surveys and develop feasibility and assessment reports to guide system design.
- Develop and evaluate multiple system design options based on local context, ensuring electro-mechanical compatibility and integrity.
- Calculate electrical load requirements for each floor and determine appropriate power supply systems for both new and existing facilities.
- Prepare detailed electrical and electro-mechanical layout drawings, sections, and elevations in a professionally standardized format.
- Incorporate **climate-resilient** features and aim to meet **green building** and **LEED certification** standards where feasible.
- Design air-conditioning and **HVAC systems**, ensuring energy efficiency and comfort.
- Design the appropriate elevator size as per applicable codes.
- Prepare fire safety system drawings, including **fire detection, suppression**, and emergency power supply integration.
- Design solar system as per the requirement of the electricity supply authority (e.g.: DPDC, DESCO, BREB, PDB or other).
- Develop detailed **fire evacuation plans**, highlighting emergency exits, routes, and assembly points for each floor.
- Design and prepare drawings for **CCTV surveillance systems** to ensure effective security coverage.
- Prepare comprehensive **ICT infrastructure designs**, including Wi-Fi, LAN, PABX, and telephone systems.
- Integrate occupational safety features and optimize layout efficiency in all electrical and electro-mechanical designs.
- Maintain regular coordination with SICIP, IBA, other Consultants and relevant authorities throughout the design process to ensure seamless design integration.
- Prepare technical specification, material specification, detailed cost estimates and BOQ as per latest PWD Schedule of Rates for both new installations and renovation works.
- Resolve any electrical design issues or discrepancies that arise during construction of the new or existing facilities.
- Specify necessary **laboratory and field testing** procedures for electrical equipment, systems, and wiring installations.
- Develop **Request for Inspection (RFI)** checklists to support supervision of electrical components during construction.
- Prepare comprehensive **safety guidelines** for contractors and site personnel, including environmental mitigation measures to reduce noise, air, water, and soil pollution.
- Facilitate visits by SICIP-authorized personnel to the consultant's office for design reviews and updates.
- Present all design deliverables to SICIP, incorporating revisions as required.
- Conduct **at least one site supervision visit per month**, or as required by SICIP, during the construction phase.
- Perform any other tasks assigned by SICIP related to electrical and electro-mechanical design, documentation, or cost estimation.



**D. Expected Deliverables and Timeline:**

Sl.	Deliverables	Quantity	Timeline for Deliverables	Report Format
1	Prepare inception report (Methodology of the study, GANTT chart)	03 Nos	Within 15 days from the Contract Signing	PDF, Word
2	Prepare detailed Electrical drawings	03 Nos	Within 4 Months from the Contract Signing	Auto cad. PDF
3	Prepare Fire fighting and Security & Surveillance drawings	03 Nos	Within 5 Months from the Contract Signing	Auto cad. PDF
4	Prepare cost estimate, BOQ and technical specifications for the materials and works, Completion report including design data	03 Nos	Within 6 Months from the Contract Signing	Excel, PDF, Word
5	Final Construction supervision report.	03 Nos.	After successful completion of construction work	Auto cad. PDF

**E. Minimum Qualifications and Experience**

- Bachelor's degree in Electrical Engineering from a recognized and reputable university.
- Minimum of 10 years of proven experience in the design of electrical and fire protection systems for multi-storey building complexes, including leadership roles in projects such as educational institutions, laboratories, commercial buildings, and similar infrastructure.
- Proficiency in relevant software and tools, including MATLAB, AutoCAD, Microsoft Project, Word, Excel, PowerPoint, and Access.
- Strong communication, technical, and interpersonal skills, with the ability to collaborate effectively across multidisciplinary teams.

**F. Assignment Duration and Payment Modalities**

- Duration of the assignment: 6 months from the signing of contract (intermittent).
- Payment Schedule: Payments will be made in installments based on the successful submission and approval of deliverables by SDCMU, as outlined below:

Installment	Deliverables	Payment (%)
1st	Inception report	15%
2 <sup>nd</sup>	Detailed Electrical drawings	30%
3 <sup>rd</sup>	Fire fighting and Security & Surveillance drawings	25%
4 <sup>th</sup>	Cost estimate, BOQ and technical specifications for the materials and works, Completion report including design data	20%
5 <sup>th</sup>	Final Construction Supervision Report	10%

**G. Responsibilities of the Client**

To submit all relevant documents that is needed to prepare structural drawing and design of new and existing structure.

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



**Name of the Position: Mobile Application Developer**

**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.

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 skill-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 titled Enhancing Institutional Capacity for Skills Monitoring and Management and the objective of the scheme is to enhance institutional capacity for skills development and management by coordinating and monitoring all training and other skills related activities under the SICIP program. It may be mentioned that 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 a Mobile Application Developer through a lump sum contract for the program management unit (SDCMU) on a competitive basis.

**B. Scope of the Services under the Assignment**

The Mobile Application Developer will not be stationed at SICIP SDCMU Office and will work under direct supervision of Executive Program Director. More specifically, the detailed tasks of Mobile Application Developer are mentioned below:

- Understand the requirement of required four mobile applications for
  - Field Visit and Monitoring Apps
  - TI Assessment Apps
  - Internal Office Communication Apps
  - Store and Inventory management Apps
- Develop mobile applications, web portals as per requirement from the procuring entity.
- Design and implement scalable, high-performance software solutions.
- Preparing BRS, SRS, Code Documentation of applications.
- Perform Load and Security test.
- Assist in qualifying the apps in google and apple app stores.



**C. Deliverables**

- BRS, SRS of four web and mobile applications.
- Working web-based admin panel.
- Working mobile apps for android and ios.
- Assist in qualifying the apps in google and apple app stores.
- Assist in setting up development environment.
- Source codes for all applications.
- Coding and Database Documentation.

**D. Minimum Qualifications and Experience**

- Bachelor’s degree in Computer Science and Engineering/Software Engineering.
- At least 7 years of experience in web and mobile app development.
- Proven experience in developing and maintaining web-based and mobile applications with PHP in Laravel Framework.
- Proven experience in developing and maintaining mobile applications.
- Knowledge in Flutter is required.
- Strong understanding of MVC and other standard software architectures.
- Experience developing RESTful APIs and API based integration with external services.
- Strong knowledge of SQL and relational databases like PostgreSQL and MySQL along with ORM frameworks like Hibernate.
- Familiarity with authentication protocols (OAuth2, JWT, LDAP, SAML) and enterprise security best practices.
- Experience of utilizing caching, session storage, and improving application performance is preferred.
- Proficiency in working with Git repositories for version control.
- Knowledge of CI/CD pipelines is a plus.
- Strong communication and interpersonal skills.

**E. Contract Type & Assignment Duration**

This is a lump sum contract. The duration of the contract shall be 06 Months from the date of commencement.

**F. Payment Modalities**

Payment will be made as per below deliverables.

Sl. No.	Deliverables	Payment
1.	Submission of Inception Report accepted by the Procuring Entity	10% of the Contract Value.
2.	Submission of Each Web and Mobile Application accepted by the Procuring Entity (Total 04 Web and Mobile Application)	For 04 Web and Mobile Application total 80% of Contract Value. (20% of the Contract Value will be paid against each web and mobile application accepted by the Procuring Entity)
3.	Final Report and Others source code with related all documents accepted by the Procuring Entity	10% of the Contract Value.

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



**Name of the Position: Assistant Programmer**

**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.

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 skill-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 titled Enhancing Institutional Capacity for Skills Monitoring and Management and the objective of the scheme is to enhance institutional capacity for skills development and management by coordinating and monitoring all training and other skills related activities under the SICIP program. It may be mentioned that 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 an Assistant Programmer 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. Scope of the Services under the Assignment**

The Assistant Programmer will be stationed at SICIP SDCMU Office and will work under direct supervision of Executive Program Director. More specifically, the detailed tasks of Assistant Programmer are mentioned below:

- Understand, maintain and enhance existing web-based PHP applications.
- Develop mobile applications, web portals as required.
- Design and implement scalable, high-performance software solutions.
- Code review, refactor and improve quality of code in existing application.
- Perform Load and Security test.



- Perform basic DevOps functionalities to ensure good performance.
  - Provide timely troubleshooting and technical support for users across different departments or units.
- Performing duties as and when required by the Executive Program Director.

**D. Minimum Qualifications and Experience**

- Bachelor's degree in Computer Science and Engineering/ Software Engineering.
- At least 3 years of experience in web and mobile app development.
- Working knowledge and solid understanding of microservices architecture
- Proven experience in developing and maintaining web-based applications with PHP in Laravel Framework.
- Proven experience in designing, developing and maintaining web-based application frontend with Angular and Vue Framework.
- Proven experience in developing and maintaining mobile applications.
- Knowledge in Flutter is required.
- Strong understanding of MVC and other standard software architectures.
- Working knowledge of WebSocket is required for real-time data communication features
- Strong knowledge of SQL and relational databases like PostgreSQL and MySQL along with ORM frameworks like Hibernate.
- Strong knowledge of writing complex database queries with and without eloquent is required.
- Working and managing experience with large databases is required.
- Experience in using database console for various operation like backup and restore.
- Experience of utilizing caching and improving application performance is preferred.
- Proficiency in working with Git repositories for version control.
- Knowledge of CI/CD pipelines and deployments across dev, staging, and production environments is a plus.
- Experience working on Bangladesh government projects will be considered an added advantage.
- Experience in managing and maintaining UNIX/Linux based servers will be a plus.
- Strong communication, interpersonal and leadership skills.

**E. 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

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



**Name of the Position: Program Officer (Fund Management)**

**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.

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 skill-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 titled Enhancing Institutional Capacity for Skills Monitoring and Management and the objective of the scheme is to enhance institutional capacity for skills development and management by coordinating and monitoring all training and other skills related activities under the SICIP program. It may be mentioned that 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 2 Program Officers (Fund Management) 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. Scope of the Services under the Assignment**

The Program Officers (Fund Management) will carry out the tasks outlined below:

- Work under the guidance of Deputy Executive Program Director (Fund Management) of SICIP.
- Conduct internal audit of the PIUs, Public/Private Training Institutes under the Program.
- Visit frequently PIUs and training institutions with a checklist & Financial Management guideline to verify whether these are followed and complied with.



- Check whether the set financial management procedures and guidelines specified in the FM Manual and Business Plan are followed properly.
- Verify whether the expenses incurred are in line with the budgets and for the purposes of SICIP training programs
- Verify the books of accounts to check whether transactions are recorded regularly and vouchers are preserved properly;
- Prepare visit report and submit it to the Executive Program Director of SICIP for corrective measures.
- Perform any other task assigned by the authority from time to time to ensure the effective implementation of the SICIP Program.
- Assist in the procurement process as per PPR 2008, PPA 2006 and ADB guideline and follow up.
- Monitoring of VAT & Tax deduction.
- Costing and Financial Analysis.
- Budget, Budgetary control and budget variance Monitoring.
- Performing duties as and when required by the Executive Program Director.

**D. Minimum Qualifications and Experience**

- Masters/MBA in Accounting/Finance from a reputed public/private university with CA(CC).
- At least 5 years of work experience in finance & accounts and auditing of reputed public or private organizations.
- Experience in International Organizations or Development Partner Projects will be an advantage.
- Strong communication, interpersonal and computer skills.

**E. Assignment Duration and Payment Modalities**

- Duration of the assignment: 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

**F. 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:

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[Name]  
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[Address of Client]  
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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>[The Applicant should clearly distinguish whether as an "employee" of the firm or as a "Consultant" or "Advisor" of the firm].</i>			
	<i>[starting with present position list in reverse order <b>every employment held and state the start and end dates of each employment]</b></i>	<i>[The Applicant should clearly indicate the Position held and <b>give a brief description of the duties</b> 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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