

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 EOI Ref. No.	:	Individual Consultant (National) (Time-Based) FD/SICIP/Proc./SD-02/58/2024/270
Date	:	29/01/2025
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 4.00 pm by 11 February 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	
Process Expert	4	<ul style="list-style-type: none"> Master's degree in any discipline or a Bachelor of Science in Engineering in any discipline. At least 10 years of experience in developing Competency Standards, CBLMs, and Assessment Tools. Proven track record of developing a minimum of 20 Competency Standards and related training materials. Familiarity with the Competency-Based Training and Assessment (CBT&A) system. 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	March 2024	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.

Name of the Position: Process Experts

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 04 (four) Process Experts on a competitive basis who will be responsible for developing draft Competency Standards, Competency-based Learning Materials (CBLMs), and Assessment Tools, and these materials will facilitate SICIP-supported training institutes to use in the implementation of the training programs.

B. Assignment Location

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

C. Overall Objective of the Assignment

The Process Experts will facilitate the development and revision of Competency Standards, Competency-based Learning Materials (CBLMs) and Assessment Tools for the occupations of ten (10) industry sectors¹ by

¹ RMG, Textile, Construction, IT, Shipbuilding, Leather and Footwear, Tourism and Hospitality, Electronics, Auto mechanics, Light Engineering

Dr.

- Engaging with occupation-specific experts to gather and synthesize detailed information and process the information to develop skill sets
- Completing a draft in a standardized Competency Standard Template to define skill sets, tasks, performance criteria, and learning outcomes
- Ensuring all materials align with industry needs and standards.

D. Scope of the Services under the Assignment

The Process Expert will be responsible for the following:

- **Engaging with Occupation-Specific Experts:**
 - Identify and collaborate with experts in relevant occupation(s).
 - Conduct structured discussions or meetings to extract detailed information on skill requirements, key tasks, and responsibilities.
- **Information Extraction and Structuring:**
 - Analyze and synthesize insights from occupation-specific experts.
 - Break down tasks into measurable skills and performance criteria.
- **Template Completion:**
 - Use the Prescribed Competency Standard Template to document.
 - Development of Unit of Competencies, Unit Descriptor, Elements of Competencies, and Performance Criteria in three areas of competencies (Generic, Sector-specific, and Occupation-specific).
 - Identification of Range of Variables and outline them in the Performance Criteria and separate the variables with corresponding Ranges.
 - Development of Evidence Guide with detailed Underpinning Knowledge, Skills, and Attitudes.
 - Development of an Assessment guide for each of the Unit Competencies.
- **Development and Validation:**
 - Present the draft Competency Standards to the SICIP CS Development Committee for review and further development.
 - Revise based on feedback from the Committee and Occupation-specific Experts and Academicians to ensure accuracy and alignment with industry needs.
- **Finalization:**
 - Submit the finalized Competency Standard for approval for the integration into training programs
- **Revising Existing Standards:**
 - Work with the SICIP CS Development Committee to revise and update CSs developed and implemented in the training programs under the SEIP project

The Process Experts will also develop Competency-Based Learning Materials (CBLMs) and Assessment Tools based on the Competency Standards and submit them to the SICIP CS Development Committee for review. Based on the feedback of the Committee, the Process Experts will finalize all the documents mentioned.

E. Deliverables

- **Development** : 50 new Competency Standards along with CBLMs, Assessment Tools, fully drafted and finalized
- **Revision** : 80 existing Competency Standards(CSs), CBLMs, and Assessment Tools reviewed and updated.

F. Minimum Qualifications and Experience

- Master's degree in any discipline or a Bachelor of Science in Engineering in any discipline.
- At least 10 years of experience in developing Competency Standards, CBLMs, and Assessment Tools.
- Proven track record of developing a minimum of 20 Competency Standards and related training materials with documentary evidences.
- Familiarity with the Competency-Based Training and Assessment (CBT&A) system.
- Strong communication, interpersonal and computer skills.

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 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>[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 [every employment held and state the start and end dates of each employment]</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**. Finally after negotiation **Remuneration & Reimbursable will be part of fixed lump-sum amount as per agreed deliverable in the contract.**

(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)	
----------------------------	--