

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.seip-fd.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.	:	FD/SICIP/SD-2
Date	:	7/01/2025
KEY INFORMATION		
Procurement Sub-Method	:	Selection of Individual Consultants (SIC)
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 National Program Director on or before 4.00 pm by 21 January 2024 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	
Junior Internal Audit Specialist	1	<ul style="list-style-type: none"> Masters/MBA in Accounting/Finance or relevant discipline from a public/reputed private university At least 15 years of job experience in financial management & accounting in reputed public or private organizations At least 05 years working experience in auditing and report writing Working Experience with development partner funded projects or multinational company/organization will be an added advantage Must be a Team player Strong communication skills in English and Bangla Proficiency in computer applications and report writing. 	<ul style="list-style-type: none"> The Junior Internal Audit Specialist will be responsible for assisting SICIP Program activities related to internal audit and control. In particular, the Junior Internal Audit Specialist will carry out the tasks detailed below: Under the guidance of Executive Program Director of SICIP, he/ she will help to make sure that the design and operating effectiveness of control activities and procedures are in place to ensure compliance with SICIP policies He/ She will evaluate the activities of Program Implementation Units (PIUs) and Training Institutes (TI) under SICIP to ensure those meet obligations of MoU & Business Plan He/ She will help to provide relative assurance on the effectiveness and efficiency of SICIP operations including achievement of DLI targets and safeguarding resources against loss He/ she will identify the risks that could affect the program and also create plans to control and track them He/she will help the team leader to prepare the internal audit report after completing each assignment Perform any other task assigned by the management from time to time to ensure the effective implementation of the SICIP Program. 	
Other details (if applicable)	Applicants must agree to work on lien (in case of govt. employee). 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) and Finance Division (www.mof.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	February 2025	January 2027
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: Junior Internal Audit Specialist

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 named Enhancing Institutional Capacity for Skills Monitoring and Management. The objective of this Scheme-3 is to enhance institutional capacity for skills development and management by coordinating 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) Junior Internal Audit Specialist for the program management unit (SDCMU) on a competitive basis. The location of the assignments, qualifications and required experiences are as follows:

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 overall objective of this assignment is to improve and add value to the risk assessment with management of risk as well as overseeing the control procedures of SICIP program.

D. Scope of Services

The Junior Internal Audit Specialist will be responsible for assisting SICIP Program activities related to internal audit and control. In particular, the Junior Internal Audit Specialist will carry out the tasks detailed below:



- Under the guidance of Executive Program Director of SICIP, he/ she will help to make sure that the design and operating effectiveness of control activities and procedures are in place to ensure compliance with SICIP policies
- He/ She will evaluate the activities of Program Implementation Units (PIUs) and Training Institutes (TI) under SICIP to ensure those meet obligations of MoU & Business Plan
- He/ She will help to provide relative assurance on the effectiveness and efficiency of SICIP operations including achievement of DLI targets and safeguarding resources against loss
- He/ she will identify the risks that could affect the program and also create plans to control and track them
- He/she will help the team leader to prepare the internal audit report after completing each assignment
- Perform any other task assigned by the management from time to time to ensure the effective implementation of the SICIP Program.

E. Reporting, Communication, and Time Schedules

- The Junior Internal Audit Specialist shall report to the Executive Program Director
- Regular Communications with Internal audit specialist for the preparation of internal audit plan, its implementation and reporting
- Also communicate with all other specialists and different levels of Management as required
- S/he will submit concurrence/performance/financial reports.

F. Minimum Qualifications and Experience

- Masters/MBA in Accounting/Finance or relevant discipline from a public/reputed private university
- At least 15 years of job experience in financial management & accounting in reputed public or private organizations
- At least 05 years working experience in auditing and report writing
- Working Experience with development partner funded projects or multinational company/organization will be an added advantage
- Must be a Team player
- Strong communication skills in English and Bangla
- Proficiency in computer applications and report writing.

G. Assignment Duration and Payment Modalities

- Duration of the assignment: The duration of the contract shall be 12 (twelve) 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.

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	<table style="width: 100%; border: none;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;"><u>Language</u></th> <th style="text-align: left; border-bottom: 1px solid black;"><u>Speaking</u></th> <th style="text-align: left; border-bottom: 1px solid black;"><u>Reading</u></th> <th style="text-align: left; border-bottom: 1px solid black;"><u>Writing</u></th> </tr> </thead> <tbody> <tr> <td style="padding-left: 20px;"><i>e.g. English</i></td> <td style="padding-left: 20px;"><i>Fluent</i></td> <td style="padding-left: 20px;"><i>Excellent</i></td> <td style="padding-left: 20px;"><i>Excellent</i></td> </tr> </tbody> </table>	<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>				
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<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>	<p><i>[The Applicant should clearly distinguish whether as an "employee" of the firm or as a "Consultant" or "Advisor" of the firm].</i></p> <p><i>[The Applicant should clearly indicate the Position held and give a brief description of the duties in which the Applicant was involved].</i></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 40%; vertical-align: top;">EMPLOYER 1</td> <td style="width: 30%; vertical-align: top;">FROM: <i>[e.g. January 1999]</i></td> <td style="width: 30%; vertical-align: top;">TO: <i>[e.g. December 2001]</i></td> </tr> <tr> <td style="vertical-align: top;">EMPLOYER 2</td> <td style="vertical-align: top;">FROM:</td> <td style="vertical-align: top;">TO:</td> </tr> <tr> <td style="vertical-align: top;">EMPLOYER 3</td> <td style="vertical-align: top;">FROM:</td> <td style="vertical-align: top;">TO:</td> </tr> <tr> <td style="vertical-align: top;">EMPLOYER 4 (etc)</td> <td style="vertical-align: top;">FROM:</td> <td style="vertical-align: top;">TO:</td> </tr> </table>	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:
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)	
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