

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.	:	FD/SICIP/SD-1-2
Date	:	22/08/2024
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 5 September 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
Senior Architect	1	<ul style="list-style-type: none"> Bachelor's degree in Architecture. 15 years of proven experience in Architectural design of building complex and works as similar leadership position in projects of similar nature like as educational building, laboratory building, commercial building etc. Experience in Skills related projects will be an added advantage; Experience in ADB/Development Partner Projects will be an added advantage; Proficiency in standard desktop/laptop computer applications, including AutoCAD, 3Dmax, Sketch, Photoshop, Word, Excel, PowerPoint, Access etc; Strong communication and interpersonal skills. 	The detail Scope of Work is stated in the Terms of Reference (ToR).
Senior Structural Engineer	1	<ul style="list-style-type: none"> Bachelor's degree in Civil Engineering. 15 years of proven experience in Structural design of multi-stored building complex and works as similar leadership position in projects of similar nature like as educational building, laboratory building, commercial building etc. Experience in Skills related projects will be an added advantage; Experience in ADB/Development Partner Projects will be an added advantage; Proficiency in standard desktop/laptop computer applications, including Staad Pro, E-Tabs, AutoCAD, 3Dmax, CorelDraw, Word, Excel, PowerPoint, Access etc. Strong communication and interpersonal skills. 	The detail Scope of Work is stated in the Terms of Reference (ToR).
Senior Electrical Engineer	1	<ul style="list-style-type: none"> Bachelor's degree in Electrical Engineering. Should have 15 years of proven experience in Electrical and Fire fighting design of multi-stored building complex and works as similar leadership position in projects of similar nature like as educational building, laboratory building, commercial building etc. Experience in Development Partner Projects/International Projects will be an added advantage; Proficiency in standard desktop/laptop computer applications, including MATLAB, AutoCAD, MS Project, Word, Excel, PowerPoint, Access etc. Strong communication and interpersonal skills. 	The detail Scope of Work is stated in the Terms of Reference (ToR).
Site Engineer	4	<ul style="list-style-type: none"> Diploma in Civil Engineering or Bachelor's degree in Civil Engineering. 5 years proven work experience for Diploma Engineer on supervision of building complex. Experience requirement may be waived for B.Sc. Engineers. Proficiency in standard desktop/laptop computer applications, including E-Tabs, AutoCAD, Word, Excel, PowerPoint, Access etc. Strong communication and interpersonal skills. 	The detail Scope of Work is stated in the Terms of Reference (ToR).
Curriculum Consultant	1	<ul style="list-style-type: none"> Masters' degree/Advanced degree in education, TVET, or related fields, combined with at least 10 years' general experience in developing and managing TVET programs across different trade areas. At least 5 years' specific experience in developing, reviewing and validating national Competency Standards, CAD, Curriculum, CBLM and Assessment Tools in TVET and familiarity with international practice of the same. Working experience in the preparation of Competency Standards (CS), Course Accreditation Documents (CAD), curriculum, Competency based Learning Material (CBLM) and Assessment Tools related to CS Development; 	The detail Scope of Work is stated in the Terms of Reference (ToR).

Position	No.	Minimum Qualification and Experience	Responsibilities	
		<ul style="list-style-type: none"> At least 5 years' proven experience in facilitating skills training programs as a trainer or assessor or in developing in Competency-Based Learning Materials (CBLMs); Multi-skilled in TVET will be an added advantage; Strong communication, interpersonal and computer skills. 		
Junior Assessment Consultant	1	<ul style="list-style-type: none"> Bachelor's degree in education, TVET, or related fields or related field with CBT&A Level-IV or equivalent with at least 10 years' general experience At least 5 years' specific experience in developing, reviewing and validating, CAD, Curriculum, Competency Standards, CBLM and Assessment Tools in TVET and familiarity with international practice examples of the same. Working experience in the preparation of Competency Standards (CS), Course Accreditation Documents (CAD), curriculum, Competency based Learning Material (CBLM) and Assessment Tools related to CS Development; At least 3 years' proven experience in facilitating skills related activities. 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, 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@gmail.com		
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.

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 some of the proposed infrastructures on a competitive basis.

B. Assignment Location

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

C. Overall Objectives and Scope of Services under the Assignment

Overall Objectives

The overall objective of this assignment is to prepare detail architectural design and associated working drawings for the proposed new building work and renovation works following the national and international building codes, standards, practices as appropriate. All building designs should be prepared to maximize climate change resilient features as much as possible.

Scope of Services

The Senior Architect will perform detail architectural design work and prepare detail drawings for the proposed new and renovation works. The proposed sites are (1) one multi-storied building at Bangladesh University of Textiles (BUTEX) and (2) one multi-storied building at East West University (EWU). S/he will closely work with the international and other national consultants, who produce the preliminary floor outlines and equipment layouts. S/he also coordinate the concern



authorities including SICIP for producing a very good working drawings to be included in the bidding documents. In particular, the Senior Architect will carry out the tasks detailed below, and other tasks as necessary:

- Prepare all preliminary and detail architectural design and drawings for the proposed new and renovation works following the national (BNBC latest version) and international codes, standards and practices;
- Prepare digital survey maps to set the building layout plan in appropriate position;
- Develop suitable 3D models of different options considering the local aspects;
- Prepare floor-wise plan, details, sections and elevations in standards level with the appropriate manner;
- Adopt climate change resilient features to maximize as "green" and LEAD certified buildings as much as possible;
- Include safety features both occupational and efficient use of the layouts of the facilities in the detail designs;
- Work closely work with the international consultant who produce the preliminary floor outlines and equipment layouts;
- S/he also coordinate the concern authorities including SICIP during performing the assignments.
- Prepare 3 D animation of all 4 (four) sides of the building including roof top for the new structure
- Submit 3 D animations within building of different sections, floor plan, toilet layout, fire door exit, stair case, common space etc.
- Recommend cost effective, environment friendly, user friendly finished items for building construction.
- Prepare check list (RFI: Request for Inspection) regarding supervision of different components of the new and existing building work.
- Closely work with structural and electro/mechanical consultant and other related officials of SICIP and other organization for betterment of the drawing & design.
- Solve any architectural design issue, if any discrepancy arises during construction of new and existing structure.
- Weekly update status report for preparation of drawing & design that includes previous week's accomplishments, present week's achievements and next week's targets with impediments, if there is any.
- Allow SICIP authorized official to visit consultant's office to check the status of the report.
- Present all the deliverables to the SICIP authority and edit it if required.
- Carry out any work directed by officials of SICIP related to architectural drawing, design and cost estimation.

D. Expected Deliverables:

Sl.	Deliverables	Quantity	Timeline for Deliverables	Report Format
1	Inception report (Methodology of the study GANTT chart) and Digital survey report	03 Nos	Within 1 Month from the Contract Signing	PDF, Word
2	Preliminary architectural floor layouts for BUTEX and EWU	03 Nos	Within 3 Months from the Contract Signing	Auto cad. PDF
3	3D perspective, Detail architectural drawings	03 Nos	Within 4.5 Months from the Contract Signing	Auto cad. PDF
4	Final architectural drawings	03 Nos	Within 6 Months from the Contract Signing	Auto cad. PDF

Signature

Sl.	Deliverables	Quantity	Timeline for Deliverables	Report Format
5	BOQ and technical specifications for the materials and works, Completion report including design data	03 Nos	Within 8 Months from the Contract Signing	Excel, PDF, Word
6	Architectural drawing correction, during supervision			Auto cad, PDF

E. Minimum Qualifications and Experience

- 15 years of proven experience in Architectural design of building complex and works as similar leadership position in projects of similar nature like as educational building, laboratory building, commercial building etc.
- Experience in Skills related projects will be an added advantage;
- Experience in ADB/Development Partner Projects will be an added advantage;
- Proficiency in standard desktop/laptop computer applications, including AutoCAD, 3Dmax, Sketch, Photoshop, Word, Excel, PowerPoint, Access etc.;
- Strong communication and interpersonal skills.

F. Assignment Duration and Payment Modalities

- Duration of the assignment: 8 months from the signing of contract (intermittent).
- Payment Schedule: The payment will be made based on the submission of deliverables as follows;
 1. 10% of the agreed lump sum amount upon submission of Inception report and Digital survey report and its approval by SDCMU.
 2. 20% of the agreed lump sum amount upon submission of Preliminary architectural floor layouts for BUTEX and EWU and its approval by SDCMU.
 3. 20% of the agreed lump sum amount upon submission of 3D perspective, Detail architectural drawings and its approval by SDCMU.
 4. 10% of the agreed lump sum amount upon submission of Final architectural drawings and its approval by SDCMU.
 5. 20% of the agreed lump sum amount upon submission of BOQ and technical specifications for the materials and works, Completion report including design data and its approval by SDCMU.
 6. 10% of the agreed lump sum amount upon submission of corrected architectural drawings & design during supervision and its approval by SDCMU.

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. Termination


By Client

The Client may terminate this Contract by not less than twenty-eight (28) days written notice to the Consultant to be given after the occurrence of any of the events specified below:

- a) If the consultant does not submit his/her deliverable within specified time period.

- b) if the Consultant does not remedy a failure in the performance of his/her obligations under the Contract, within twenty-eight (28) days after being notified or within any further period as the Client may have subsequently approved in writing;

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

A handwritten signature in black ink, appearing to read "R. R. R.", is centered on the page.

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 some of the proposed infrastructures on a competitive basis.

B. Assignment Location

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

C. Overall Objectives and Scope of Services under the Assignment

Overall Objectives

The overall objective of this assignment is to prepare detail structural design and associated working drawings for the proposed new building work and renovation works following the national and international building codes, standards, practices as appropriate. All building designs should be prepared to maximize climate change resilient features as much as possible.

Scope of Services

The Senior Structural Engineer will perform detail structural design work and prepare detail drawings for the proposed new and renovation works. The proposed sites are (1) one multi-storied building at Bangladesh University of Textiles (BUTEX) and (2) one multi-storied building at East West University (EWU). S/he will closely work with the international and other national consultants, who produce the preliminary floor outlines and equipment layouts. S/he also coordinate the concern authorities including SICIP for producing a very good working drawings to be included in



the bidding documents. In particular, the Senior Structural Engineer will carry out the tasks detailed below, and other tasks as necessary:

- Prepare all preliminary and detail structural design and drawings for the proposed new and renovation works following the national (BNBC latest version) and international codes, standards and practices;
- Carry out required number of subsoil investigation work and prepare soil investigation report to meet the feasibility requirements;
- Develop different types of structural models considering the local aspects and analyse to check the structural integrity;
- Prepare foundation layouts floor-wise slab outline, columns details, beam sections and elevations in standards level with the appropriate manner;
- Submit Design Report and Load Bearing Certificate.
- Adopt climate change resilient features to maximize as "green" as well as LEAD certified buildings as much as possible;
- Prepare suitable drawings for plumbing system including Water Supply System, Septic Tank Details, Rainwater Harvesting System (RHS) and drainage system.
- Prepare Sewerage Treatment Plant (STP) if required.
- Prepare Solid Waste Management Plan.
- Include safety features both occupational and efficient use of the layouts of the facilities in the detail designs.
- Work closely with the international consultant who produces the preliminary floor outlines and equipment layouts.
- S/he also coordinates the concern authorities including SICIP during performing the assignments.
- Prepare preliminary and detail cost estimation of proposed new structure and renovation works.
- Closely work with architect and electro/mechanical consultant and other related officials of SICIP and other organization for betterment of the drawing & design.
- Solve any structural design issue, if any discrepancy arises during construction of new and existing structure.
- Mention the required lab and field test of construction materials as well as structural member of the building
- Prepare check list (RFI: Request for Inspection) regarding supervision of different components of the new and existing building work.
- Prepare complete safety guideline for construction workers, supervisors including measures to maintain environment friendly working atmosphere, so that there will be least effect on noise, water and air pollution comprising with soil protection.
- Weekly update status report for preparation of drawing & design that includes previous week's accomplishments, present week's achievements and next week's targets with impediments, if there is any.
- Allow SICIP authorized official to visit consultant's office to check the status of the report.
- Present all the deliverables to the SICIP authority and edit it if required.
- Recommend the better option between steel and RCC frame structure for both new and existing structure and submit drawing & design accordingly.
- Carry out any work directed by officials of SICIP related to structural drawing, design and cost estimation.

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D. Expected Deliverables:

Sl.	Deliverables	Quantity	Timeline for Deliverables	Report Format
1	Inception report (Methodology of the study, GANTT chart) and Soil test report	03 Nos	Within 1 Month from the Contract Signing	PDF, Word
2	Preliminary Structural drawings for BUTEX and EWU	03 Nos	Within 4.5 Months from the Contract Signing	Auto cad, PDF
3	Detailed Structural drawings for BUTEX and EWU	03 Nos	Within 7 Months from the Contract Signing	Auto cad, PDF
4	Plumbing & Drainage drawings	03 Nos	Within 7.5 Months from the Contract Signing	Auto cad, PDF
5	Cost estimate, BOQ and technical specifications for the materials and works, Completion report including design data	03 Nos	Within 8 Months from the Contract Signing	Excel, PDF, Word
6.	Structural drawing correction, during supervision			Auto cad, PDF

E. Minimum Qualifications and Experience

- 15 years of proven experience in Structural design of multi-stored building complex and works as similar leadership position in projects of similar nature like as educational building, laboratory building, commercial building etc.
- Experience in Skills related projects will be an added advantage;
- Experience in ADB/Development Partner Projects will be an added advantage;
- Proficiency in standard desktop/laptop computer applications, including Staad Pro, E-Tabs, AutoCAD, 3Dmax, CorelDraw, Word, Excel, PowerPoint, Access etc.
- Strong communication, interpersonal and computer skills.

F. Assignment Duration and Payment Modalities

- Duration of the assignment: 8 months from the signing of contract (intermittent).
- Payment Schedule: The payment will be made based on the submission of deliverables as follows;
 1. 10% of the agreed lump sum amount upon submission of Inception report and Soil test report and its approval by SDCMU.
 2. 20% of the agreed lump sum amount upon submission of Preliminary Structural drawings for BUTEX and EWU and its approval by SDCMU.
 3. 30% of the agreed lump sum amount upon submission of Detailed Structural drawings for BUTEX and EWU and its approval by SDCMU.
 4. 10% of the agreed lump sum amount upon submission of Plumbing & Drainage drawings and its approval by SDCMU.
 5. 20% of the agreed lump sum amount upon submission of Cost estimate, BOQ and technical specifications for the materials and works, Completion report including design data and its approval by SDCMU.



6. 10% of the agreed lump sum amount upon submission of corrected structural drawings & design during supervision and its approval by SDCMU.

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. Termination

By Client

The Client may terminate this Contract by not less than twenty-eight (28) days written notice to the Consultant to be given after the occurrence of any of the events specified below:

- a) If the consultant does not submit his/her deliverable within specified time period.
- b) if the Consultant does not remedy a failure in the performance of his/her obligations under the Contract, within twenty-eight (28) days after being notified or within any further period as the Client may have subsequently approved in writing;

- I. **Counterpart Support:** As determined through negotiation.



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 Electrical Engineer under Package SD-2 to prepare detailed electrical design and drawings including parts of feasibility reports for some of the proposed infrastructures on a competitive basis.

B. Assignment Location

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

C. Overall Objectives and Scope of Services under the Assignment

Overall Objectives

The overall objective of this assignment is to prepare detail electrical engineering design and associated working drawings for the proposed new building work and renovation works following the national and international building codes, standards, practices as appropriate. All building designs should be prepared to maximize climate change resilient features as much as possible.

Scope of Service:

The Senior Electrical Engineer will carry out the tasks detailed below, and other tasks as necessary:

- Prepare all preliminary & detail electrical and electro-mechanical design and drawings for the proposed new and renovation works following the national and international codes, standards and practices;



- Carry out electrical survey and prepare assessment report to meet the feasibility requirements;
- Develop different types of options for electrical system considering the local aspects and analyse to check the electro-mechanical integrity;
- Calculate floor-wise electrical loading requirements and select the appropriate power supply system for the new and renovation works;
- Prepare floor wise electrical and electro-mechanical drawings, sections and elevations in standards level with the appropriate manner;
- Adopt climate change resilient features to maximize as "green" and LEED certified buildings as much as possible;
- Prepare suitable drawings for air conditioning system including HVAC system;
- Prepare fire-related drawings (detection & protection) and develop security with surveillance system;
- Prepare fire evacuation plan for different floor showing assembly point and safe exit locations.
- Prepare CCTV Surveillance System design and drawings to ensure effective safety and security.
- Prepare WiFi, LAN, PABX and Telephone connection system design and drawing.
- Include safety features both occupational and efficient use of the layouts of the facilities in the detail designs;
- Work closely work with the international consultant who produce the preliminary floor outlines and equipment layouts;
- S/he also coordinate the concern authorities including SICIP during performing the assignments.
 - Prepare preliminary and detail cost estimation of proposed new structure and renovation works.
 - Closely work with architect and structural consultant and other related officials of SICIP and other organization for betterment of the drawing & design.
 - Solve any electrical design issue, if any discrepancy arises during construction of new and existing structure.
 - Mention the required lab and field test of electro mechanical equipments as well as wiring of the building
 - Prepare check list (RFI: Request for Inspection) regarding supervision of different electrical components of the new and existing building work.
 - Prepare complete safety guideline for construction workers, supervisors including measures to maintain environment friendly working atmosphere, so that there will be least effect on noise, water and air pollution.
 - Weekly update status report for preparation of drawing & design that includes previous week's accomplishments, present week's achievements and next week's targets with impediments, if there is any.
 - Allow SICIP authorized official to visit consultant's office to check the status of the report.
 - Present all the deliverables to the SICIP authority and edit it if required.
 - Carry out any work directed by officials of SICIP related to electrical drawing, design and cost estimation.

D. Expected Deliverables:

Sl.	Deliverables	Quantity	Timeline for Deliverables	Report Format
1	Prepare inception report (Methodology of the study, GANTT chart)	03 Nos	Within 1 Month from the Contract Signing	PDF, Word
2	Prepare Preliminary Electrical drawings for BUTEX and EU	03 Nos	Within 4.5 Months from the Contract Signing	Auto cad. PDF
3	Prepare detailed Electrical drawings for BUTEX and EU	03 Nos	Within 7 Months from the Contract Signing	Auto cad. PDF
4	Prepare Fire fighting and Security & Surveillance drawings	03 Nos	Within 7.5 Months from the Contract Signing	Auto cad. PDF
5	Prepare cost estimate, BOQ and technical specifications for the materials and works, Completion report including design data	03 Nos	Within 8 Months from the Contract Signing	Excel, PDF, Word
6.	Electro/mechanical drawing correction, during supervision			Auto cad. PDF

E. Minimum Qualifications and Experience

- Should have 15 years of proven experience in Electrical and Fire fighting design of multi-stored building complex and works as similar leadership position in projects of similar nature like as educational building, laboratory building, commercial building etc.
- Experience in Development Partner Projects/International Projects will be an added advantage;
- Proficiency in standard desktop/laptop computer applications, including MATLAB, AutoCAD, MS Project, Word, Excel, PowerPoint, Access etc.
- Strong communication, interpersonal and computer skills.

F. Assignment Duration and Payment Modalities

- Duration of the assignment: 12 months from the signing of contract (intermittent).
- Payment Schedule: The payment will be made based on the submission of deliverables as follows;
 1. 10% of the agreed lump sum amount upon submission of Inception report and its approval by SDCMU.
 2. 20% of the agreed lump sum amount upon submission of Preliminary Electrical drawings for BUTEX and EWU and its approval by SDCMU.
 3. 30% of the agreed lump sum amount upon submission of Detailed Electrical drawings for BUTEX and EWU and its approval by SDCMU.
 4. 10% of the agreed lump sum amount upon submission of Fire fighting and Security & Surveillance drawings and its approval by SDCMU.
 5. 20% of the agreed lump sum amount upon submission of Cost estimate, BOQ and technical specifications for the materials and works, Completion report including design data and its approval by SDCMU.



6. 10% of the agreed lump sum amount upon submission of corrected electrical drawings & design during supervision and its approval by SDCMU.

G. Responsibilities of the Client

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

H. Termination

By Client

The Client may terminate this Contract by not less than twenty-eight (28) days written notice to the Consultant to be given after the occurrence of any of the events specified below:

- a) If the consultant does not submit his/her deliverable within specified time period.
- b) if the Consultant does not remedy a failure in the performance of his/her obligations under the Contract, within twenty-eight (28) days after being notified or within any further period as the Client may have subsequently approved in writing;

I. Counterpart Support: As determined through negotiation.



Name of the Position: Site 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 Enhancing Institutional Capacity for Skills Monitoring and Management. The objective of this is to enhance institutional capacity for skills development and management by coordinating and monitoring all training and other activities under the SICIP program. Under the scheme the Skills Development Coordination and Monitoring Unit (SDCMU) has been established to serve as the Program Management Unit (PMU) of the SICIP Program. SICIP is now planning to engage 4 (Four) Site Engineers for the program management unit (SDCMU) on a competitive basis.

B. Assignment Location

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

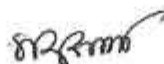
C. Overall Objectives and Scope of Services under the Assignment

Overall Objectives

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

Scope of Services

- Prepare construction work plan and monitor the progress of construction work in order to complete the work in time.
- Regular supervise the contractors' activities, maintain the compliance of design and specifications of works.
- Responsible for quality output of construction works as per BOQ, drawings, specification and requirements of the contract.
- Maintain measurement book, prepare the bill of quantity, certification of bill and preparation of adjustment, if any.
- Take steps to correct interpretation of construction drawings, and provide solution with the prior consultation.



- Maintain stock register for materials, equipment, or labor to facilitate the construction work in a timely manner.
- Keep the records of design, drawing, layout and all kinds of material testing report by maintaining the sequence.
- Any other official duties assigned by the supervisor.

D. Reporting, Communication, and Time Schedules

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

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

E. Minimum Qualifications and Experience

- Diploma in Civil Engineering or Bachelor's degree in Civil Engineering.
- 5 years proven work experience for Diploma Engineers on supervision of building complex. Experience requirement may be waived for B.Sc. Engineers.
- Proficiency in standard desktop/laptop computer applications, including E-Tabs, AutoCAD, Word, Excel, PowerPoint, Access etc.
- Strong communication and interpersonal skills

F. Assignment Duration and Payment Modalities

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

G. Counterpart Support: As determined through negotiation.



Name of the Position: Curriculum Consultant

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. One of the objectives of this scheme is strengthening National Skills Development Authority (NSDA) which is established by the Government to bring all skills development activities under one umbrella to ensure uniform quality and standard across the country.

SICIP is now planning to engage a Curriculum Consultant for National Skills Development Authority (NSDA) under Package SD-2 on a competitive basis.


B. Assignment Location

NSDA, Dhaka, Bangladesh.

C. Scope of the Services under the Assignment

In particular, the Curriculum Consultant will carry out the tasks outlined below:

- Keep liaison with SICIP, NSDA and other stakeholders to facilitate the Competency Standards approval process of NSDA. The Competency Standards which have been developed by SICIP & NSDA on various industry sectors will need to be verified, validated and approved by NSDA. Competency Standard will be developed as per the qualification framework enforced;
- Coordinate with the relevant stakeholders, industry experts, ISCs, IAs and SCVC and prepare new competency standards, CAD, Assessment Tools and facilitate to develop



curriculum and CBLM for the occupations of various industry sectors according to NSDA's need and get NSDA's approval;

- Consultants will setup monthly target as a part of the whole assignment at the beginning of every month
- Consultants will submit monthly progress report at the end of month;
- Payment will be made after evaluation of deliverables/ Progress.

D. Minimum Qualifications and Experience

- Masters' degree/Advanced degree in education, TVET, or related fields, combined with at least 10 years' general experience in developing and managing TVET programs across different trade areas.
- At least 5 years' specific experience in developing, reviewing and validating national Competency Standards, CAD, Curriculum, CBLM and Assessment Tools in TVET and familiarity with international practice examples of competency standards, curriculum, CBLM and Assessment Tools.
- Familiarity of national procedures for competency standard, CAD, Curriculum, CBLM and Assessment Tools development processes (including the procedure with industry skills councils/industry associations) and ongoing issues in the national procedures.
- Working experience in the preparation of Competency Standards (CS), Course Accreditation Documents (CAD), curriculum, Competency based Learning Material (CBLM) and Assessment Tools related to CS Development;
- At least 5 years' proven experience in facilitating skills training programs as a trainer or assessor or in developing in Competency-Based Learning Materials (CBLMs);
- Multi-skilled in TVET will be an added advantage;
- Strong communication skills in English and Bangla.
- Proficiency in computer applications.

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.



Name of the Position: Junior Assessment Consultant

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. One of the objectives of this scheme is strengthening National Skills Development Authority (NSDA) which is established by the Government to bring all skills development activities under one umbrella to ensure uniform quality and standard across the country.

SICIP is now planning to engage a Junior Assessment Consultant for National Skills Development Authority (NSDA) under Package SD-2 on a competitive basis.

B. Assignment Location

NSDA, Dhaka, Bangladesh.

C. Scope of the Services under the Assignment

Main purpose of Junior Assessment Expert is to review existing Assessment Tools and prepare new Assessment Tools. Assessment Tools will be developed as per the Curriculum and Competency Standards (CS). The Assessment Tools developed by NSDA, other NGOs or organizations on various Skills Competencies will need to be verified, validated and approved by NSDA. The Assessment Tools Expert will facilitate all activities linked to get approval of NSDA.

- Expert will prepare details report with summary (table will be prepared with necessary column) of present status of all existing Assessment Tools approved by National Skills



Development Authority (NSDA), within 05 days of joining. In addition, maintain, update and submit the same report to respective authority at the end of every month.

- Setup or prepare monthly target or action plan as a part of the whole assignment at the beginning or first week of every month.
- Keep liaison with NSDA and other stakeholders to facilitate the Assessment Tools preparation or development workshop, SCDC & approval process of NSDA.
- Coordinate with relevant stakeholders, industry experts, Industry Skills Councils (ISCs), Industry Associations (IAs), Standards and Curriculum Development Committee (SCDC) and Standards and Curriculum Validation Committee (SCVC) and ensure requirements and approval of NSDA.
- Coordinate with relevant stakeholders, industry experts, ISCs, IAs and SCVC and prepare at least 35 new Assessment Tools of various industry sectors and confirm effectiveness with current job market emphasis on 4IR adaptations and ensure requirements and approval of NSDA.
- The Assessment Expert will submit monthly progress report at the end of each month and prepare logical and sequential action plan for the next month based on the progress report.
- Prepare guidelines and instruction that helps for smooth flow of assessment process and activities.
- Any other duties as assigned by the authority.

D. Minimum Qualifications and Experience

- Minimum Bachelor degree in education or TVET or related field with CBT&A Level-IV or equivalent.
- At least 10 years' general experience with 3 years TVET/Skills related activities.
- At least 5 years' specific experience in developing & reviewing and validating Curriculum, Competency Standards (CS), Course Accreditation Documents (CAD), CBLMs and Assessment Tools in TVET/similar familiarity with international practice of the same.
- Familiarity with ongoing issues in the national procedure on the relevant areas.
- Multi-skilled in TVET will be an added advantage;
- Good command / proven record in English and Bengali.
- Highly efficient in using both desktop and laptop.
- Experience in facilitating skills training programs as a trainer or assessor will be an added advantage.

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.

