

**Government of the People's Republic of Bangladesh**  
**Program Coordination Unit (PCU)**  
**Secondary Education Development Program (SEDP)**  
**Secondary and Higher Education Division**  
**Ministry of Education**

Ref: sedp/pcu/procure/pc/09/2019/41

Date: 21.10.2019

**Request for Expression of Interest (REOI)**

The Government of the People's Republic of Bangladesh (GoB) has received a credit from the International Development Association (IDA) towards the cost of Technical Assistance Facility under Secondary Education Development Program (SEDP) to be implemented by Program Coordination Unit (PCU) and intends to apply a part of the proceeds of this credit to pay for the Services for Individual Consultants.

2. The qualifications and experiences required for the services of the assignment are as follows:

Sl. No.	Position Name with Package No.	No. of Post	Qualifications	Experiences	Responsibilities
1	<b>Program Coordinator (PC).</b> (Package No: S TAF-S1-1)	01	Active Grade-II official of the Government of Bangladesh; Postgraduate degree from any discipline; preferably in Economics/ Development Economics/ Development Finance/Public Administration/Business Administration or other relevant subjects.	Should have at least 25 years' experience in the Bangladesh civil service with adequate exposure to policies and programs/projects on socio-economic development, policy reforms, program/project implementation, etc. <b>Age Limit:</b> 57 Years on the date of submission.	The Program Coordinator (PC) will be responsible for the day-to-day management of the program. The specific tasks of the PC shall include, but not limited to, lead, Manage and coordinate all activities of the SEDP.
2	<b>Deputy Program Coordinator (Admin, Finance &amp; Procurement)</b> (Package No: S TAF-S1-2)	01	Active official of the Government of Bangladesh holding Grade- V, IV or above of the National Pay Scale. Post graduate degree in any subject preferably in Economics/ Development Economics/ Development Finance/Public Administration/Business Administration or other relevant subjects.	Should have at least 20 years of experience in Bangladesh civil service with adequate exposure to secondary education development, policy reforms, and program/project implementation, etc. Training or Diploma in Public Finance/Procurement/Project Management with previous experience in foreign aided programs/projects <b>Age Limit:</b> 55 Years on the date of submission.	The Deputy Program Coordinator (Admin, Finance & Procurement) will support PCU, IAs and Coordinate all procurement and financial task, logistic support, General Administrative Management and Personnel Management.
3	<b>Deputy Program Coordinator (Scheme Formulation, Review, Monitoring &amp; Evaluation)</b> (Package No: S TAF-S1-3)	01	Active official the Government of Bangladesh holding Grade- V/ IV or above of the National Pay Scale; Post graduate degree in any subject preferably in Economics/ Development Economics/ Development Finance/Public Administration/Business Administration/ Social Science or other relevant subjects.	Should have at least 20 years of experience in Bangladesh civil service with adequate exposure to secondary education development, policy reforms, program/project implementation etc. Previous experience in foreign aided programs/projects is desirable. <b>Age Limit:</b> 55 Years on the date of submission.	Support PCU and Coordinate identification, formulation, implementation including review, monitoring and evaluation of schemes under SEDP.
4	<b>Deputy Program Coordinator (Secondary)</b> (Package No: S TAF-S1-4)	01	Active official the Government of Bangladesh holding Grade- V/ IV or above of the National Pay Scale; Post graduate degree in any subject preferably in Economics/ Development Economics/ Development Finance/Public Administration/ Social Science or other relevant subjects.	Should have at least 20 years of experience in Bangladesh civil service with adequate exposure to secondary education development, policy reforms, program/project implementation etc. Previous experience in foreign aided programs/projects is desirable. <b>Age Limit:</b> 55 Years on the date of submission.	Support PCU and Facilitate formulation/revision and implementation of assigned schemes; Coordinate Annual Operation Procurement Plans for assigned schemes ensuring timely implementation of assigned schemes and in collaboration with the Scheme Directors regularly review the implementation progress of the relevant schemes.

*[Handwritten Signature]*

5	<b>Assistant Program Coordinator (Administration)</b> (Package No: S TAF-S1-7)	01	Active Government official holding Grade-VI or above of the National Pay Scale; Post graduate degree in any subject preferably in Economics/ Development Economics/ Development Finance/Public Administration/Business Administration/Social Science or other relevant subjects.	Should have at least 10 years' experience in the Bangladesh civil service with adequate exposure administrative, financial and procurement issues; Previous experience in foreign aided programs/projects is desirable. <b>Age Limit:</b> 52 Years on the date of submission.	Coordinate respective program activities with related IPs, co- implementing agencies and Ensure DLI and other compliances, milestones of WB & other DPs on respective activity area.
6	<b>Assistant Program Coordinator (Secondary)</b> (Package No: S TAF-S1-9)	02	Active Government official holding Grade-VI or above of the National Pay Scale; Post graduate degree in any subject preferably in Education/Economics	Should have at least 10 years' experience in the Bangladesh civil service with adequate exposure to development of secondary education/ policy reforms, program/project implementation, etc.; Previous experience in foreign aided programs/projects is desirable. <b>Age Limit:</b> 52 Years on the date of submission.	Facilitate formulation/revision and Ensure timely implementation of assigned schemes; regularly review the implementation progress of the relevant schemes; Ensure that relevant DLIs/DLRs are achieved and reported on time;
7	<b>Assistant Program Coordinator (Secondary &amp; Madrasah)</b> (Package No: S TAF-S1-10)	01	/Public Administration/Business Administration/Social Science or other relevant subjects;		

**3. OTHER TERMS AND CONDITIONS** (a) Contact Period: One Year (12 Months); (b) Duty Station: Program Coordination Unit, SEDP, Dhaka.

**4. OTHER CRITERIA:**

a) The consultant will be selected in accordance with the World Bank Procurement Regulations for IPF Borrowers, July 2016 ("Procurement Regulations").

b) The consultant will have capability to carry out the assignment in terms of overall suitability, training, computer skills, proficiency in English, etc. Knowledge of local conditions and administrative systems etc. will also be considered. Note that one applicant cannot apply more than three posts.

c) Only short-listed candidates will be contacted for interview.

5. The undersigned now invites expression of interest in providing intended services as above and to submit application accompanied by (a) Signed CV with a cover letter along with the soft copy (MS Word File) of the CV in CD/DVD and (b) Two passport size Photographs. The CV should have a declaration of correctly described and free from any willful misstatement which may lead to disqualification or dismissal, if engaged. The Terms of Reference is available in [www.shed.gov.bd](http://www.shed.gov.bd) for your information.

6. Interested Applicants are requested to send their expressions of interest by 03.00 P.M. of 07 November, 2019 in sealed envelope, clearly marked "Expression of Interest (EOI) for *Name of the Consultancy Post*" to the undersigned by direct delivery/mail/courier service. Any EOI received after the deadline will not be accepted. Any persuasion by the applicant will be treated as disqualification.

The authority reserves the right to annul the process or to reject all the EOIS without assigning any reason whatsoever.

  
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