

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

TOR for Program Coordinator (PC)

1. Background & Rationale:

1.1 Background: Education is one of the topmost priority sectors of the Government of Bangladesh with relevant constitutional commitments and a strong vision towards transforming Bangladesh into a digital middle-income country within a very short span of time. Bangladesh has attained tremendous success in terms of economic growth and social transformation, accompanied by significant reduction in poverty and enhancement in human resource development. Primary level enrolment in Bangladesh has reached nearly 100% and completion rate has crossed 80%. Enrolment at the secondary level has also increased to a satisfactory level and gender parity was attained in primary and secondary education well ahead of the Millennium Development Goal (MDG) target for 2015. Girl students surpassed the boys at the secondary level at a 53-47 ratio. The Government is now working to achieve the Sustainable Development Goals (SDGs) to expedite the development of the country towards the middle-income stage. The Seventh Five-Year Plan is being aligned with the SDGs as a priority agenda. The Ministry of Education has been orienting all its activities in line with the targets to be achieved, to attain the SDG No-4, that is quality education. Ensuring quality education and creating skilled workforce is the key to poverty reduction, economic development and creation of a knowledge-based society in Bangladesh.

The National Education Policy (NEP) 2010 of the Government provides the framework for harnessing the education system to the nation's human resource development priorities. The NEP has focused on areas such as (i) improving science, English, Mathematics and Information Communication Technology (ICT) (Goal 12), (ii) modernization of Madrasah Education (Strategy 1); (iii) provision of required teaching and learning materials, (iv) improvement of existing examination systems, (v) enhancing the quality of teachers, (vi) providing infrastructural facilities to the educational institutions and (vii) strengthening decentralized governance and management of secondary and higher secondary education.

The Government has been implementing a number of development projects, programs and reform activities in the field of curricula, teacher education, strengthening teaching learning system, and improvement of infrastructure. Among the projects in the secondary level, the Secondary Education Sector Investment Program (SESIP), Secondary Education Quality and Access Enhancement Project (SEQAEP), Teaching Quality Improvement Project (TQI) Secondary Education Stipend Project (SESP) have been contributing significantly to increased access especially among economically disadvantaged people and improved quality of education in various ways. The Development Partners (DPs) such as Asian Development Bank (ADB), the World Bank (WB) have been extending their support through financing these initiatives. Taking the lessons learnt from implementing several discrete projects, the Government and other stakeholders including DPs came to a consensus to integrate all development activities to a Sector Wide Approach (SWAp).

The Ministry of Education (MOE) approved a comprehensive Secondary Education Sector Roadmap to pursue the SWAp in 2012. Concomitantly, the MOE consolidated these efforts

by stakeholder preparation and promulgation of the harmonized Secondary Education Sector Program Framework as a living planning document that identifies key programs for NEP implementation. The Secondary Education Sector Program Framework, approved by MOE in 2015, has become a guiding document for development partners to support SWAp. In this context, two Joint Sector Reviews (JSRs) were organized by MoE/DSHE and DPs in February 2015 and August 2016. The two JSRs reviewed progress constraints, barriers and gaps in and among the stakeholder agencies, and made recommendations to redress them. Based on the significant performance of agencies in moving towards the SWAp, the government officially decided to adopt a full SWAp in the secondary education sub-sector. After long consultations among the stakeholders from multiple areas such as Policy Makers, Development Partners, Teachers, Bureaucrats as well as the beneficiaries like students and parents and following several inter-ministerial discussions, seminars and workshops, the Government finalized the SWAp in the name of **Secondary Education Development Program (SEDP)** for a period of five years from 2018-19 FY to 2022-23 FY. The SEDP will cover grades 6-12, annually supporting more than 12 million students and 357,000 teachers from more than 20,300 general schools, 9,400 madrasahs, and 1190 general schools with SSC vocational stream programs. The program is structured according to the three road map results areas:

- (i) Enhanced quality and relevance of secondary education;
- (ii) Improved access and retention;
- (iii) Strengthened governance, management and planning.

1.2 Cost of SEDP & Financing: The SEDP is approved by the Government with an estimated budget of BDT-1,37,667 Crore (US\$ 17.2 billion). The Program will be financed mainly through the GOB fund but the World Bank (520 Million USD), the Asian Development Bank (225 Million USD) and other Development Partners will also finance a substantial part of its budget. The treasury model of budgeting will be followed for financing SEDP. However, DLIs will have to be observed for Development Partners financing.

1.3 Technical Assistance Facility: There is a Technical Assistance Facility (TAF) in SEDP amounting to USD 20 million provided by the World Bank (USD 10 million credit from IDA and USD 10 million grant from the Global Financing Facility). All individual consultants and firms under PCU scheme including this assignment, will be financed through TAF and will follow IDA procurement guidelines.

1.4 Schemes Under SEDP: Focusing on different result, sub-result areas and DLI/DLR of the program, Inter-ministerial Program Steering Committee (IPSC) of SEDP initially approved 24 schemes including the scheme titled 'Management, Technical Assistance and Coordination of SEDP'.

1.5 The PCU: The SEDP will be coordinated through a central coordinating unit named Program Coordination Unit (PCU) and its activities will be implemented through several implementing partners such as Directorate of Secondary and Higher Education (DSHE), Directorate of Madrasah Education (DME), Board of Intermediate and Secondary Education (BISE), National Curriculum and Text Book Board (NCTB), National Academy on Education Management (NAEM), Teacher's Training Colleges (TTCs), Bangladesh Madrasah Teacher's Training Institute (BMTTI), National Teacher's Registration and Certification Authority (NTRCA), Department of Inspection and Audit (DIA), Bangladesh Bureau of Education Information and Statistics (BANBEIS), Education Engineering Department (EED) and other implementing partners to be involved during implementation process. The PCU will lead by a National Program Coordinator, Ex-officio Additional Secretary of SHED and manned by number of consultants of different tier, regular officers on deputation and other support staff.

2. Position details:

2.1 Title of the position: Program Coordinator (PC)

2.2 Number of the position- 01 (One)

2.3 Contract type and duration: Full-time engagement, 1(one) year.

2.4 Responsibilities:

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, the following:

- Lead, Manage and coordinate all activities of the SEDP;
- Maintain close liaison with SEDP agencies, World Bank and other DPs of SEDP
- Establish and maintain close working relationships with Secondary and Higher Education Division, Technical and Madrasa Education Division, Finance Division, all implementing and co-implementing agencies and relevant development partners.
- Coordinate identification, formulation and implementation of schemes under SEDP;
- Coordinate preparation of Annual Operation Plans (AOPs) and Annual Procurement Plans (APPs) for all schemes;
- Administer all procurements of the PCU scheme and other schemes as determined;
- Ensure timely recruitment and mobilization of national and international consultants in consultation with the relevant Scheme Directors;
- Ensure timely implementation of all schemes under SEDP and in collaboration with the Scheme Directors regularly review the implementation progress of all schemes;
- Ensure that DLIs/DLRs are achieved and reported on time;
- Ensure timely verifications of the achievements of program DLIs by the Independent Verification Agency;
- Ensure timely submission of all reports to the Government, World Bank and other DPs and take all necessary steps regarding disbursement of funds from World Bank and other DPs;
- Supervise and coordinate the work of all international and national consultants;
- Coordinate preparation and implementation of budget and ensure proper and timely utilization of funds in collaboration with Scheme Directors, Financial Management Specialists, Accountant and other financial staff;
- Maintain accounts of the program;
- Ensure that the program fits in with government rules, regulations and procedures;
- Organize workshops/seminars/ meetings and internal & foreign trainings;

- Function as the Member-Secretary of the Program Steering Committee and Scheme Implementation Committee of the relevant schemes;
- Prepare quarterly and annual progress reports as required for monitoring and reporting purposes;
- Conduct monthly coordination meetings with Scheme Directors, implementing agencies, World Bank & other DPs.
- Exercise delegated financial authority according to the Delegation of Financial Power and other relevant circulars, orders etc. issued by the Finance Division, SHED and other concerned authorities;
- Facilitate implementation support missions, review missions and other missions and visits offered by the World Bank & other DPs.
- Facilitate inter-ministerial and inter-agency meetings, workshops, seminars on approaches to reform, results of reform interventions etc., and dissemination of outputs from these events.

[For details: List of activities under the SEDP may be observed as 'Annex-A']

3. Deliverables and reporting requirements:

3.1 Deliverables:

- A quarterly plan of action segmented in months at the beginning of each quarter;
- A monthly report mentioning the day-to-day activities within three days of the end of a month;
- **A Quarterly report within 15 days of a quarter end:**
 - highlighting major milestones achieved against set target;
 - major challenges faced during the quarter;
 - critical issues regarding implementation;
 - recommendations.
- **Field visit report:** Conduct field visit minimum 10% of working days and submit field observation report after each spell of field visit.

3.2 Reporting:

Will report to the NPC on a day-to-day basis and will be expected to be available daily for the assignment. The successful incumbent will not be allowed to be engaged in any other professional activities during the contract period.

4. **Counterpart Facilities/ Support:** The SEDP PCU will provide appropriate office space with furniture, computers/laptop, equipment, stationaries, printer, office accessories, consumables, transport vehicle including driver for office purposes and one support staffs required for performing these services. All other consulting and non-consulting staff will extend their support in performing the duties to make the SEDP successful. However, securing cooperation from other staff will depend on the ability of the incumbent.

5. Required minimum qualification and experience:

The applicant should have the following minimum qualification and experience:

- 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.
- Extensive knowledge of and experiences in the education sector is required;
- Experienced in negotiation with international Development Partners (DPs) of Bangladesh and previous experience as Program/Project Director /Coordinator in foreign-aided programs/projects is highly desirable.
- Should have a high level of IT skills, especially in Word, Excel, Power point;
- Should have an excellent command of English Language;
- Should be able to work under pressure and meet deadlines;
- Should have strong links with key stakeholders across the government and development partners;
- Fair knowledge of and experience in procurement and financial practices of the Government of Bangladesh and DPs;
- Fair knowledge of the National Education Policy 2010 and the priorities of the Government;
- Should be aware of Sustainable Development Goals (SDGs), Five-Years Plans of Bangladesh;
- Knowledge of and experience in the development procedures of the GOB.

6. **Age limit: Maximum** 57(Fifty-Seven) years on the date of submission.

7. **Contract Remuneration:** Negotiable.