

**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 Assistant Program Coordinator (Administration)**

**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 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: Assistant Program Coordinator (Administration)**

2.2 **Number of the position- 01 (One)**

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

## 2.4 Responsibilities:

The Assistant Program Coordinators-Administration will be responsible to provide administrative, coordination and logistics support to the PCU team. In addition to these the incumbent may be assigned to coordinate one or more specific activities/schemes under a result area and are expected to undertake all implementation activities regarding respective activities/scheme. The Asst. PC will be the person at PCU with responsibility of executing/implementing the activities directly. The specific activity area will be allocated after signing the contract and may be reallocated time to time based on practical needs. The selected incumbent is expected to undertake following responsibilities in respect of his/her jurisdiction but not limited to:

- Draft the scheme, AOP, implementation plan, budget on the activities allocated under his/her responsibility and place for approval;
- Process timely recruitment and mobilization of national and international consultants;
- Ensure timely hiring and mobilization of support staff;
- Assign tasks to the outsource staff and supervise their activities;
- Ensure utility support, office maintenance, stationary and consumable supply;
- Provide logistic support including transport facility to the PCU team;
- Organize workshops/seminars/ meetings;
- Organize internal and foreign trainings;
- Conduct the communication with the field level offices and IPs;
- Maintain all records/ files and statistics following the Secretariat Instructions regarding the program/scheme/activities under his/her responsibility;
- Prepare milestones on monthly and quarterly basis for implementation and strive to achieve it;
- Draft the manual, guidelines, brochure's, booklets, modules etc. regarding implementation, motivation, publicity of respective activities;
- Coordinate respective program activities with related IPs, co-implementing agencies and partner organization;
- Support DPC in organizing seminar, workshop, training, advocacy program, dissemination program etc. regarding the result area and maintain files and documents regarding these;
- Maintain and examine all vouchers, expenditure records and place for approval and forward to accounts department for payment;
- Communicate with field level activities with RD,DD, DEO, USEO, District and Upazila Administration for proper implementation of the activities;
- Monitoring and supervision of field level implementation status and conduct field visit on a regular basis, spend minimum 20% time in the field;
- Ensure DLI and other compliances and milestones of WB & other DPs on respective activity area;
- Support NPC/ PC/DPC in discharging their responsibilities;
- Deal any urgent issues evolve during implementation;

- Address Grievances received/recorded regarding his/her responsibility area;
- Other responsibilities as required by the PC.

[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 substantial field visit as required by the program coordinator and submit field observation report after each spell of field visit.

#### 3.2. Reporting:

Reporting to PC& DPC on day to basis and expected to be available at least 8 hours 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, equipment and stationeries. Necessary support staff may be available on sharing basis. However, the incumbent is supposed to be able to do all his day to day activities including composing the texts in Bangla and English.

#### 5. Required minimum qualification and experience:

The applicant should have following minimum qualification and experience:

- 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;
- Must have excellent IT skill;
- Should have very good verbal and written communication skill;
- Be able to work under pressure and meet deadline;
- Fair knowledge and experience in financial practices, procurement rules of the Government of Bangladesh;
- Fair knowledge in file management and secretariat instructions;
- Self-dependent and capable to perform all activities without any support including composing in Bangla and English;
- Adequate knowledge and experience on development procedure of the GOB.

#### 6. Age limit: Maximum 52 years on the date of submission.

#### 7. Contract Remuneration: Negotiable.