

Government of the People's Republic of Bangladesh
Ministry of Education
Technical and Madrasah Education Division
Directorate of Technical Education
Accelerating and Strengthening Skills for Economic Transformation (ASSET) Project

Terms of Reference (ToR)
for
Institutional Development Grant (IDG) Management Specialist
(Package # S33)

1. Background

Bangladesh is an overpopulated country with young educated manpower. Therefore, skilled manpower is not sufficient for the growing industries in domestic as well as overseas. The programs of skills development in Bangladesh has grown over the years, but it still faces significant challenges on demand and supply sides, with the ever-changing technology and the constant evolution of the nature of work. Employers are demanding higher-skilled professionals to support the growing industries and service sectors, most tertiary education institutions are struggling to keep pace in skilling up the workers with market-relevant training in collaboration with industries. The Government of Bangladesh requested the IDA for extending support to the development of the Technical and Vocational Education and Training (TVET) sub-sector of Bangladesh in order to meet the above-mentioned challenges. In response to this request, the IDA is extending credit to the government towards the Accelerating and Strengthening Skills for Economic Transformation (ASSET) project, IDA credit no. Cr. 6874-BD to support the implementation of the Government's plans to improve the quality and relevance of technical and vocational education, strengthen the governance and management of the TVET sector as articulated in the 8th Five Year Plan (2020- 2025), National Education Policy (2010) and National Skills Development Policy (2011).

The main objectives of ASSET are to (i) fit the future of work and lead to better employment prospects for Bangladeshi youth and workers, (ii) lift the skills and job outcomes for women and the disadvantaged groups, and (iii) shift the skills system to be responsive and inclusive. The project will help modernize, promote coordination, and build the resilience of Bangladesh's Technical Vocational Education and Training sector. ASSET has some very important responsibilities which will be executed under the time-bound Project Development Objective (PDO) Indicators as agreed by GOB and IDA. The achievement of these activities will forward the claim for the allocation of the eligible expenditure of some critical interventions of the project under PDO. Directorate of Technical Education is the main implementing agency in collaboration with other implementing agencies such as the Bureau of Manpower, Employment and Training (BMET) under Ministry of Expatriates' Welfare and Overseas Employment (MEWOE), Directorate of Medical Education (DGME) and Directorate of Nursing and Midwifery under Medical Education and Family Welfare Division (MHFW), Ministry of Industries (MoI), BTEB and National Skills Development Authority (NSDA). Project Management Unit (PMU) has been established to support the implementation of the ASSET.

A portion of the IDA fund will be utilized for hiring an individual as Institutional Development Grant (IDG) Specialist. S/he will provide technical inputs for the effective execution of IDG under the ASSET.



2. Objective of the Consultancy

The objective of the assignment is to provide technical support for the implementation of IDG related activities in close cooperation with the ASSET team.

3. Scope of Services

The Scope of Services includes the following, but is not limited to:

- Technical support to PMU in executing the tasks related to the processing, implementation, review, management, monitoring and evaluation of Institutional Development Plans (IDP) sub-projects;
- Support to organizing the awareness, promotion of IDG in participating institutions and prepare/adopt such awareness, communication and promotional materials;
- Assist to organize training/workshops for eligible institutions and faculties on proposal writing and submission and prepare the contents/materials for such training workshops;
- Contribute to preparing the budget, financing plan, and procurement plan and rationalization of approved IDP proposals;
- Support to processing the evaluation of proposals;
- Assist surveys and work closely with the M&E unit to prepare, updates M&E reports on IDP sub-projects;
- Assist PMU in organizing dialogues to showcase the successes of IDP;
- Support to preparing detailed annual implementation/operational plans and according to the defined calendar as outlined in the IDG Operations Manual;
- Support principals/sub-project managers for ensuring compliance with the IDG Operations Manual.
- Prepare a profile of all awarded IDP sub-projects.
- Prepare progress/status reports on the implementation of IDP sub-projects and identification of problems and suggestions for resolutions;
- Update IDG Operations Manual based on the lesson learned;
- Maintain a close working relationship with the participating institutions for timely implementation of sub-projects;
- Undertake field visits, workshops, and provide hands-on assistance to the IDP sub-project managers;
- Document the experience and lessons learned from the IDP sub-project implementation and disseminate those through annual reviews and other knowledge-sharing platforms;
- Any other IDP related tasks to be assigned by the project management unit (PMU);

4. Counterpart Support

ASSET will provide office space, logistics, and institutional support. The consultant will work closely with the IDG focal point, or any other staff member assigned by ASSET.

5. Qualifications

- At least Master in Engineering or related discipline from any recognized university;
- At least 15 years' experience of teaching in a university or a tertiary education or diploma offering institutions, including 3 years of experiences in the development projects/programs;
- Conversant with organizational and operational aspects of polytechnics and other diploma institutions in Bangladesh;
- Conversant with GoB's national development objectives and goals (SDG), National Education Policy (NEP), including that of vocational education, National Skills Development Policy, TVET sub-sector policies, strategies, and their implementation procedure;
- Proficiency in English and Bangla are essential;



- Competencies in curriculum development and pedagogical issues;
- Demonstrated proficiency in writing and speaking English and Bengali;
- Report writing skills and ability to deliver them within a timeline and under pressure;
- Experience in institutional development grant activities will be treated as an additional qualification;
- Good command of computer operations, including MS Word, Excel, PowerPoint, Internet etc.

6. Duration of the Consultancy

The expected duration of the assignment will be approximately 24 person-months starting from the date of signing of the contract. The duration may be increased or decreased based on the performance and needs of the project.

7. Remuneration

The Consultant will be paid a negotiable consolidated remuneration inclusive of all applicable Taxes and VAT as per law of Bangladesh. Tax and VAT would be deducted from the remuneration as per GoB Rules. Payment shall be made on a monthly basis upon satisfactory performance output certified by the Project Director.

8. Procurement/ Hiring method

The Consultant will be selected through the 'Open Competitive Selection of Individual Consultants' method in accordance with World Bank's "Procurement Regulations for IPF Borrowers" July 2016, Revised November 2020 ("Procurement Regulations"). The Procurement Regulations can be viewed at the World Bank's external website:

<https://thedocs.worldbank.org/en/doc/178331533065871195-0290022020/original/ProcurementRegulations.pdf>

The attention of interested Consultants is drawn in particular to:

- (i) Section III, paragraphs, 3.14, 3.16, and 3.17 of the Procurement Regulations setting forth the World Bank's policy on Conflict of Interest, and
- (ii) Section III, paragraphs, 3.21-3.24 of the Procurement Regulations setting forth the World Bank's policy on Eligibility, including the specific pre-requisite conditions to be met for the eligibility, on exceptional basis, of Government officials and civil servants of the Borrower's country under consulting contracts in the Borrower's country.

Individuals who are currently working as procurement consultants on another World Bank-financed project may also compete in this selection process, but if they are selected they will be required before signing the proposed contract to provide documentary evidence of having satisfactorily complied with their existing contract's requirements with respect to early termination of the contract by the consultant, including advance notice period, to avoid disruption in implementation of that project."



