

**GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH**



**Ministry of Education (MoE)**

**Secondary and Higher Education Division (SHED)**

**Directorate of Secondary & Higher Education (DSHE)**

**Secondary Education Sector Investment Program (SESIP)**

**TERMS OF REFERENCE**  
**for**  
**International Individual Consultant**  
**Team Leader**

**Procurement Package No. SD-64**

**January 2019**

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## TERMS OF REFERENCE (TOR)

For

### Planning, Management, Coordination and SWAP Transition Consultant (SD64) (Team Leader, International)

#### A. Background and Rationale

1. The Secondary Education Sector Investment Program (SESIP) is being financed by Asian Development Bank (ADB) since its approval by its Board of Director on 27 September 2013 and the loan is approved on 21 October 2013 and 20 November 2015 respectively for Tranche1 \$90 million (2013- 2017) and Tranche 2 \$185 million (2015- 2017).
2. The SESIP has been in implementation since 2013 for 5 years. The programme has been extended up to December 2019. SESIP supports the key reforms activities envisaged in the National Education Policy, 2010 in a phased manner. The SESIP adopts a sector-wide approach (SWAp) that also supports a government-led common secondary education program framework with enhanced harmonization of ADB under Tranche-3 and other development partners' assistance. The Ministry of Education (MOE) is the executing agency of the SESIP and the Directorate of Secondary and Higher Education (DSHE) is the implementing agency.
3. Under 3 main result areas, main activities of the SESIP are to support the Government's 10-year plan to reform secondary education that help building foundation for a skilled labor force and preparing its huge youth force to meet the requirements of a rapidly changing economy. SESIP will support Information and Communication Technology (ICT)-based advanced teaching and learning programs, pre-vocational and vocational programs, teacher development, and examination reforms. It will also promote gender balanced pro-poor stipends and help establishing more decentralized and efficient allocation and use of resources with a strengthened sector performance monitoring system. The SESIP has three outputs: (i) enhanced quality and relevance, (ii) increased equitable access and retention, and (iii) strengthened education management and governance. The SESIP has already engaged a pool of consultants through firm mainly Program Management Consultant firm (PMC) and recruiting some individual consultants in different result areas. It has also engaged some other firms who already either delivered their reports or are working in SESIP under the guidance of Joint Programme Director (JPD) and coordination of Team Leader.
4. Initially for a period of about 3 years, an international individual consultant was engaged and worked as SESIP's team leader supported by a national consultant (Deputy Team Leader). After their tenure was over, they left SESIP and ADB bridged the gap with an Individual international consultant. Since the project is revised and will be continued for another at least 12 months from January 2019, SPSU requires an international consultant to be working in SESIP as Team leader to lead the SESIP and help it in smooth transition to SWAp. SESIP is implemented under SPSU and other co-implementing agencies with the Director General, DSHE as PD and an Additional Secretary as the Joint Programme Director and the office is located at Shikkhha Bhaban, Dhaka-1000.

## **B. Scope of Service/Work**

5. The scope of work/service of the Consultant is to provide support to the ongoing SESIP implementation team of comprising with the SPSU officials involved in SESIP and also coordinate government consultant's team (Firm & individual) working under SESIP with necessary oversight for all program related activities including smooth transition of SESIP into SEDP and also undertake designated field trips. The Consultant (Team Leader)'s service also include, not limited to, effective planning, management and coordination and SWAP transition.

## **C. Detail Tasks:**

6. Within the overall scope of services, the detailed tasks of the Consultant (Team Leader) shall be to: (i) prepare Annual Operation Plans based on the demand of IAs and approved DPP provision/budget, (ii) prepare/revise program monitoring framework based on SESIP Periodic Financial Request (PFR), results framework and gender action plan (GAP) in collaboration with DSHE Planning and Development Wing, M&E wing and co-implementing agencies that defines program work plan, (iii) assigns roles and responsibilities and reporting arrangements; (iv) establish, coordinate, and monitor communication channels with co-implementing agencies for respective output responsibilities outlined in result framework; (v) assist in building and strengthening data analysis and reporting capacity within DSHE with the intent of full transfer of monitoring & reporting responsibility after the SESIP is over, (vi) preparation/revision of the annual sector performance report (ASPR); (vii) prepare quarterly DSHE monitoring report and semi-annual program implementation status report; (viii) coordinate among IAs in preparing/revision and submission of all PFM related reports to DSHE & SHED, MOE, (ix) assist SPSU/FPW in preparing SESIP's annual procurement plan (APP); (x) assist and manage accounting officer to prepare quarterly unaudited interim financial reports (IFR) from integrated budgetary accounting system (iBAS++); (xi) prepare semi-annual/annual disbursement linked indicators (DLIs) achievement report; (xii) assist DSHE and MOE and relevant policy makers to develop/update DSHE's organizational restructuring plan and capacity development plan, (xiv) assist in strengthening education management information system (EMIS) cell and M&E for more timely, comprehensive, and reliable data gathering systems and processes; (xv) participate and support SPSU in ADB missions; (xvi) assist DSHE and MOE in preparing the SEDP document for its transition to SWAp, (xvii) help SESIP/DSHE in report preparation as per facility administration manual (FAM) & approved DPP, (xviii) assist organizing overseas training and study tour for the remaining period, (xix) assist SPSU in implementing Pre-vocational and Vocational Program in the general stream; (xx) assist SPSU to develop a sustainability plan for ILCs and also work for establishment of another 70 ILCs; (xxi) prepare the PCR for SESIP Tranche 1 and Tranche 2 and perform due diligently any other tasks assigned by the program director/joint program director time to time.

## **D. Minimum Qualification and Experience Requirements:**

7. The Applicant for the position must have master degree from any recognized University with specialization in education. Doctorate degree (Ph. D) will be considered as an added

qualification. S/he should have minimum 15 years working experience in education, especially in the secondary & higher education sector with at least 3 years consultant experience as Team Leader in any International Development Organizations/Donors funded program/project. Regional working experience will be given preference. S/he must have excellent communication and writing skills in English with higher-level computer knowledge.

#### E. Deliverables/Reporting Requirements:

8. The Consultant will be working as the Team Leader shall submit the following reports in copies, as determined by the IA:

No	Output	Description	Submission time
<b>Effective Planning, Management and Coordination</b>			
1	A brief Inception Report	Inception report should include, not limited to, (i) detailed plan of the consultant's activities as required, (ii) detailed implementation plan for the program's activities, and (iii) issues identified during the discussions with SESIP team during inception phase.	2 weeks from the effectiveness of the contract
2	Quarterly Reports	Concise quarterly report in every three months stating activities done in last three months period with outline of plan of action for next quarter.	Within one week at the end of every 3 months
3	Final Report	Compilation of total target and achievement of the activities during the period of assignment with specific recommendations, as appropriate.	Within last week of completion of the Contract/assignment

#### F. Schedule and Place of Assignment

9. The Consultant's inputs will be used in SESIP's local office at Shikkha Bhaban Dhaka. However, the Consultant may need to travel for official assignment **either within Dhaka metropolitan area or/and outside Dhaka**. The Consultant and is required to be working for 11 person-months during February-December 2019.

#### G. Counterpart facilities:

10. The consultant will be provided with office accommodation furnished with furniture, air condition, internet and power supply, as available in the implementing agency.

#### H. Contract Type & Consultant's Remuneration

11. The Consultant's inputs will be time based and remuneration will be paid based on actual input day. The consultant may indicate his per day expected remuneration with breakup of estimated reimbursable item and cost.