



**Government of the People's Republic of Bangladesh**

**Ministry of Education (MoE)**

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

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

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

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

**for**

**Recruitment of Individual Consultant for Planning, Management, Coordination and  
SWAp Transition/ Team Leader (SD-64)**

Memo No. DSHE/SESIP/SPSU/2-421/TL (Part-2)/2018/3295,

Date: 23.01.2019

1. The Directorate of Secondary and Higher Education (DSHE) has been allocated public funds from the Government of the People's Republic of Bangladesh (GOB) and the Asian Development Bank (ADB) towards the cost of Secondary Education Sector Investment Program (SESIP) and, intends to apply part of the proceeds of these funds under the ADB Loan No.3320-BAN, Tranche-2, to eligible payments to the selected Individual Consultant under the consultancy services for the program for which this REOI is issued.
2. 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).The SESIP has been in implementation since 2013 and 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 Tranche3 and other development partners' assistance. The Secondary and Higher Education Division (SHED), 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. An international individual consultant was engaged initially for a period of about 3 years 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 Program Director and an Additional Secretary as the Joint Program Director and the office is located at Shikkha Bhaban, Dhaka-1000.
4. The scope of work/service of the Consultant will be 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.

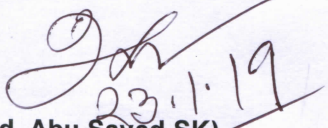


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5. Within the overall scope of services, the detailed tasks of the Consultant (Team Leader) shall be to: (i) prepare Annual Operation Plans based on the demand of IAs and approved DPP provision/budget, (ii) prepare/revise program monitoring framework 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/revising 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, (xiii) assist in strengthening education management information system (EMIS) cell and M&E for more timely, comprehensive, and reliable data gathering systems and processes; (xiv) participate and support SPSU in ADB missions; (xv) assist DSHE and MOE in preparing the SEDP document for its transition to SWAp, (xvi) help SESIP/DSHE in report preparation as per facility administration manual (FAM) & approved DPP, (xvii) assist organizing overseas training and study tour for the remaining period, (xviii) assist SPSU in implementing Pre-vocational and Vocational Program in the general stream; (xix) assist SPSU to develop a sustainability plan for ILCs and also work for establishment of another 70 ILCs; (xx) 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.
  6. The duration of the assignment for the consultancy service under Time-based Contract is for eleven (11) months, or until the end of December 2019. The Ministry of Education (MOE), GOB will be the Executing Agency (EA) and DSHE under SHED, MOE, GOB will be the Implementing Agency (IA).
  7. DSHE now invites eligible international individual consultants to submit EOI for Consultancy Services for SESIP for '**Individual Consultant for Planning, Management, Coordination and SWAp Transition/ Team Leader (SD-64)**' under the financing agreement between ADB and the GOB. Eligible individual international consultants should submit their EOIs either through ADB's consultant management system at <http://cms.adb.org>. The individual consultants must prepare and submit their EOIs in a standard form, "**Template for Expression of Interest (Individual Consultant)**", downloading from the ADB website <https://www.adb.org/site/business-opportunities/operational-procurement/consulting/documents#loans>
  8. The scope of work and detailed Terms of Reference (TOR) can be obtained by contacting the office of the **Joint Program Director, Sector Program Support Unit, SESIP** during regular office hours or can be downloaded from SESIP's website (<http://www.sesip.gov.bd>).
  9. The short listing will follow the "Guidelines on The Use of Consultants by Asian Development Bank and Its Borrowers, March 2013" including revisions, if any. The Consultant will be selected using Individual Consultant Selection (ICS) Method. The EOI from the consultant will be rejected if it has been debarred by the GOB or the ADB.





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10. The short listing will be carried out by the following major criteria as in the ADB EOI Template for Individual Consultants:
    - General Qualifications.
    - Project Related Experience
    - Overseas Experience including working experience in Bangladesh
  11. The EOI must be submitted as stated under **Para 7** above by 4:00 PM (BST) on 02 February 2019.
  12. The Procuring Entity reserves the right to accept or reject any or all the EOIs without assigning any reason thereof.

  
23.1.19  
(Md. Abu Sayed SK)

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