

Government of the People's Republic of Bangladesh
Skills Development Coordination and Monitoring Unit (SDCMU)
Skills for Employment Investment Program (SEIP) Project
Finance Division, Ministry of Finance
Probashi Kallyan Bhaban (Level-16)
71-72 Eskaton Garden, Ramna, Dhaka-1000.
www.seip-fd.gov.bd

No. FD/SEIP/EoI/37(Part-2)/2018/975

Date: 21 May 2019

Invitation for Expression of Interest

Title of the Project : Loan 3131-BAN: Skills for Employment Investment Program,
Skills Development Coordination and Monitoring Unit (SDCMU)
Executive Agency : Finance Division, Ministry of Finance.

A. Project Background:

Finance Division, Ministry of Finance of the Government of Bangladesh is implementing the Skills for Employment Investment Program (SEIP) with financial assistance from the Asian Development Bank (ADB) and Swiss Agency for Development and Cooperation (SDC) which is developing workforce equipped with contemporary technical skills and knowledge through vocational training by establishing a mechanism to facilitate collaboration between training institutes and industries which would optimize the utilization of available human resources.

The Skills Development Coordination and Monitoring Unit (SDCMU) has been established under the Finance Division, Ministry of Finance to serve as the Program Management Unit (PMU) of the SEIP. The consultant will be appointed in the SDCMU on competitive basis. The location of the assignments, qualifications and required experiences are as follows:


B. Assignment Location:

Dhaka, Bangladesh, with frequent travel requirements to different districts and training institutes outside Dhaka as and when required.

C. Detailed Qualifications, Experiences and Responsibilities:

<i>Position</i>	<i>No.</i>	<i>Minimum Qualification</i>	<i>Minimum General Experience</i>	<i>Responsibilities</i>
Procurement Specialist	1	Bachelor degree in engineering or Master's in Economics/ Statistics/ Finance/ Business administration with experience in procurement	<ul style="list-style-type: none">• <u>5 years of experience as procurement specialist</u> preferably in externally aided projects;• The consultant should have sound knowledge in the ADB/SDC Procurement Guidelines and Government Public Procurement Act / Rules;• Strong communication, interpersonal and computer skills;• Ability to impart training to the project staff on financial management system.	<ul style="list-style-type: none">• plan, manage and coordinate all procurement and contractual aspects of project;• assist in the preparation and distribution of invitations to tender and help manage/ conduct all aspects of bid proposal evaluations;• systematically record all procurement related transactions;• support training providers to procure training related materials;• provide on the job training to project counterpart personnel;• any other task assigned by the Executive Project Director in relevance to effective project implementation.

Interested candidates are requested to send their CVs to the following address latest by 15 June 2019. Only short-listed candidate will be notified.


Jalal Ahmed 210519
Additional Secretary and
Executive Project Director (EPD)
Skills for Employment Investment Program (SEIP) Project
Finance Division, Ministry of Finance