

No: CISC/SEIP/EoI/ICN-01/290

Date: 06 June 2021

## Invitation for Expression of Interest

Package# CBLM-1: 03 (Three) Individual Consultant (National)

Title of the Project : Asian Development Bank Loan 3468-BAN: CISC-SEIP Project, Skills for Employment Investment Program,  
Executing Agency : Construction Industry Skills Council (CISC)

### A. Project Background:

The Construction Industry Skills Council (CISC) is established under specific terms and conditions of the National Skills Development Policy with responsibility to plan, manage and coordinate skills development within the construction industry in Bangladesh. CISC is responsible to the development and review of skills standards and qualifications, Training of Trainers & industry skills assessors and participate in the development and review of new training curriculum for construction sector.

Construction Industry Skills Council (CISC) is funded by a grant from Skills for Employment Investment Program (SEIP), Finance Division, Ministry of Finance, Government of the People's Republic of Bangladesh. Under the contracts on grants for supporting ISC of Construction, CISC is assigned to develop 10 (Ten) Competency Based Learning materials (CBLBs) in English/Bangla as required. The Three (03) Individual Consultants (short-term) will be appointed for the SEIP-CISC Project on a competitive basis. The location of the assignments, qualifications, required experiences and responsibilities are as follows:

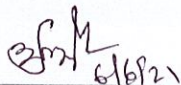
**B. Assignment Location:** ISC office, Apt. No: B-6, Halcyon Heights, 2/3, Block-A Mirpur Road, Mohammadpur, Dhaka-1207.

### C. Detailed qualifications, Experiences and Responsibilities:

Position	No	Minimum Qualification	Minimum General Experience	Responsibilities
Consultant (National)	3	Degree in Engineering Education, TVET, or related fields with experience of developing Competency Based Learning Materials (CBLM) both in English & Bangla	<ul style="list-style-type: none"> <li>4 years' experience of developing Competency Based Learning Materials (CBLM);</li> <li>Consultant should have sound knowledge on the validation and approval process of CBLM &amp; Competency Assessment Tools following NSDA/BTEB guidelines;</li> <li>Strong Communication, Interpersonal and computer skills especially excellent typing speed in English/Bangla;</li> </ul>	<ul style="list-style-type: none"> <li>Develop CBLMs in English/Bangla;</li> <li>Conduct validation workshops to get approval on CBLMs;</li> <li>Incorporate the feedback and submit the final version of CBLMs.</li> </ul>

Interested consultants are requested to send their Expression of Interest (EoI) latest by June 20, 2021 at 12.00 PM following the submission instructions mentioned in the ToR. EoI template and ToR are available at: [https://www.ciscbd.com/knowledge\\_3.php](https://www.ciscbd.com/knowledge_3.php)

Only short-listed candidates will be notified.



(Engr. Shafiqul Alam Bhuiyan)

Chairperson

Construction Industry Skills Council (CISC)

CISC-SEIP Project, Individual Consultant (National) funded by Skills for Employment Investment Program- Tranche-2 under Asian Development Bank Loan 3468-BAN.

## Terms of Reference

Package# CBLM-1: 03 (three) Individual Consultant (National)

### Objective and Purpose of the Assignment

Construction Industry Skills Council (CISC) is looking for a competent Individual Consultant (National) to develop Competency Based Learning Materials (CBLMs) for different occupations.

### Scope of Work

In order to achieve the objective, the Consultant will collaborate with Construction Industry Skills Council (CISC) and ensure the following:

- i. Conduct meeting with CISC, SEIP and relevant stakeholders before starting of the assignment.
- ii. Develop a detailed work plan for the entire period of consulting work.
- iii. Develop CBLMs in English/Bangla as required.
- iv. Submit the draft CBLMs to CISC for feedback.
- v. Incorporate the feedback and submit the final version of CBLMs.
- vi. Facilitate the validation workshops to get approval on CBLMs.
- vii. Submit the final version of CBLMs incorporating the feedback received from the validation workshops.

### Detailed Tasks and/or Expected Output

The Implementation plan is an integral part of the contract between Client and Consultant. The Consultant shall, when engaged with Client, follow and accomplish the implementation plan within the time allocated for completion of the assigned task. Specific assignment output will be:

- i. No. of CBLM to be developed will be distributed among 03 (three) Consultants based on their relevant experience and capability of consultant during negotiation process.
- ii. A work plan indicating the timeline with various stages of the assignment after signing the formal contract with CISC.
- iii. By end of month one, the Consultant must submit an Inception Report updating the assignment progress.
- iv. Competency Based Learning Materials (CBLM) in English/Bangla as required on Ten (10) occupations.
- v. Conduct individual validation workshop to get approval on CBLMs.
- vi. Final Report must be submitted both soft copy and hard copies to CISC after completion of the assignment.

### Client's Input and Counterpart Personnel:

CISC will provide financial support for the assignments and will invite the Consultant for regular update and facilitate meetings with the presence of key team members of CISC. CISC will coordinate and facilitate



this assignment. Concerned DEPD, AEPD, TVET Specialist and Course Specialist at the SDCMU, SEIP will provide valuable input during validation workshop.

**Place of assignment:**

The Consultant will work in CISC office, Apt. No: B-6, Halcyon Heights, 2/3, Block-A Mirpur Road, Mohammadpur, Dhaka-1207 and under supervision of Concerned CISC Executives in close collaboration with SEIP.

**Logistics and facilities to be provided to the consultant by the clients:**

Logistics and facilities to be provided to the consultant by the clients are listed below:

- i. Office space with furniture including file cabinet and electric connection.
- ii. Office equipment like computer and printer etc.
- iii. Bear the expenses related to organizing validation workshops.
- iv. Facilities for production and binding of reports etc.

**Minimum Qualification Requirements**

The qualifications and experiences of consultant is as follows:

- i. Degree in Engineering Education, TVET, or related fields, combined with at least 6 years' experience of developing and managing TVET programs in Bangladesh.
- ii. At least 4 years' experience of developing Competency Based Learning Materials (CBLM).
- iii. Familiar with the validation and approval process of CBLM & Competency Assessment Tools following NSDA/BTEB guidelines.
- iv. Previous working experience of developing CBLM & Competency Assessment Tools.
- v. Excellent computer skills in MS word, Excel, Photoshop etc.
- vi. Typing skills both English and Bangla.
- vii. Excellent proofreading skills with the ability to identify grammar, spelling, and punctuation errors.
- viii. At least 3 years' experience in facilitating skills training programs and CBT based learning materials development workshop will be an added advantage.

**Assignment Duration & Payment Conditions:**

The Consultants will be recruited to support CISC to perform the above-mentioned activities.

- i. Duration of the Assignment: Five (05) months maximum after signing the formal contract.
- ii. Remuneration shall be on output basis;
- iii. Payments shall be made in Bangladesh Taka;
- iv. CISC will deduct the local VAT & Taxes at source.
- v. The Consultants ensure proportionate progress of work as per work plan indicating timeline with various stages of the assignment after signing the contract;
- vi. The Consultant shall submit an invoice for remuneration as per the milestones mentioned in the agreement and payments shall be made by the client within 15 (fifteen) calendar days of the receipt of the invoice;
- vii. The Client may, by written notice of suspension to the Consultant, suspend all payments to the Consultant hereunder if the Consultant fails to perform his/her obligations under this contract.

**Minimum General Experience** 6 Years

**Minimum Specific Experience (relevant to assignment)** 4 Years

### Application Procedure

Interested consultants are requested send their Expression of Interest electronically or hard copies to the following address on or before June 20, 2021 at 12:00 pm. Eoi template is available in [https://www.ciscbd.com/knowledge\\_3.php](https://www.ciscbd.com/knowledge_3.php)

Any application received after the deadline will be disqualified.

Email to: [ciscbd.skills@gmail.com](mailto:ciscbd.skills@gmail.com)

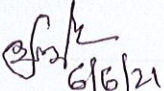
The subject line in the email must mention "Package #, Individual Consultant (National) and Name of the applicant)".

### Hard copy of Eoi must be submitted to:

Mr. Engr. B. M. Mofizur Rahman  
Curriculum Development & Training Executive  
Construction Industry Skills Council (CISC)  
Apt. No: B-6, Halcyon Heights, 2/3  
Block-A Mirpur Road, Mohammadpur, Dhaka-1207

The envelope must be marked with "Name of the applicant" and CISC Individual Consultant".

**Only short-listed candidates will be notified.**



Chairperson

Construction Industry Skills Council (CISC)