

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 Old Elephant Road  
Eskaton Garden, Ramna, Dhaka-1000.  
[www.seip-fd.gov.bd](http://www.seip-fd.gov.bd)

No. SEIP/EIO/37/2014-2015/155

Date: 24 January 2018

**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 working to develop 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 Finance Division, Ministry of Finance to serve as the Program Management Unit (PMU) of the SEIP. The following consultants and official 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**

Position	No.	Minimum Qualification	Minimum General Experience	Responsibilities
Monitoring & Evaluation Specialist	1	Master's Degree in Social Science or relevant discipline	10 years' experience in monitoring and evaluation of foreign aided projects.	<ul style="list-style-type: none"><li>Design M&amp;E system for the project;</li><li>Prepare quarterly and annual progress reports for reporting project progress to the Steering Committee as well as development partners;</li><li>Assist in organizing workshops, seminars and other events;</li><li>Preparation of reports on findings and lessons from project innovation;</li><li>Design and assist in action research relating to skills development;</li><li>Any other task assigned by the Executive Project Director in relevance to effective project implementation.</li></ul>
IT and Database Specialist	1	Bachelor of Science in Computer Engineering/Science	10 years' experience in Database administration, networking activities in a renowned organization.	<ul style="list-style-type: none"><li>Support SDCMU in IT related activities;</li><li>Monitor the database and tracking system of the implementing agencies and provide all sorts of advice;</li><li>Any other task assigned by the Executive Project Director in relevance to effective project implementation.</li></ul>
Personal Officer to EPD	1	Master's Degree in any discipline	3 years' of relevant experience; Computer literacy is a must.	<ul style="list-style-type: none"><li>Assist Executive Project Director</li></ul>

Interested candidates are requested to send their CVs to the following address latest by 22 February 2018. Only short-listed candidate will be notified.

**Abdur Rouf Talukder**  
Additional Secretary and  
National Project Director (NPD)  
Skills for Employment Investment Program (SEIP) Project  
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