

Government of the People's Republic of Bangladesh
Program Coordination Unit (PCU)
Secondary Education Development Program (SEDP)
Secondary and Higher Education Division
Ministry of Education

Ref: sedp/pcu/procure/pc/09/2019/92

Date: 16.02.2020

Request for Expression of Interest (REOI)

The Government of the People's Republic of Bangladesh (GoB) has received a credit from the International Development Association (IDA) towards the cost of Technical Assistance Facility under Secondary Education Development Program (SEDP) to be implemented by Program Coordination Unit (PCU) and intends to apply a part of the proceeds of this credit to pay for the Services for Individual Consultants.

2. The qualifications and experiences required for the services of the assignment are as follows:

Sl. No.	Position Name with Package No.	No. of Post	Qualifications	Experiences	Responsibilities
1	Program Coordinator (PC). (Package No: S TAF-S1-1)	01	Active Grade-II official of the Government of Bangladesh; Postgraduate degree from any discipline; preferably in Economics/ Development Economics/ Development Finance/Public Administration/Business Administration or other relevant subjects.	Should have at least 25 years' experience in the Bangladesh civil service with adequate exposure to policies and programs/projects on socio-economic development, policy reforms, program/project implementation, etc. Age Limit: 57 Years on the date of submission.	The Program Coordinator (PC) will be responsible for the day-to-day management of the program. The specific tasks of the PC shall include, but not limited to, lead, Manage and coordinate all activities of the SEDP.
2	Deputy Program Coordinator (Secondary) (Package No: S TAF-S1-4)	01	Active official the Government of Bangladesh holding Grade- V/ IV or above of the National Pay Scale; Post graduate degree in any subject preferably in Economics/ Development Economics/ Development Finance/Public Administration/Business Administration/ Social Science or other relevant subjects.	Should have at least 20 years of experience in Bangladesh civil service with adequate exposure to secondary education development, policy reforms, program/project implementation etc. Previous experience in foreign aided programs/projects is desirable. Age Limit: 55 Years on the date of submission.	Support PCU and Facilitate formulation/revision and implementation of assigned schemes; Coordinate Annual Operation Plan, Procurement Plans for assigned schemes ensuring timely implementation of assigned schemes and in collaboration with the Scheme Directors regularly review the implementation progress of the relevant schemes.
3	Deputy Program Coordinator (Secondary & Madrasah) (Package No: S TAF-S1-5)	01	Active official the Government of Bangladesh holding Grade- V/ IV or above of the National Pay Scale; Post graduate degree in any subject preferably in Economics/ Development Economics/ Development Finance/Public Administration/Business Administration/ Social Science or other relevant subjects.	Should have at least 20 years of experience in Bangladesh civil service with adequate exposure to secondary education development, policy reforms, program/project implementation etc. Previous experience in foreign aided programs/projects is desirable. Age Limit: 55 Years on the date of submission.	Support PCU and Facilitate formulation/revision and implementation of assigned schemes; Coordinate Annual Operation Plan, Procurement Plans for assigned schemes ensuring timely implementation of assigned schemes and in collaboration with the Scheme Directors regularly review the implementation progress of the relevant schemes.
5	Assistant Program Coordinator (Review, Monitoring & Evaluation) (Package No: S TAF-S1-8)	01	Active Government official holding Grade-VI or above of the National Pay Scale; Post graduate degree in any subject preferably in Economics/ Development	Should have at least 10 years' experience in the Bangladesh civil service with adequate exposure to socio-economic development/ policy reforms/ government financial	Design appropriate tool for monitoring scheme implementation progress in collaboration of DPC and respective

Signature

			Economics/ Development Finance/Public Administration/Business Administration/Social Science or other relevant subjects.	management etc.; Previous experience in foreign aided programs/projects in education sector is desirable. Age Limit: 52 Years on the date of submission.	consultants; Monitor the implementation progress of all schemes against the AOP and APP; Monitor compliance with social, environmental & gender policy and obligation of the Government; Prepare consolidated quarterly progress reports as required for monitoring and reporting purposes.
6	Assistant Program Coordinator (Secondary) (Package No: S TAF-S1-9)	02	Active Government official holding Grade-VI or above of the National Pay Scale; Post graduate degree in any subject preferably in Education/Economics /Public Administration/Business Administration/Social Science or other relevant subjects;	Should have at least 10 years' experience in the Bangladesh civil service with adequate exposure to development of secondary education/ policy reforms, program/project implementation, etc.; Previous experience in foreign aided programs/projects is desirable. Age Limit: 52 Years on the date of submission.	Facilitate formulation/revision and Ensure timely implementation of assigned schemes; regularly review the implementation progress of the relevant schemes; Ensure that relevant DLIs/DLRs are achieved and reported on time;
7	Assistant Program Coordinator (Secondary & Madrasah) (Package No: S TAF-S1-10)	01			

3. OTHER TERMS AND CONDITIONS (a) Contact Period: One Year (12 Months); (b) Duty Station: Program Coordination Unit, SEDP, Dhaka.

4. OTHER CRITERIA:

a) The consultant will be selected in accordance with the World Bank Procurement Regulations for IPF Borrowers, July 2016 ("Procurement Regulations").

b) The consultant will have capability to carry out the assignment in terms of overall suitability, training, computer skills, proficiency in English, etc. Knowledge of local conditions and administrative systems etc. will also be considered. Note that one applicant cannot apply more than three posts.

c) Only short-listed candidates will be contacted for interview.

5. The undersigned now invites expression of interest in providing intended services as above and to submit application accompanied by (a) Signed CV with a cover letter along with the soft copy (MS Word File) of the CV in CD/DVD/Pen drive and (b) Two passport size Photographs. The CV should have a declaration of correctly described and free from any willful misstatement which may lead to disqualification or dismissal, if engaged. The Terms of Reference can be collected from the undersigned office or from www.shed.gov.bd and www.dshe.gov.bd.

6. Interested Applicants are requested to send their expressions of interest by 03.00 P.M. of 03 March, 2020 in sealed envelope, clearly marked "Expression of Interest (EOI) for *Name of the Consultancy Post*" to the undersigned by direct delivery/courier service. Any EOI received after the deadline will not be accepted. Any persuasion by the applicant will be treated as disqualification.

The authority reserves the right to annul the process or to reject all the EOIS without assigning any reason whatsoever.


24/02/2020
Md. Fazlur Rahman
Program Coordinator & Additional Secretary
SEDP, MoE, Dhaka.
Phone No.: 9555137
Email: sedppcu@gmail.com

Government of the People's Republic of Bangladesh
Secondary Education Development Program (SEDP)
Program Coordination Unit (PCU)
Secondary & Higher Education Division
Ministry of Education

TOR for Program Coordinator (PC)

1. Background & Rationale:

1.1 Background: Education is one of the topmost priority sectors of the Government of Bangladesh with relevant constitutional commitments and a strong vision towards transforming Bangladesh into a digital middle-income country within a very short span of time. Bangladesh has attained tremendous success in terms of economic growth and social transformation, accompanied by significant reduction in poverty and enhancement in human resource development. Primary level enrolment in Bangladesh has reached nearly 100% and completion rate has crossed 80%. Enrolment at the secondary level has also increased to a satisfactory level and gender parity was attained in primary and secondary education well ahead of the Millennium Development Goal (MDG) target for 2015. Girl students surpassed the boys at the secondary level at a 53-47 ratio. The Government is now working to achieve the Sustainable Development Goals (SDGs) to expedite the development of the country towards the middle-income stage. The Seventh Five-Year Plan is being aligned with the SDGs as a priority agenda. The Ministry of Education has been orienting all its activities in line with the targets to be achieved to attain the SDG No-4, that is quality education. Ensuring quality education and creating skilled workforce is the key to poverty reduction, economic development and creation of a knowledge-based society in Bangladesh.

The National Education Policy (NEP) 2010 of the Government provides the framework for harnessing the education system to the nation's human resource development priorities. The NEP has focused on areas such as (i) improving science, English, Mathematics and Information Communication Technology (ICT) (Goal 12), (ii) modernization of Madrasah Education (Strategy 1); (iii) provision of required teaching and learning materials, (iv) improvement of existing examination systems, (v) enhancing the quality of teachers, (vi) providing infrastructural facilities to the educational institutions and (vii) strengthening decentralized governance and management of secondary and higher secondary education.

The Government has been implementing a number of development projects, programs and reform activities in the field of curricula, teacher education, strengthening teaching learning system, and improvement of infrastructure. Among the projects in the secondary level, the Secondary Education Sector Investment Program (SESIP), Secondary Education Quality and Access Enhancement Project (SEQAEP), Teaching Quality Improvement Project (TQI) Secondary Education Stipend Project (SESP) have been contributing significantly to increased access especially among economically disadvantaged people and improved quality of education in various ways. The Development Partners (DPs) such as Asian Development Bank (ADB), the World Bank (WB) have been extending their support through financing these initiatives. Taking the lessons learnt from implementing several discrete projects, the Government and other stakeholders including DPs came to a consensus to integrate all development activities to a Sector Wide Approach (SWAp).

The Ministry of Education (MOE) approved a comprehensive Secondary Education Sector Roadmap to pursue the SWAp in 2012. Concomitantly, the MOE consolidated these efforts

by stakeholder preparation and promulgation of the harmonized Secondary Education Sector Program Framework as a living planning document that identifies key programs for NEP implementation. The Secondary Education Sector Program Framework, approved by MOE in 2015, has become a guiding document for development partners to support SWAp. In this context, two Joint Sector Reviews (JSRs) were organized by MoE/DSHE and DPs in February 2015 and August 2016. The two JSRs reviewed progress constraints, barriers and gaps in and among the stakeholder agencies, and made recommendations to redress them. Based on the significant performance of agencies in moving towards the SWAp, the government officially decided to adopt a full SWAp in the secondary education sub-sector. After long consultations among the stakeholders from multiple areas such as Policy Makers, Development Partners, Teachers, Bureaucrats as well as the beneficiaries like students and parents and following several inter-ministerial discussions, seminars and workshops, the Government finalized the SWAp in the name of **Secondary Education Development Program (SEDP)** for a period of five years from 2018-19 FY to 2022-23 FY. The SEDP will cover grades 6-12, annually supporting more than 12 million students and 357,000 teachers from more than 20,300 general schools, 9,400 madrasahs, and 1190 general schools with SSC vocational stream programs. The program is structured according to the three road map results areas:

- (i) Enhanced quality and relevance of secondary education;
- (ii) Improved access and retention;
- (iii) Strengthened governance, management and planning.

1.2 Cost of SEDP & Financing: The SEDP is approved by the Government with an estimated budget of BDT-1,37,667 Crore (US\$ 17.2 billion). The Program will be financed mainly through the GOB fund but the World Bank (520 Million USD), the Asian Development Bank (225 Million USD) and other Development Partners will also finance a substantial part of its budget. The treasury model of budgeting will be followed for financing SEDP. However, DLIs will have to be observed for Development Partners financing.

1.3 Technical Assistance Facility: There is a Technical Assistance Facility (TAF) in SEDP amounting to USD 20 million provided by the World Bank (USD 10 million credit from IDA and USD 10 million grant from the Global Financing Facility). All individual consultants and firms under PCU scheme including this assignment, will be financed through TAF and will follow IDA procurement guidelines.

1.4 Schemes Under SEDP: Focusing on different result, sub-result areas and DLI/DLR of the program, Inter-ministerial Program Steering Committee (IPSC) of SEDP initially approved 24 schemes including the scheme titled 'Management, Technical Assistance and Coordination of SEDP'.

1.5 The PCU: The SEDP will be coordinated through a central coordinating unit named Program Coordination Unit (PCU) and its activities will be implemented through several implementing partners such as Directorate of Secondary and Higher Education (DSHE), Directorate of Madrasah Education (DME), Board of Intermediate and Secondary Education (BISE), National Curriculum and Text Book Board (NCTB), National Academy on Education Management (NAEM), Teacher's Training Colleges (TTCs), Bangladesh Madrasah Teacher's Training Institute (BMTTI), National Teacher's Registration and Certification Authority (NTRCA), Department of Inspection and Audit (DIA), Bangladesh Bureau of Education Information and Statistics (BANBEIS), Education Engineering Department (EED) and other implementing partners to be involved during implementation process. The PCU will lead by a National Program Coordinator, Ex-officio Additional Secretary of SHED and manned by number of consultants of different tier, regular officers on deputation and other support staff.

2. Position details:

2.1 Title of the position: Program Coordinator (PC)

2.2 Number of the position- 01 (One)

2.3 Contract type and duration: Full-time engagement, 1(one) year.

2.4 Responsibilities:

The Program Coordinator (PC) will be responsible for the day-to-day management of the program. The specific tasks of the PC shall include, but not limited to, the following:

- Lead, Manage and coordinate all activities of the SEDP;
- Maintain close liaison with SEDP agencies, World Bank and other DPs of SEDP
- Establish and maintain close working relationships with Secondary and Higher Education Division, Technical and Madrasa Education Division, Finance Division, all implementing and co-implementing agencies and relevant development partners.
- Coordinate identification, formulation and implementation of schemes under SEDP;
- Coordinate preparation of Annual Operation Plans (AOPs) and Annual Procurement Plans (APPs) for all schemes;
- Administer all procurements of the PCU scheme and other schemes as determined;
- Ensure timely recruitment and mobilization of national and international consultants in consultation with the relevant Scheme Directors;
- Ensure timely implementation of all schemes under SEDP and in collaboration with the Scheme Directors regularly review the implementation progress of all schemes;
- Ensure that DLIs/DLRs are achieved and reported on time;
- Ensure timely verifications of the achievements of program DLIs by the Independent Verification Agency;
- Ensure timely submission of all reports to the Government, World Bank and other DPs and take all necessary steps regarding disbursement of funds from World Bank and other DPs;
- Supervise and coordinate the work of all international and national consultants;
- Coordinate preparation and implementation of budget and ensure proper and timely utilization of funds in collaboration with Scheme Directors, Financial Management Specialists, Accountant and other financial staff;
- Maintain accounts of the program;
- Ensure that the program fits in with government rules, regulations and procedures;
- Organize workshops/seminars/ meetings and internal & foreign trainings;

- Function as the Member-Secretary of the Program Steering Committee and Scheme Implementation Committee of the relevant schemes;
- Prepare quarterly and annual progress reports as required for monitoring and reporting purposes;
- Conduct monthly coordination meetings with Scheme Directors, implementing agencies, World Bank & other DPs.
- Exercise delegated financial authority according to the Delegation of Financial Power and other relevant circulars, orders etc. issued by the Finance Division, SHED and other concerned authorities;
- Facilitate implementation support missions, review missions and other missions and visits offered by the World Bank & other DPs.
- Facilitate inter-ministerial and inter-agency meetings, workshops, seminars on approaches to reform, results of reform interventions etc., and dissemination of outputs from these events.

[For details: List of activities under the SEDP may be observed as 'Annex-A']

3. Deliverables and reporting requirements:

3.1 Deliverables:

- A quarterly plan of action segmented in months at the beginning of each quarter;
- A monthly report mentioning the day-to-day activities within three days of the end of a month;
- **A Quarterly report within 15 days of a quarter end:**
 - highlighting major milestones achieved against set target;
 - major challenges faced during the quarter;
 - critical issues regarding implementation;
 - recommendations.
- **Field visit report:** Conduct field visit minimum 10% of working days and submit field observation report after each spell of field visit.

3.2. Reporting:

Will report to the NPC on a day-to-day basis and will be expected to be available daily for the assignment. The successful incumbent will not be allowed to be engaged in any other professional activities during the contract period.

4. **Counterpart Facilities/ Support:** The SEDP PCU will provide appropriate office space with furniture, computers/laptop, equipment, stationaries, printer, office accessories, consumables, transport vehicle including driver for office purposes and one support staffs required for performing these services. All other consulting and non-consulting staff will extend their support in performing the duties to make the SEDP successful. However, securing cooperation from other staff will depend on the ability of the incumbent.

5. Required minimum qualification and experience:

The applicant should have the following minimum qualification and experience:

- Active Grade-II official of the Government of Bangladesh;
- Postgraduate degree from any discipline; preferably in Economics/ Development Economics/ Development Finance/Public Administration/Business Administration or other relevant subjects;
- Should have at least 25 years' experience in the Bangladesh civil service with adequate exposure to policies and programs/projects on socio-economic development, policy reforms, program/project implementation, etc.
- Extensive knowledge of and experiences in the education sector is required;
- Experienced in negotiation with international Development Partners (DPs) of Bangladesh and previous experience as Program/Project Director /Coordinator in foreign-aided programs/projects is highly desirable.
- Should have a high level of IT skills, especially in Word, Excel, Power point;
- Should have an excellent command of English Language;
- Should be able to work under pressure and meet deadlines;
- Should have strong links with key stakeholders across the government and development partners;
- Fair knowledge of and experience in procurement and financial practices of the Government of Bangladesh and DPs;
- Fair knowledge of the National Education Policy 2010 and the priorities of the Government;
- Should be aware of Sustainable Development Goals (SDGs), Five-Years Plans of Bangladesh;
- Knowledge of and experience in the development procedures of the GOB.

6. **Age limit: Maximum** 57(Fifty-Seven) years on the date of submission.
7. **Contract Remuneration:** Negotiable.

Government of the People's Republic of Bangladesh
Secondary Education Development Program (SEDP)
Program Coordination Unit (PCU)
Secondary & Higher Education Division
Ministry of Education

TOR for Deputy Program Coordinator (Secondary)

1. Background & Rationale:

1.1 Background:

Education is one of the topmost priority sectors of the Government of Bangladesh with relevant constitutional commitments and a strong vision towards transforming Bangladesh into a digital middle-income country within a very short span of time. Bangladesh has attained tremendous success in terms of economic growth and social transformation, accompanied by significant reduction in poverty and enhancement in human resource development. Primary level enrolment in Bangladesh has reached nearly 100% and completion rate has crossed 80%. Enrolment at the secondary level has also increased to a satisfactory level and gender parity was attained in primary and secondary education well ahead of the Millennium Development Goal (MDG) target for 2015. Girl students surpassed the boys at the secondary level at a 53-47 ratio. The Government is now working to achieve the Sustainable Development Goals (SDGs) to expedite the development of the country towards the middle-income stage. The Seventh Five-Year Plan is being aligned with the SDGs as a priority agenda. The Ministry of Education has been orienting all its activities in line with the targets to be achieved to attain the SDG No-4, that is quality education. Ensuring quality education and creating skilled workforce is the key to poverty reduction, economic development and creation of a knowledge-based society in Bangladesh.

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The Ministry of Education (MOE) approved a comprehensive Secondary Education Sector Roadmap to pursue the SWAp in 2012. Concomitantly, the MOE consolidated these efforts by stakeholder preparation and promulgation of the harmonized Secondary Education Sector Program Framework as a living planning document that identifies key programs for NEP implementation. The Secondary Education Sector Program Framework, approved by MOE in 2015, has become a guiding document for development partners to support SWAp. In this context, two Joint Sector Reviews (JSRs) were organized by MoE/DSHE and DPs in February 2015 and August 2016. The two JSRs reviewed progress constraints, barriers and gaps in and among the stakeholder agencies, and made recommendations to redress them. Based on the significant performance of agencies in moving towards the SWAp, the government officially decided to adopt a full SWAp in the secondary education sub-sector. After long consultations among the stakeholders from multiple areas such as Policy Makers, Development Partners, Teachers, Bureaucrats as well as the beneficiaries like students and parents and following several inter-ministerial discussions, seminars and workshops, the Government finalized the SWAp in the name of **Secondary Education Development Program (SEDP)** for a period of five years from 2018-19 FY to 2022-23 FY. The SEDP will cover grades 6-12, annually supporting more than 12 million students and 357,000 teachers from more than 20,300 general schools, 9,400 madrasahs, and 1190 general schools with SSC vocational stream programs. The program is structured according to the three road map results areas:

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1.2 Cost of SEDP & Financing:

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1.3 Technical Assistance Facility:

There is a Technical Assistance Facility (TAF) in SEDP amounting to USD 20 million provided by the World Bank (USD 10 million credit from IDA and USD 10 million grant from the Global Financing Facility). All individual consultants and firms under PCU scheme will be financed through TAF and will follow IDA procurement guidelines.

1.4 Schemes Under SEDP:

Focusing on different result, sub-result areas and DLI/DLR of the program, Inter-ministerial Program Steering Committee (IPSC) of SEDP initially approved 24 schemes including the scheme titled 'Management, Technical Assistance and Coordination of SEDP'.

1.5 The PCU:

The SEDP will be coordinated through a central coordinating unit named Program Coordination Unit (PCU) and its activities will be implemented through several implementing partners such as Directorate of Secondary and Higher Education (DSHE), Directorate of Madrasah Education (DME), Board of Intermediate and Secondary Education (BISE), National Curriculum and Text Book Board (NCTB), National Academy on Education Management (NAEM), Teacher's Training Colleges (TTCs), Bangladesh Madrasah Teacher's Training Institute (BMTTI), National Teacher's Registration and Certification Authority (NTRCA), Department of Inspection and Audit

(DIA), Bangladesh Bureau of Education Information and Statistics (BANBEIS), Education Engineering Department (EED) and other implementing partners to be involved during implementation process. The PCU will lead by a National Program Coordinator, Ex-officio Additional Secretary of SHED and manned by number of consultants of different tier, regular officers on deputation and other support staff.

2. Position details:

2.1 Title of the position: Deputy Program Coordinator (Secondary)

2.2 Number of the position- 02 (Two)

2.3 Contract type and duration: Full-time engagement, 1(one) year.

2.4 Responsibilities:

The positions will be quasi-administrative and consulting in nature. The Deputy Program Coordinators (Secondary) will be responsible for the part of the activities under program result areas and are expected to manage the implementation activities of respective scheme, program and interventions. The DPC will support PC in overall program implementation. S/he will be supported by required number of Assistant Program Coordinators and support staff. The DPC will be the principal executing person at PCU and have to shoulder responsibilities regarding proper implementation of the schemes, programs, interventions and activities allocated under his/her jurisdiction. The DPC will coordinate all activities of the team members under his/her disposal. The specific activity area will be allocated after signing the contract and may be reallocated time to time based on practical needs. The selected incumbent is expected to undertake following responsibilities in respect of his/her jurisdiction but not limited to:

- Facilitate formulation/revision and implementation of assigned schemes;
- Coordinate preparation of Annual Operation Plans (AOPs) and Annual Procurement Plans (APPs) for assigned schemes;
- Ensure timely implementation of assigned schemes and in collaboration with the Scheme Directors regularly review the implementation progress of the relevant schemes;
- Ensure that relevant DLIs/DLRs are achieved and reported on time;
- Support WB and other DPs in coordination, implementation support and review missions;
- In collaboration with the relevant Scheme Directors supervise and coordinate the work of all international and national consultants relevant to his/her result areas;
- Supervise/coordinate activities of APCs and staff under his/her disposal;
- Prepare quarterly and annual progress reports for assigned schemes;
- Highlight at an early stage problem that might be arising and identify potential risks;
- Any other tasks assigned by the PC.

[For details: List of activities under the SEDP may be observed as 'Annex-A']

3. Deliverables and reporting requirements:

3.1 Deliverables:

- A quarterly plan of action segmented in months at the beginning of each quarter;

- A monthly report mentioning the day-to-day activities within three days of the end of a month;
- **A Quarterly report within 15 days of a quarter end:**
 - Highlighting major milestones achieved against set target;
 - Major challenges faced during the quarter;
 - Critical issues regarding implementation;
 - Recommendations.
- **Field visit report:** Conduct substantial field visit as required by the program coordinator and submit field observation report after each spell of field visit.

3.2. Reporting:

Reporting to PC on day to basis and expected to be available at least 8 hours daily for the assignment. The successful incumbent will not be allowed to be engaged in any other professional activities during the contract period.

4. **Counterpart facilities/ Support:** The SEDP PCU will provide appropriate office space with furniture, computers, equipment, stationaries and transport facility for official purpose. Appropriate number of APC and other staff will extend their support in performing the duties to make the assignment successful. However, securing cooperation from other staff will depend on the ability/capacity of the incumbent.
5. **Required minimum qualification and experience:**

The applicant should have following minimum qualification and experience:

- Active official the Government of Bangladesh holding Grade-IV or above of the National Pay Scale.
- Post graduate degree in any subject preferably in Economics/ Development Economics/ Development Finance/Public Administration/Business Administration/ Social Science or other relevant subjects;
- Should have at least 20 years' of experience in Bangladesh civil service with adequate exposure to secondary education development, policy reforms, program/project implementation, etc.
- Previous experience in foreign aided programs/projects is desirable.
- Should have very good verbal and written communication skill, both in Bangla & English.
- Must have excellent IT skill;
- Be able to work under pressure and meet deadlines;
- Previous experience in foreign aided programs/projects is desirable.
- Experienced in writing quality report (Annual/Quarterly report), research paper on any issue relating to education;
- Good understanding of education/curriculum system of Bangladesh and emerging challenges in education sector;
- Fair knowledge on National Education Policy 2010 and the priorities of the Government;
- Adequate knowledge and experience on development procedure of the GOB.

6. **Age limit: Maximum** 55 years on the date of submission.

7. **Contract Remuneration:** Negotiable.

Government of the People's Republic of Bangladesh
Secondary Education Development Program (SEDP)
Program Coordination Unit (PCU)
Secondary & Higher Education Division
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TOR for Deputy Program Coordinator (Secondary & Madrasah)

1. Background & Rationale:

1.1 Background:

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1.2 Cost of SEDP & Financing:

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1.3 Technical Assistance Facility:

There is a Technical Assistance Facility (TAF) in SEDP amounting to USD 20 million provided by the World Bank (USD 10 million credit from IDA and USD 10 million grant from the Global Financing Facility). All individual consultants and firms under PCU scheme will be financed through TAF and will follow IDA procurement guidelines.

1.4 Schemes Under SEDP:

Focusing on different result, sub-result areas and DLI/DLR of the program, Inter-ministerial Program Steering Committee (IPSC) of SEDP initially approved 24 schemes including the scheme titled 'Management, Technical Assistance and Coordination of SEDP'.

1.5 The PCU:

The SEDP will be coordinated through a central coordinating unit named Program Coordination Unit (PCU) and its activities will be implemented through several implementing partners such as Directorate of Secondary and Higher Education (DSHE), Directorate of Madrasah Education (DME), Board of Intermediate and Secondary Education (BISE), National Curriculum and Text Book Board (NCTB), National Academy on Education Management (NAEM), Teacher's Training Colleges (TTCs), Bangladesh Madrasah Teacher's Training Institute (BMTTI), National Teacher's Registration and Certification Authority (NTRCA), Department of Inspection and Audit (DIA), Bangladesh Bureau of Education Information and Statistics (BANBEIS), Education Engineering

Department (EED) and other implementing partners to be involved during implementation process. The PCU will lead by a National Program Coordinator, Ex-officio Additional Secretary of SHED and manned by number of consultants of different tier, regular officers on deputation and other support staff.

2. Position details:

2.1 Title of the position: Deputy Program Coordinator (Secondary & Madrasah).

2.2 Number of the position- 01 (One)

2.3 Contract type and duration: Full-time engagement, 1(one) year.

2.4 Responsibilities:

The position will be a quasi-administrative and consulting in nature. The Deputy Program Coordinators (Secondary & Madrasah) (DPC) will be responsible for the part of the activities under program result areas and is expected to manage the implementation activities of respective scheme, program and interventions. The DPC will support PC in overall program implementation. S/he will be supported by required number of Assistant Program Coordinators and support staff. The DPC will be the principal executing person at PCU and have to shoulder responsibilities regarding proper implementation of the schemes, programs, interventions and activities allocated under his/her jurisdiction. The DPC will coordinate all activities of the team members under his/her disposal. The specific activity area will be allocated after signing the contract and may be reallocated time to time based on practical needs. The selected incumbent is expected to undertake following responsibilities in respect of his/her jurisdiction, but not limited to:

- Facilitate formulation/revision and implementation of assigned schemes;
- Coordinate preparation of Annual Operation Plans (AOPs) and Annual Procurement Plans (APPs) for assigned schemes;
- Ensure timely implementation of assigned schemes and in collaboration with the Scheme Directors, regularly review the implementation progress of the relevant schemes;
- Ensure that relevant DLIs/DLRs are achieved and reported on time;
- Support WB and other DPs with necessary information/ cooperation on implementation support & review missions;
- In collaboration with the relevant Scheme Directors supervise and coordinate the work of all international and national consultants relating to the schemes.
- Prepare quarterly and annual progress reports for assigned schemes;
- Supervise and coordinate the activities of APC and other staff under his/her disposal;
- Highlight at an early stage problem that might be arising and identify potential risks;
- Any other tasks assigned by the PC.

[For details: List of activities under the SEDP may be observed as 'Annex-A']

3. Deliverables and reporting requirements:

3.1 Deliverables:

- A quarterly plan of action segmented in months at the beginning of each quarter;

- A monthly report mentioning the day-to-day activities within three days of the end of a month;
- **A Quarterly report within 15 days of a quarter end:**
 - Highlighting major milestones achieved against set target;
 - Major challenges faced during the quarter;
 - Critical issues regarding implementation;
 - Recommendations.
- **Field visit report:** Conduct substantial field visit as required by the program coordinator and submit field observation report after each spell of field visit.

3.2. Reporting:

Reporting to NPC/PC on day to basis and expected to be available at least 8 hours daily for the assignment. The successful incumbent will not be allowed to be engaged in any other professional activities during the contract period.

4. Counterpart facilities/Support:

The SEDP PCU will provide appropriate office space with furniture, computers, equipment, stationeries and transport facility for official purposes. Appropriate number of APC and other staff will extend their support in performing the duties to make the assignment successful. However, securing cooperation from other staff will depend on the ability/capacity of the incumbent.

5. Required minimum qualification and experience:

The applicant should have following minimum qualification and experience:

- Active official the Government of Bangladesh holding Grade- V/IV or above of the National Pay Scale.
- Post graduate degree in any subject preferably in Economics/ Development Economics/ Development Finance/Public Administration/Business Administration/ Social Science or other relevant subjects;
- Should have at least 20 years of experience in Bangladesh civil service with adequate exposure to secondary education development, policy reforms, program/project implementation, etc.
- Previous experience in foreign aided programs/projects is desirable.
- Should have very good verbal and written communication skill, both in Bangla & English.
- Be able to work under pressure and meet deadlines.
- High level IT skill, especially in Word, Excel, Power point;
- Experienced in writing quality report (Annual/Quarterly report), research paper on any issues relating to education;
- Fair knowledge and experience in procurement and financial practices of the Government of Bangladesh;
- Good understanding of education/curriculum system of Bangladesh and emerging challenges in education sector;
- Fair knowledge on National Education Policy 2010 and the priorities of the Government;
- Adequate knowledge and experience on development procedure of the GOB.

6. **Age limit: Maximum** 55 years on the date of submission.

7. **Contract Remuneration:** Negotiable.

Government of the People's Republic of Bangladesh
Secondary Education Development Program (SEDP)
Program Coordination Unit (PCU)
Secondary & Higher Education Division
Ministry of Education

TOR for Assistant Program Coordinator (Review, Monitoring & Evaluation)

1. Background & Rationale:

1.1 Background:

Education is one of the topmost priority sectors of the Government of Bangladesh with relevant constitutional commitments and a strong vision towards transforming Bangladesh into a digital middle-income country within a very short span of time. Bangladesh has attained tremendous success in terms of economic growth and social transformation, accompanied by significant reduction in poverty and enhancement in human resource development. Primary level enrolment in Bangladesh has reached nearly 100% and completion rate has crossed 80%. Enrolment at the secondary level has also increased to a satisfactory level and gender parity was attained in primary and secondary education well ahead of the Millennium Development Goal (MDG) target for 2015. Girl students surpassed the boys at the secondary level at a 53-47 ratio. The Government is now working to achieve the Sustainable Development Goals (SDGs) to expedite the development of the country towards the middle-income stage. The Seventh Five-Year Plan is being aligned with the SDGs as a priority agenda. The Ministry of Education has been orienting all its activities in line with the targets to be achieved to attain the SDG No-4, that is quality education. Ensuring quality education and creating skilled workforce is the key to poverty reduction, economic development and creation of a knowledge-based society in Bangladesh.

The National Education Policy (NEP) 2010 of the Government provides the framework for harnessing the education system to the nation's human resource development priorities. The NEP has focused on areas such as (i) improving science, English, Mathematics and Information Communication Technology (ICT) (Goal 12), (ii) modernization of Madrasah Education (Strategy 1); (iii) provision of required teaching and learning materials, (iv) improvement of existing examination systems, (v) enhancing the quality of teachers, (vi) providing infrastructural facilities to the educational institutions and (vii) strengthening decentralized governance and management of secondary and higher secondary education.

The Government has been implementing a number of development projects, programs and reform activities in the field of curricula, teacher education, strengthening teaching learning system, and improvement of infrastructure. Among the projects in the secondary level, the Secondary Education Sector Investment Program (SESIP), Secondary Education Quality and Access Enhancement Project (SEQAEP), Teaching Quality Improvement Project (TQI) Secondary Education Stipend Project (SESP) have been contributing significantly to increased access especially among economically disadvantaged people and improved quality of education in various ways. The Development Partners (DPs) such as Asian Development Bank (ADB), the World Bank (WB) have been extending their support through financing these initiatives. Taking the lessons learnt from implementing several discrete projects, the Government and other stakeholders including DPs came to a consensus to integrate all development activities to a Sector Wide Approach (SWAp).

The Ministry of Education (MOE) approved a comprehensive Secondary Education Sector Roadmap to pursue the SWAp in 2012. Concomitantly, the MOE consolidated these efforts by stakeholder preparation and promulgation of the harmonized Secondary Education Sector Program Framework as a living planning document that identifies key programs for NEP implementation. The Secondary Education Sector Program Framework, approved by MOE in 2015, has become a guiding document for development partners to support SWAp. In this context, two Joint Sector Reviews (JSRs) were organized by MoE/DSHE and DPs in February 2015 and August 2016. The two JSRs reviewed progress constraints, barriers and gaps in and among the stakeholder agencies, and made recommendations to redress them. Based on the significant performance of agencies in moving towards the SWAp, the government officially decided to adopt a full SWAp in the secondary education sub-sector. After long consultations among the stakeholders from multiple areas such as Policy Makers, Development Partners, Teachers, Bureaucrats as well as the beneficiaries like students and parents and following several inter-ministerial discussions, seminars and workshops, the Government finalized the SWAp in the name of **Secondary Education Development Program (SEDP)** for a period of five years from 2018-19 FY to 2022-23 FY. The SEDP will cover grades 6-12, annually supporting more than 12 million students and 357,000 teachers from more than 20,300 general schools, 9,400 madrasahs, and 1190 general schools with SSC vocational stream programs. The program is structured according to the three road map results areas:

- (i) Enhanced quality and relevance of secondary education;
- (ii) Improved access and retention;
- (iii) Strengthened governance, management and planning.

1.2 Cost of SEDP & Financing:

The SEDP is approved by the Government with an estimated budget of BDT-1,37,667 Crore (US\$ 17.2 billion). The Program will be financed mainly through the GOB fund but the World Bank (520 Million USD), the Asian Development Bank (225 Million USD) and other Development Partners will also finance a substantial part of its budget. The treasury model of budgeting will be followed for financing SEDP. However, DLIs will have to be observed for Development Partners financing.

1.3 Technical Assistance Facility:

There is a Technical Assistance Facility (TAF) in SEDP amounting to USD 20 million provided by the World Bank (USD 10 million credit from IDA and USD 10 million grant from the Global Financing Facility). All individual consultants and firms under PCU scheme will be financed through TAF and will follow IDA procurement guidelines.

1.4 Schemes Under SEDP:

Focusing on different result, sub-result areas and DLI/DLR of the program, Inter-ministerial Program Steering Committee (IPSC) of SEDP initially approved 24 schemes including the scheme titled 'Management, Technical Assistance and Coordination of SEDP'.

1.5 The PCU:

The SEDP will be coordinated through a central coordinating unit named Program Coordination Unit (PCU) and its activities will be implemented through several implementing partners such as Directorate of Secondary and Higher Education (DSHE), Directorate of Madrasah Education (DME), Board of Intermediate and Secondary Education (BISE), National Curriculum and Text Book Board (NCTB), National Academy on Education Management (NAEM), Teacher's Training Colleges (TTCs), Bangladesh Madrasah Teacher's Training Institute (BMTTI), National Teacher's Registration and Certification Authority (NTRCA), Department of Inspection and Audit (DIA), Bangladesh Bureau of Education Information and Statistics (BANBEIS), Education Engineering

Department (EED) and other implementing partners to be involved during implementation process. The PCU will lead by a National Program Coordinator, Ex-officio Additional Secretary of SHED and manned by number of consultants of different tier, regular officers on deputation and other support staff.

2. Position details:

2.1 Title of the position: Assistant Program Coordinator (Review, Monitoring & Evaluation).

2.2 Number of the position- 01 (One)

2.3 Contract type and duration: Full-time engagement, 1(one) year.

2.4 Responsibilities:

The Assistant Program Coordinators (Review, Monitoring & Evaluation) will be responsible for comprehensive monitoring and reporting of all Schemes under SEDP, feed the DPs, IMED, SHED, TMED, MOF with required reports on progress, fund utilization etc. The selected incumbent is expected to undertake following responsibilities but not limited to:

- Design appropriate tool for monitoring scheme implementation progress in collaboration of DPC and respective consultants;
- Monitor the implementation progress of all schemes against the AOP and APP on monthly & quarterly basis;
- Coordinate with WB and other DPs financing in secondary education; including joint reviews and missions.
- Conduct annual reviews on program progress;
- Monitor compliance with social, environmental & gender policy and obligation of the Government;
- Prepare consolidated quarterly progress reports as required for monitoring and reporting purposes;
- Prepare annual evaluation report on SEDP activities and expected results;
- Ensure timely verifications of the achievements of program DLIs by the Independent Verification Agency;
- Initiate all implementation steps required to achieve the goals/target/output on the specific activity area allocated for him/her.
- Communicate with field level activities with RD, DD, DEO, USEO, District and Upazila Administration for proper implementation of the activities and reporting;
- Coordinate and report the redress/response activities on grievances received/recorded regarding SEDP by respective official/ Implementing Agencies.
- Monitoring and supervision of field level implementation status and conduct field visit on a regular basis, spent minimum 20% time in the field;
- Ensure DLI and other compliances and milestones of WB & other DPs on respective activity area;
- Support PC/DPC in discharging their responsibilities;
- Deal any urgent issues evolve during implementation;
- Other responsibilities as required by the PC.

[For details: List of activities under the SEDP may be observed as 'Annex-A']

3. Deliverables and reporting requirements:

3.1 Deliverables:

- A quarterly plan of action segmented in months at the beginning of each quarter;
- A monthly report mentioning the day-to-day activities within three days of the end of a month;
- **A Quarterly report within 15 days of a quarter end:**
 - Highlighting major milestones achieved against set target;
 - Major challenges faced during the quarter;
 - Critical issues regarding implementation;
 - Recommendations.
- **Field visit report:** Conduct substantial field visit as required by the program coordinator and submit field observation report after each spell of field visit.

3.2. Reporting:

Reporting to PC/DPC on day to day basis and expected to be available at least 8 hours daily for the assignment. The successful incumbent will not be allowed to be engaged in any other professional activities during the contract period.

4. **Counterpart Facilities/ Support:** The SEDP PCU will provide appropriate office space with furniture, computers, equipment and stationeries. Necessary support staff may be available on sharing basis. However the incumbent is supposed to be able to do all his day to day activities including composing the texts in Bangla and English.

5. Required minimum qualification and experience:

The applicant should have following minimum qualification and experience:

- Active Government official holding Grade-VI or above of the national Pay Scale
- Post graduate degree in any subject preferably in Economics/ Development Economics/ Development Finance/Public Administration/Business Administration/Social Science or other relevant subjects;
- Should have at least 10 years' experience in the Bangladesh civil service with adequate exposure to socio-economic development/ policy reforms/ government financial management etc.;
- Working experience under any foreign aided project/program in education sector will be preferred;
- Specialized training/ minimum two years specific experience in development project/program monitoring;
- Must have excellent IT skill;
- Should have very good verbal and written communication skill.
- Be able to work under pressure and meet deadlines.
- Good understanding of education/curriculum system of Bangladesh and emerging challenges in education sector;
- Self-dependent and capable to perform all activities without any support including composing in Bangla and English.
- Adequate knowledge and experience on development procedure of the GOB.

6. **Age limit:** Maximum 52 years on the date of submission.

7. **Contract Remuneration:** Negotiable.

Government of the People's Republic of Bangladesh
Secondary Education Development Program (SEDP)
Program Coordination Unit (PCU)
Secondary & Higher Education Division
Ministry of Education

TOR for Assistant Program Coordinator (Secondary)

1. Background & Rationale:

1.1 Background:

Education is one of the topmost priority sectors of the Government of Bangladesh with relevant constitutional commitments and a strong vision towards transforming Bangladesh into a digital middle-income country within a very short span of time. Bangladesh has attained tremendous success in terms of economic growth and social transformation, accompanied by significant reduction in poverty and enhancement in human resource development. Primary level enrolment in Bangladesh has reached nearly 100% and completion rate has crossed 80%. **Enrolment at the secondary level has also increased to a satisfactory level and gender parity was attained in primary and secondary education well ahead of the Millennium Development Goal (MDG) target for 2015.** Girl students surpassed the boys at the secondary level at a 53-47 ratio. The Government is now working to achieve the Sustainable Development Goals (SDGs) to expedite the development of the country towards the middle-income stage. The Seventh Five-Year Plan is being aligned with the SDGs as a priority agenda. The Ministry of Education has been orienting all its activities in line with the targets to be achieved to attain the SDG No-4, that is quality education. Ensuring quality education and creating skilled workforce is the key to poverty reduction, economic development and creation of a knowledge-based society in Bangladesh.

The National Education Policy (NEP) 2010 of the Government provides the framework for harnessing the education system to the nation's human resource development priorities. The NEP has focused on areas such as (i) improving science, English, Mathematics and Information Communication Technology (ICT) (Goal 12), (ii) modernization of Madrasah Education (Strategy 1); (iii) provision of required teaching and learning materials, (iv) improvement of existing examination systems, (v) enhancing the quality of teachers, (vi) providing infrastructural facilities to the educational institutions and (vii) strengthening decentralized governance and management of secondary and higher secondary education.

The Government has been implementing a number of development projects, programs and reform activities in the field of curricula, teacher education, strengthening teaching learning system, and improvement of infrastructure. Among the projects in the secondary level, the Secondary Education Sector Investment Program (SESIP), Secondary Education Quality and Access Enhancement Project (SEQAEP), Teaching Quality Improvement Project (TQI) Secondary Education Stipend Project (SESP) have been contributing significantly to increased access especially among economically disadvantaged people and improved quality of education in various ways. The Development Partners (DPs) such as Asian Development Bank (ADB), the World Bank (WB) have been extending their support through financing these initiatives. Taking the lessons learnt from implementing several discrete projects, the Government and other stakeholders including DPs came to a consensus to integrate all development activities to a Sector Wide Approach (SWAp).

The Ministry of Education (MOE) approved a comprehensive Secondary Education Sector Roadmap to pursue the SWAp in 2012. Concomitantly, the MOE consolidated these efforts by stakeholder preparation and promulgation of the harmonized Secondary Education Sector Program Framework as a living planning document that identifies key programs for NEP implementation. The Secondary Education Sector Program Framework, approved by MOE in 2015, has become a guiding document for development partners to support SWAp. In this context, two Joint Sector Reviews (JSRs) were organized by MoE/DSHE and DPs in February 2015 and August 2016. The two JSRs reviewed progress constraints, barriers and gaps in and among the stakeholder agencies, and made recommendations to redress them. Based on the significant performance of agencies in moving towards the SWAp, the government officially decided to adopt a full SWAp in the secondary education sub-sector. After long consultations among the stakeholders from multiple areas such as Policy Makers, Development Partners, Teachers, Bureaucrats as well as the beneficiaries like students and parents and following several inter-ministerial discussions, seminars and workshops, the Government finalized the SWAp in the name of **Secondary Education Development Program (SEDP)** for a period of five years from 2018-19 FY to 2022-23 FY. The SEDP will cover grades 6-12, annually supporting more than 12 million students and 357,000 teachers from more than 20,300 general schools, 9,400 madrasahs, and 1190 general schools with SSC vocational stream programs. The program is structured according to the three road map results areas:

- (i) Enhanced quality and relevance of secondary education;
- (ii) Improved access and retention;
- (iii) Strengthened governance, management and planning.

1.2 Cost of SEDP & Financing:

The SEDP is approved by the Government with an estimated budget of BDT-1,37,667 Crore (US\$ 17.2 billion). The Program will be financed mainly through the GOB fund but the World Bank (520 Million USD), the Asian Development Bank (225 Million USD) and other Development Partners will also finance a substantial part of its budget. The treasury model of budgeting will be followed for financing SEDP. However, DLIs will have to be observed for Development Partners financing.

1.3 Technical Assistance Facility:

There is a Technical Assistance Facility (TAF) in SEDP amounting to USD 20 million provided by the World Bank (USD 10 million credit from IDA and USD 10 million grant from the Global Financing Facility). All individual consultants and firms under PCU scheme will be financed through TAF and will follow IDA procurement guidelines.

1.4 Schemes Under SEDP:

Focusing on different result, sub-result areas and DLI/DLR of the program, Inter-ministerial Program Steering Committee (IPSC) of SEDP initially approved 24 schemes including the scheme titled 'Management, Technical Assistance and Coordination of SEDP'.

1.5 The PCU:

The SEDP will be coordinated through a central coordinating unit named Program Coordination Unit (PCU) and its activities will be implemented through several implementing partners such as Directorate of Secondary and Higher Education (DSHE), Directorate of Madrasah Education (DME), Board of Intermediate and Secondary Education (BISE), National Curriculum and Text Book Board (NCTB), National Academy on Education Management (NAEM), Teacher's Training Colleges (TTCs), Bangladesh Madrasah Teacher's Training Institute (BMTTI),

National Teacher's Registration and Certification Authority (NTRCA), Department of Inspection and Audit (DIA), Bangladesh Bureau of Education Information and Statistics (BANBEIS), Education Engineering Department (EED) and other implementing partners to be involved during implementation process. The PCU will lead by a National Program Coordinator, Ex-officio Additional Secretary of SHED and manned by number of consultants of different tier, regular officers on deputation and other support staff.

2. Position details:

2.1 Title of the position: Assistant Program Coordinator (Secondary)

2.2 Number of the position- 04 (Four)

2.3 Contract type and duration: Full-time engagement, 1(one) year.

2.4 Responsibilities:

The Assistant Program Coordinators (Secondary) will be responsible for one or more specific activities/schemes under a result area and is expected to undertake all implementation activities regarding respective activities/scheme. The Asst. PC will be the person at PCU with responsibility of executing/implementing the activities directly in coordination with the Scheme Directors (SD). The specific activity area will be allocated after signing the contract considering the expertise of the all the incumbents and may be reallocated time to time based on practical needs. The selected incumbent is expected to undertake following responsibilities in respect of his/her jurisdiction but not limited to:

- Facilitate formulation/revision and implementation of assigned schemes;
- Coordinate preparation of Annual Operation Plans (AOPs) and Annual Procurement Plans (APPs) for assigned schemes;
- Ensure timely implementation of assigned schemes and in collaboration with the Scheme Directors regularly review the implementation progress of the relevant schemes;
- Ensure that relevant DLIs/DLRs are achieved and reported on time;
- Prepare quarterly and annual progress reports for assigned schemes as required for monitoring and reporting purposes;
- Address/response the grievances recorded/received in respect of the schemes under his/her responsibility;
- Highlight at an early stage problem that might be arising and identify potential risks.
- Initiate all implementation steps required to achieve the goals/target/output on the specific activity area allocated for him/her.
- Communicate with field level activities with RD, DD, DEO, USEO, District and Upazila Administration for proper implementation of the activities;
- Monitoring and supervision of field level implementation status and conduct field visit on a regular basis, spent minimum 20% time in the field;
- Ensure DLI and other compliances and milestones of WB and other DPs on respective activity area;
- Support NPC/ PC/DPC in discharging their responsibilities;
- Deal any urgent issues evolve during implementation;
- Other responsibilities as required by the PC.

[For details: List of activities under the SEDP may be observed as 'Annex-A']

3. Deliverables and reporting requirements:

3.1 Deliverables:

- A quarterly plan of action segmented in months at the beginning of each quarter;
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 - Critical issues regarding implementation;
 - Recommendations.
- **Field visit report:** Conduct substantial field visit as required by the program coordinator and submit field observation report after each spell of field visit.

3.2. Reporting:

Reporting to DPC/PC on day to basis and expected to be available at least 8 hours daily for the assignment. The successful incumbent will not be allowed to be engaged in any other professional activities during the contract period.

4. **Counterpart Facilities/ Support:** The SEDP PCU will provide appropriate office space with furniture, computers, equipment and stationaries. Necessary support staff may be available on sharing basis. However, the incumbent is supposed to be able to do all his day to day activities including composing the texts in Bangla and English.

5. Required minimum qualification and experience:

The applicant should have following minimum qualification and experience:

- Active Government official holding Grade-VI or above of the National Pay Scale;
- Post graduate degree in any subject preferably in Education/Economics /Public Administration/Business Administration/Social Science or other relevant subjects;
- Should have at least 10 years' experience in the Bangladesh civil service with adequate exposure to development of secondary education/ policy reforms, program/project implementation, etc.;
- Previous experience in foreign aided programs/projects is desirable.
- Must have excellent IT skill;
- Should have very good verbal and written communication skill.
- Be able to work under pressure and meet deadlines.
- Good understanding of education/curriculum system of Bangladesh and emerging challenges in education sector;
- Fair knowledge in file management and secretariat instructions;
- Self-dependent and capable to perform all activities without any support including composing in Bangla and English;
- Adequate knowledge and experience on development procedure of the GOB.

6. **Age limit:**Maximum 52 years on the date of submission.

7. **Contract Remuneration:** Negotiable.

Government of the People's Republic of Bangladesh
Secondary Education Development Program (SEDP)
Program Coordination Unit (PCU)
Secondary & Higher Education Division
Ministry of Education

TOR for Assistant Program Coordinator (Secondary & Madrasah)

1. Background & Rationale:

1.1 Background:

Education is one of the topmost priority sectors of the Government of Bangladesh with relevant constitutional commitments and a strong vision towards transforming Bangladesh into a digital middle-income country within a very short span of time. Bangladesh has attained tremendous success in terms of economic growth and social transformation, accompanied by significant reduction in poverty and enhancement in human resource development. Primary level enrolment in Bangladesh has reached nearly 100% and completion rate has crossed 80%. Enrolment at the secondary level has also increased to a satisfactory level and gender parity was attained in primary and secondary education well ahead of the Millennium Development Goal (MDG) target for 2015. Girl students surpassed the boys at the secondary level at a 53-47 ratio. The Government is now working to achieve the Sustainable Development Goals (SDGs) to expedite the development of the country towards the middle-income stage. The Seventh Five-Year Plan is being aligned with the SDGs as a priority agenda. The Ministry of Education has been orienting all its activities in line with the targets to be achieved to attain the SDG No-4, that is quality education. Ensuring quality education and creating skilled workforce is the key to poverty reduction, economic development and creation of a knowledge-based society in Bangladesh.

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1.5 The PCU:

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National Teacher's Registration and Certification Authority (NTRCA), Department of Inspection and Audit (DIA), Bangladesh Bureau of Education Information and Statistics (BANBEIS), Education Engineering Department (EED) and other implementing partners to be involved during implementation process. The PCU will lead by a National Program Coordinator, Ex-officio Additional Secretary of SHED and manned by number of consultants of different tier, regular officers on deputation and other support staff.

2. Position details:

2.1 Title of the position: Assistant Program Coordinator (Secondary)

2.2 Number of the position- 02 (Two)

2.3 Contract type and duration: Full-time engagement, 1(one) year.

2.4 Responsibilities:

The Assistant Program Coordinators-Secondary & Madrasa will be responsible for one or more specific activities/schemes under a result area and is expected to undertake all implementation activities regarding respective activities/scheme. The Asst. PC will be the person at PCU with responsibility of executing/implementing the activities directly in coordination with the Scheme Directors (SD). The specific activity area will be allocated after signing the contract considering the expertise of all the incumbents and may be reallocated time to time based on practical needs. The selected incumbent is expected to undertake following responsibilities in respect of his/her jurisdiction, but not limited to:

- Facilitate formulation/revision and implementation of assigned schemes;
- Coordinate preparation of Annual Operation Plans (AOPs) and Annual Procurement Plans (APPs) for assigned schemes;
- Ensure timely implementation of assigned schemes and in collaboration with the Scheme Directors regularly review the implementation progress of the relevant schemes;
- Ensure that relevant DLIs/DLRs are achieved and reported on time;
- Prepare quarterly and annual progress reports for assigned schemes as required for monitoring and reporting purposes;
- Address/response the grievances recorded/received in respect of the schemes under his/her responsibility;
- Highlight at an early stage problem that might be arising and identify potential risks.
- Initiate all implementation steps required to achieve the goals/target/output on the specific activity area allocated for him/her.
- Communicate with field level activities with RD, DD, DEO, USEO, District and Upazila Administration for proper implementation of the activities;
- Monitoring and supervision of field level implementation status and conduct field visit on a regular basis, spent minimum 20% time in the field;
- Ensure DLI and other compliances and milestones of WB and other DPs on respective activity area;
- Support NPC/ PC/DPC in discharging their responsibilities;
- Deal any urgent issues evolve during implementation;
- Other responsibilities as required by the PC.

[For details: List of activities under the SEDP may be observed as 'Annex-A']

3. Deliverables and reporting requirements:

3.1 Deliverables:

- A quarterly plan of action segmented in months at the beginning of each quarter;
- A monthly report mentioning the day-to-day activities within three days of the end of a month;
- **A Quarterly report within 15 days of a quarter end:**
 - Highlighting major milestones achieved against set target;
 - Major challenges faced during the quarter;
 - Critical issues regarding implementation;
 - Recommendations.
- **Field visit report:** Conduct substantial field visit as required by the program coordinator and submit field observation report after each spell of field visit.

3.2. Reporting:

Reporting to DPC/PC on day to basis and expected to be available at least 8 hours daily for the assignment. The successful incumbent will not be allowed to be engaged in any other professional activities during the contract period.

4. **Counterpart Facilities/ Support:** The SEDP PCU will provide appropriate office space with furniture, computers, equipment and stationeries. Necessary support staff may be available on sharing basis. However, the incumbent is supposed to be able to do all his day to day activities including composing the texts in Bangla and English.

5. Required minimum qualification and experience:

The applicant should have following minimum qualification and experience:

- Active Government official holding Grade-VI or above of the National Pay Scale;
- Post graduate degree in any subject preferably in Education/Economics /Public Administration/Business Administration/Social Science or other relevant subjects;
- Should have at least 10 years' experience in the Bangladesh civil service with adequate exposure to development of secondary education/ policy reforms, program/project implementation, etc.;
- Previous experience in foreign aided programs/projects is desirable.
- Must have excellent IT skill;
- Should have very good verbal and written communication skill.
- Be able to work under pressure and meet deadlines.
- Good understanding of education/curriculum system of Bangladesh and emerging challenges in education sector;
- Fair knowledge in file management and secretariat instructions;
- Self-dependent and capable to perform all activities without any support including composing in Bangla and English;
- Adequate knowledge and experience on development procedure of the GOB.

6. **Age limit:**Maximum 52 years on the date of submission.

7. **Contract Remuneration:** Negotiable.