

**Government of the People's Republic of Bangladesh**  
**Department of Youth Development**  
**Economic Acceleration and Resilience for NEET (EARN) Project**  
**Jubo Bhaban, 108, Motijheel, C/A, Dhaka-1000**  
[www.dyd.gov.bd](http://www.dyd.gov.bd)

**Request For Expressions of Interest**  
**(Individual Consultant)**

**Memo No.:** 34.01.0000.046.11.050.24-126

**Date:** 14/10/2024

**Country** : Bangladesh  
**Project Name** : Economic Acceleration and Resilience for NEET (EARN)  
**Credit No.** : IDA-7364-BD  
**Assignment Title** : Selection of Senior Project Management Consultant  
**Reference No.** : Package No. S-1

The Government of the People's Republic of Bangladesh has received financing from the World Bank toward the cost of the "Economic Acceleration and Resilience for NEET" (EARN) Project (P178077) and intends to apply part of the proceeds for the services of an Individual Senior Project Management Consultant for better implementation of the EARN project under DYD of MoYS.

**The Scope of Service of the Consultants includes but not limited to the following:**

- a) Assisting the Project Director (PD) of the said project in preparing a strategic management plan and a comprehensive work plan for project implementation;
- b) Supervising and monitoring implementation progress, identifying deviations from planned activities, recommending corrective measures through providing necessary technical services to keep the project on track;
- c) Drafting the annual work plan in line with the annual procurement plan in consultation with Procurement Consultants and other experts;
- d) Preparing a draft training calendar, identifying training and skill development areas, and drafting the annual training budget for approval;
- e) Providing assistance in the implementation of study recommendations;
- f) Identifying implementation challenges and gaps in the approved DPP and suggesting corrective measures for revisions;
- g) Ensuring the project aligns with Bangladesh's development plans and the agreed objectives of development partners, including the World Bank;
- h) Coordinating with the LGED MIS cell to establish a Web Portal/Data Center under a Memorandum of Understanding (MoU);
- i) Coordinating with other implementing partners of the said project as and when required to achieve the objectives and targets of the project;

The Department of Youth Development now invites the eligible Applicants to submit the Expressions of Interest (EoI) for providing the service. The interested applicants need to provide information demonstrating that s/he has the required qualifications and relevant experience to perform the service. The selection criteria are;

▪ **Qualifications:**

**Educational:**

Master's degree in Strategic Planning, Project Management, Development Economics, Governance and Development, Development Studies, Industrial Management, Human Resources Development, Environmental Science or a related field.



**Experience:**

- a) A minimum 15 year of general experience in preparation, appraisal, and implementation of development project, serving in roles such as Consultant, Project Director, Deputy Project Director, Program Officer, or similar positions;
- b) At least 5 years of specific experience in mid-level managerial capacity or as a consultant in projects funded by development partners;
- c) Knowledge of Public Procurement Act -2006 and Public Procurement Rules-2008, as well as accounting and auditing procedures of the Government of Bangladesh;
- d) In-depth knowledge of World Bank Procurement Regulations, as well as accounting and auditing procedures;
- e) Experience in youth development initiatives is considered an asset;
- f) Demonstrated expertise in contract management, financial negotiations, and arbitration procedures.

**Others**

The duration of the consultancy service is tentatively 48 (Forty-eight) months; full-time engagement;

The attention of interested Consultants is drawn to Section III, paragraph, 3.14, 3.16 and 3.17 of the World Bank's "Procurement Regulations for IPF Borrowers" July 2016 (Revised November 2020), setting forth the World Bank's policy on Conflict of Interest;

Selection of the consultant will follow the procedures for selecting Individual Consultants described in "The World Bank Procurement Regulations for IPF Borrowers", Procurement in Investment Project Financing Goods, Works, Non-Consulting and Consulting Services, July 2016 (Revised November 2020)";

Interested Applicants are requested to collect Terms of Reference (ToR) to understand detail requirements and task upon request from the address provided below either by e-mail or in person during the office hours (09-00 AM to 05-00 PM). The ToR is also available at the DYD website (<http://www.dyd.gov.bd>);

Expressions of interest must be delivered in a written form to the address below (in person, or by mail, or by e-mail) by October 31, 2024 within 3:00 PM and clearly marked "Request for Expression of Interest", contract package number, name of the position applied for and name and address of the individual;

Person who is already in employment shall send application through proper channel, otherwise s/he will not be considered for appointment.

The authority reserves the right to accept or reject any or all of the EOIs or cancel the EOI process at any stage without assigning any reason whatsoever and without incurring any liability to the affected applicant(s).

  
14.10.2024

(Md. Khorshed Alam)

Project Director (Joint Secretary)

Economic Acceleration and Resilience for NEET (EARN) Project

Department of Youth Development

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## **Terms of Reference (ToR)**

**for the selection of Senior Project Management Consultant (Package no: S-1)**

### **Project Background:**

The Economic Acceleration and Resilience for NEET (EARN) is a government project in Bangladesh, supported by the World Bank. The Department of Youth Development (DYD), under the Ministry of Youth and Sports (MoYS), serves as the project's implementing agency. ECNEC approved the project on 20th June 2023, and the World Bank's Board of Directors gave their approval on 27th June 2023. The Financing Agreement (FA) was signed on 27th August 2023, with the project becoming effective on 13th September 2023.

The EARN project seeks to accelerate economic recovery by engaging NEET youth (Not in Education, Employment, or Training), with a particular focus on women in rural areas. It provides education and skill development through women-centric facilities and second-chance education. The project also promotes enterprise development, SEB (Skills for Employment and Business) training, and facilitates employment and entrepreneurship opportunities. Furthermore, it tackles social barriers, strengthens institutional capacities, and offers awareness programs and counseling services. By 2030, the project aims to generate approximately 900,000 skilled workers in priority sectors, thereby fostering economic transformation, inclusion, and diversification, supporting Bangladesh's graduation from LDC status.

Economic Acceleration and Resilience for NEET (EARN) Project intends to apply part of the proceeds for the services of an Individual Senior Project Management Consultant.

### **Objectives of the Assignment:**

The primary objective of hiring a Senior Project Management Specialist is to:

- (a) oversee all stages of project planning, execution, monitoring, and closure;
- (b) ensure timely completion of project tasks by coordinating team efforts and monitoring progress against deadlines;
- (c) act as the key liaison between stakeholders;
- (d) promote transparency and accountability in project management while managing stakeholder expectations;
- (e) provide technical fiduciary advice to DYD and relevant sector entities, particularly in proposing procurement methods for recruiting consultants and procuring goods to ensure effective project implementation;
- (f) ensure timely achievement of key project indicators to maintain progress and enable timely fund disbursement;



- (g) provide necessary training to relevant MoYS and DYD officials on the implementation modalities of World Bank-financed projects.

**Scope of Services / Duties and Responsibilities:**

The Senior Project Management Consultant's responsibilities include, but are not limited to:

- a) Assisting the Project Director (PD) of the said project in preparing a strategic management plan and a comprehensive work plan for project implementation;
- b) Supervising and monitoring implementation progress, identifying deviations from planned activities, recommending corrective measures through providing necessary technical services to keep the project on track;
- c) Drafting the annual work plan in line with the annual procurement plan in consultation with Procurement Consultants and other experts;
- d) Preparing a draft training calendar, identifying training and skill development areas, and drafting the annual training budget for approval;
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- f) Identifying implementation challenges and gaps in the approved DPP and suggesting corrective measures for revisions;
- g) Ensuring the project aligns with Bangladesh's development plans and the agreed objectives of development partners, including the World Bank;
- h) Coordinating with the LGED MIS cell to establish a Web Portal/Data Center under a Memorandum of Understanding (MoU);
- i) Coordinating with other implementing partners of the said project as and when required to achieve the objectives and targets of the project;
- j) Guiding the EARN PMU in fostering relationships with DD offices and YTCs under DYD;
- k) Facilitating the planning and implementation of relevant sub-components of the EARN PMU;
- l) Preparing Institutional Development Plans (IDPs) for respective agencies' capacity development needs;
- m) Coordinating with PMU capacity development sections and respective officials;
- n) Reviewing and facilitating partnership agreements with participating agencies/institutions;
- o) Supporting World Bank Implementation Support Missions, Mid-term Reviews, and Implementation Completion Missions;
- p) Addressing project implementation issues related to DPP revisions and reporting to the Project Steering Committee (PSC) and Project Implementation Committee (PIC);
- q) Ensuring effective planning and management of projects during execution;
- r) Identifying potential project risks and implementing mitigation strategies;
- s) Developing project plans for cross-organizational efforts aligned with specific Project Development Objectives (PDOs);
- t) Verifying reports submitted by consulting firms and submitting recommendations to the PD;
- u) Recording decisions made during meetings and preparing progress reports and presentations;
- v) Ensuring team members meet deadlines;
- w) Performing other relevant tasks as assigned by the PD or competent authority.



## **Qualifications:**

### **Educational:**

Master's degree in Strategic Planning, Project Management, Development Economics, Governance and Development, Development Studies, Industrial Management, Human Resources Development, Environmental Science or a related field.

### **Experience:**

- a) A minimum 15 year of general experience in preparation, appraisal and implementation of development project, serving in roles such as Consultant, Project Director, Deputy Project Director, Program Officer, or similar positions;
- b) At least 5 years of specific experience in any mid-level managerial capacity or as a consultant in projects funded by development partners;
- c) Knowledge of Public Procurement Act -2006 and Public Procurement Rules-2008, as well as accounting and auditing procedures of the Government of Bangladesh;
- c) In-depth knowledge of World Bank Procurement Regulations, as well as accounting and auditing procedures;
- d) Experience in youth development initiatives is considered an asset;
- e) Demonstrated expertise in contract management, financial negotiations, and arbitration procedures.
- f) Strong interpersonal skills with the ability to collaborate effectively in diverse teams.
- g) Excellent communication skills in English, including proficiency in reading, writing, and speaking.
- h) Advanced proficiency in report writing and computer skills, including word processing, spreadsheets, and statistical software.

### **Duration of the Assignment**

The Consultant shall provide services for a duration of 48 months; full-time engagement. However, the continuation in this position will be contingent upon the Consultant's performance.

### **Remuneration**

The Consultant will be paid a negotiable consolidated remuneration inclusive of all applicable Taxes and VAT as per law of Bangladesh. Payment shall be made on monthly basis upon satisfactory performance output certified by the Project Director

### **Procurement/ Hiring method**

The Consultant will be hired and contracted as per the "Individual Consultant (IC)-Open" Selection method of The World Bank Procurement Regulation for IPF Borrowers.

