

REQUEST FOR EXPRESSIONS OF INTEREST

CONSULTING SERVICES - Individual Consultant Selection (Open; National)

COUNTRY: Bangladesh

NAME OF PROJECT: Bangabandhu Sheikh Mujib Shilpa Nagar (BSMSN) Development Project under Bangladesh Private Investment & Digital Entrepreneurship Project (P170688)

Credit No: IDA-6676 BD

Assignment Title: Selection of Skills Development Consultant (1 No.)

Reference No.: IC-20A-BSMSN-BEZA

The Government of the People's Republic of Bangladesh has received financing from the World Bank toward the cost of the Bangabandhu Sheikh Mujib Shilpa Nagar (BSMSN) Development Project under Bangladesh Private Investment & Digital Entrepreneurship Project (P170688) and intends to apply part of the proceeds for consulting services.

The Scope of services of Skills Development Consultant includes, but not limited to the following:

- Supporting the Project Implementation Unit (PIU) in establishing a skills development capability, which serves all EZ tenants within PRIDE including those in both public and private Economic Zones.
- Provide necessary expertise to inform program design and implementation of the skills development. Support decision-making within BEZA by understanding gateways and process, ensuring that decision points are appropriately supported with information, and by providing ad hoc advice to the PIU and the broader BEZA management team.
- Managing the process of selection and engagement of the ESA Operator and other Skills Development initiatives under PRIDE.
- Day-to-day management of the contractual relationship between BEZA and the ESA Operator and other Skills Development initiatives under PRIDE.
- Supporting the establishment of the Advisory Group for the ESA, by gaining agreement on the group's Terms of Reference and by supporting the activities of the governance group.
- Attending governance group meetings and assuring due process and communication.
- Establishing the proper reporting mechanisms regarding ESA performance and other Skills Development initiatives under PRIDE and initiate and manage any necessary BEZA action.
- Maintain a relentless focus on PRIDE Project objectives and metrics.
- Carry out appraisals of the performance of the skills development initiatives and make recommendations for change where necessary.
- Act as a programme assurance and quality backstop for PRIDE, regarding elements related to all Skills Development initiatives under PRIDE.
- Promoting the Skills Development component of PRIDE within the other workstreams of PRIDE and BEZA's wider team.



Required Qualifications:

1. A minimum Bachelor Degree, preferably in a field related to Human Resource Development or Education and Training or similar field.
2. At least ten years experience in relevant field with at least five years experience in Project Management in Managerial roles.
3. Experience in a Human Resource Development or vocational education role or similar roles preferably with a substantial private sector human resource development element will be given preference.
4. Project Management certification will be given preference.
5. Track record in program coordination and strategic planning.
6. Demonstrated experience in coordinating stakeholders and supporting partnerships across public and private sector.
7. Proficiency in English and excellent oral and written communication skills, and ability to present complex information for a variety of audiences.
8. Adequate knowledge of learning management software
9. Computer skills (proficient in Microsoft Office) and digital skills (e.g. learning management software) to be able to collaborate in digital spaces, including the use of online collaboration platforms and mobile apps, shared files, virtual meetings.
10. The consultant will have capability to carry out the assignment in terms of overall suitability, training, and knowledge of local conditions and administrative systems will also be considered.

OTHER TERMS AND CONDITIONS

Duration of the contract: initially for two years. Extendable based on performance, with a maximum of December 31st, 2025.

Duty Station: BEZA Office located at Dhaka. However, the consultant should have field visits across the economic zones located in different districts.

The consultant will be selected in accordance with the procedure set out in the 'Procurement Regulations for IPF Borrowers (July 2016, Revised November 2020)'

The project will provide the following inputs and facilities:

- office space and other logistic support as per project provision;
- all available documents, papers, and information relevant to the assignment will be provided/made accessible to the Consultant.

Commencement of the Service: 1 November 2023 (indicative)

The detailed Terms of Reference (TOR) for the assignment can be found on the website: www.beza.gov.bd
The Bangabandhu Sheikh Mujib Shilpa Nagar (BSMSN) Development Project under Bangladesh Private Investment & Digital Entrepreneurship Project (P170688) now invites eligible "Consultants" to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The shortlisting criteria are: educational qualification, experience (general & specific) and knowledge of relevant activity, hands on experience in the activity.

The attention of interested Consultants is drawn to the World Bank's "Procurement Regulations for IPF Borrowers" July 2016, Revised November 2020 ("Procurement Regulations"), setting forth the World Bank's policy on conflict of interest.

A Consultant will be selected in accordance with the 'Open Competitive Selection of Individual Consultants' method set out in the Procurement Regulations.

Further information can be obtained at the address below during office hours [i.e., 0900 to 1600 hours].
Expressions of interest must be delivered in a written form (hard copy)/E-mail to the address below by
14:30 hours Bangladesh Standard Time on 13 September 2023.


23/08/2023
Abdullah Al Mahmud Faruk

Project Director

Bangabandhu Sheikh Mujib Shilpa Nagar (BSMSN) Development Project

Bangladesh-PRIDE (P170688)

Bangladesh Economic Zones Authority (BEZA)

Biniyog Bhaban (Level 7,8,9)

Plot#E-6/B, West Agargaon, Dhaka 1207, Bangladesh.

Phone: +880244826050

E-mail: pd.pride.beza@bsmsn.gov.bd

Government of the People's Republic of Bangladesh
Prime Minister's Office
Bangladesh Economic Zones Authority (BEZA)
"Bangabandhu Sheikh Mujib Shilpa Nagar (BSMSN) Development Project"
Biniyog Bhaban (7,8 & 9th Floor), E-6/B Agargoan, Sher-e-Bangla Nagar, Dhaka-1207

Terms of Reference
for
Selection of Skills Development Consultant

Package No.: IC-20A-BSMSN-BEZA

June 2023



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Terms of Reference for Selection of Skills Development Consultant

(Package No.: IC-20A-BSMSN-BEZA)

Individual Consultant

May 2023

I. BACKGROUND

The Government of Bangladesh set objectives to maximize the potential direct and indirect impacts through a more modern, generalized regime for **Economic Zones (EZs)**. The Government has launched an effort to develop a new EZ paradigm for Bangladesh drawing from numerous successful examples from around the world as well as Bangladesh's own positive experience with the EPZ model. One of the key legislative accomplishments of the Government was to create the **Bangladesh Economic Zones Authority (BEZA)**—tasked to oversee the expansion of economic zones (EZs) and to spearhead the push towards industrialization with greater involvement of the private sector.

The expectation is that more spillovers will be harnessed by local firms from foreign direct investment, additional investments will be encouraged within value chains, more local produce will be procured, and better linkages established between firms and educational institutions. Faster adaptations to international environmental and social practices in the private sector are encouraged through the new EZ policy. BEZA aims to establish about 100 economic zones and to attract investment from across the globe to encourage diversified economic development. The Zones are expected to contribute to the job creation goal of GOB.

The EZ's success is dependent on entrepreneurs and firm employees having, or having access to, the skills relevant for the vacancies available. Skills shortage is a binding constraint particularly in new industries and in high value-added industries that go beyond leveraging simple labor arbitrage. Bangladesh must attract new investments in these industries or market segments to accelerate structural transformation in the economy. Therefore, a skills development strategy is crucial, and it will be effective as long as it is responsive to identified industry skills need and emerging labor market trends.

BEZA is implementing the **Bangladesh Private Investment & Digital Entrepreneurship (PRIDE)** Project, whose objective is to promote private investment, job creation, and environmental sustainability in participating economic zones and software technology parks in Bangladesh. The project includes support for skills development.

II. PROJECT DESCRIPTION

The PRIDE component to build industry-relevant skills is the **Component 3.2**. This was originally intended to provide training for twenty thousand people funded through a Skills Voucher Programme. Delays in the start of tenant operations, however, mean that a smaller pilot of skills

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development activity will be launched at this stage with the option of scaling up to larger volumes in the future, dependent on performance of the broader PRIDE project and the findings of the pilot.

While BEZA owns and is accountable for the EZ skills strategy, it will not develop in-house capability to run the operation which will support that strategy. Instead, the responsibility will be devolved, with proper controls, to an Enterprise and Skills Agency (ESA). The ESA Operator will be a firm with relevant skills and expertise and a proven record of successfully managing similar programs.

The pilot will be delivered by the ESA which will channel grant funding to help address industry-relevant skills shortages among tenants in selected Economic Zones and raise labor productivity by incentivizing private investment in skills formation at accredited institutions, including by increasing opportunities for women to join the workforce.

The ESA Operator will pilot the ESA approach to skills development by understanding the workforce development and skills development needs of a target group of tenants, understanding the labour market supply-side realities, and building a system by which tenants can call off subsidized skills development services from providers.

The skills development program will operate on a reimbursable basis using banking channels and only cover legitimate training expenditures for those who successfully complete the training and obtain certified credentials. In addition, training providers will be rewarded for attainment of job outcomes (e.g., job placement, career progression, improved salaries). It will incorporate gender targets to encourage female labor force participation and combat gender bias in the hiring process.

The ESA roles and responsibilities. The ESA will (i) design and manage its day-to-day operations of the pilot whereby EZ tenants and suppliers enter contracts with pre-qualified training providers for training services; (ii) convene an Employer Group to represent tenants' needs on skills development; (iii) provide workforce planning services to tenants; (iv) improve the quality of labor market information, supply labor market intelligence, and create links to job-matching services; (v) identify and preselect training providers and develop three-way agreements with training providers and tenants which allow tenants to call-off of agreed training provision at agreed tariffs; (vi) conduct quality assurance of services throughout the pilot; (vii) monitor performance of the pilot, reporting and supporting external evaluations.

BEZA's role is to support the skills development ecosystem on the skills demand side (i.e., the employers) by: (i) offering a reimbursable trainee grant based on outcomes, (ii) supporting access to high quality information on labor demand and career pathways, (iii) providing access to networks of employers and employer groups and encourage tenants to join such groups, (iv) encouraging inclusive and fair recruitment practices, and (v) providing access to land and utilities for training providers.

It is essential that BEZA does not enter the supplier landscape of skills development (i.e., the training providers) since it is beyond its mandate. However, during the pilot, BEZA can contribute by: (i) offering a workflow for engagement with labor market information systems and actors, (iii) encouraging recognized and authenticated certification (international where there is industry need), and (iv) encouraging a training provision that is designed to improve access for

disadvantaged groups, including women. BEZA will collaborate with other programs under the broader Bangladesh national skills development agenda where those collaborations can improve outcomes for EZ Tenants and their employees.

The nature of ESA oversight is governance of an ongoing operation, not project or programme governance. BEZA's ambition for the ESA is that it is a permanent entity that will outlive PRIDE, that it should be responsive to its customers (the Tenants), and that it will drive substantial impact rather than simply delivering project outcomes. The ESA will therefore have an appropriate governance structure, and the authority necessary to run day-to-day operations.

The roles of the organisations involved in governance are:

- *BEZA*: Ultimately accountable but allows the ESA to respond to the needs of its customers, under the strategic oversight of the ESA Advisory Group. BEZA's strategic and financial control over the ESA is retained through a Services Contract with the ESA Operator.
- *ESA Advisory Group*: Responsible for governance and oversight of the ESA Operator on behalf of BEZA. It is employer driven, using representatives of the chosen Employer Group, but also has appropriate and relevant representation from other stakeholders such as civil society, employees, government, and wider industry groups. Furthermore, the Advisory Group will make recommendations to the ESA Operator to propose how the ESA and the Employer Group will function beyond the life of PRIDE.
- *Employer Group*: This is an industry representatives' group, which will include SMEs, and from which selected members will participate in the *ESA Advisory Group*. The Employer Group represents Tenants and promotes the ESA in the business community.

III. ROLE PURPOSE

To support the establishment of a skills development capability for EZ tenants, employees, and jobseekers, by co-ordinating stakeholders and suppliers, and supporting BEZA's decision-making processes.

The Skills Development Consultant will act on behalf of the PRIDE project, ensuring appropriate stakeholders' engagement and performance management of the ESA Operator and other Skills Development initiatives under PRIDE, in a way that drives project's objectives.

IV. SCOPE OF WORK

1. Supporting the Project Implementation Unit (PIU) in establishing a skills development capability, which serves all EZ tenants within PRIDE including those in both public and private Economic Zones.
2. Provide necessary expertise to inform program design and implementation of the skills development. Support decision-making within BEZA by understanding gateways and

- process, ensuring that decision points are appropriately supported with information, and by providing ad hoc advice to the PIU and the broader BEZA management team.
3. Managing the process of selection and engagement of the ESA Operator and other Skills Development initiatives under PRIDE.
 4. Day-to-day management of the contractual relationship between BEZA and the ESA Operator and other Skills Development initiatives under PRIDE.
 5. Supporting the establishment of the Advisory Group for the ESA, by gaining agreement on the group's Terms of Reference and by supporting the activities of the governance group.
 6. Attending governance group meetings and assuring due process and communication.
 7. Establishing the proper reporting mechanisms regarding ESA performance and other Skills Development initiatives under PRIDE and initiate and manage any necessary BEZA action.
 8. Maintain a relentless focus on PRIDE Project objectives and metrics.
 9. Carry out appraisals of the performance of the skills development initiatives and make recommendations for change where necessary.
 10. Act as a programme assurance and quality backstop for PRIDE, regarding elements related to all Skills Development initiatives under PRIDE .
 11. Promoting the Skills Development component of PRIDE within the other workstreams of PRIDE and BEZA's wider team.

V. KEY DELIVERABLES

1. Documents and processes to support ESA selection and other Skills Development initiatives under PRIDE including:
 - a. ESA Operations Manual
 - b. Procurement process
 - c. Market engagement
2. Documents and processes to support activities and engagement of ESA Advisory Group, in collaboration with the ESA Operator, including:
 - a. Convening the Employer Group
 - b. Advisory Group charter and Terms of Reference specific to each type of member
 - c. Communications with the employer community
3. ESA contract and contract management processes including:
 - a. The ESA contract for services
 - b. ESA operational reporting and performance management processes



4. Skills development reporting processes including:

- (a) Agreed indicators and metrics
- (b) Data and data management approach
- (c) Monthly and quarterly performance management meetings with the ESA and associated reporting
- (d) Monitoring and Evaluation, including links to the PRIDE Monitoring & Evaluation function.

VI. INDICATIVE OBJECTIVES

The consultant will be responsible and accountable for:

- a. Timely delivery of key deliverables
- b. Timely and accurate reporting
- c. The proper functioning of ESA Advisory Group
- d. Appropriateness and effectiveness of any BEZA management interventions
- e. Quality of internal and external stakeholder relations, including their representation on the Advisory Group.
- f. Assurance of the quality of key ESA Operator deliverables.

VII. REQUIRED QUALIFICATIONS

- 1. A minimum bachelor degree, preferably in a field related to Human Resource Development or Education and Training or similar field.
- 2. At least ten years experience in relevant field with at least five years experience in Project Management in Managerial roles
- 3. Experience in a Human Resource Development or vocational education role or similar roles preferably with a substantial private sector human resource development element will be given preference.
- 4. Project Management certification will be given preference.
- 5. Track record in program coordination and strategic planning.
- 6. Demonstrated experience in coordinating stakeholders and supporting partnerships across public and private sector.
- 7. Proficiency in English and excellent oral and written communication skills, and ability to present complex information for a variety of audiences.

8. Adequate knowledge of learning management software
9. Computer skills (proficient in Microsoft Office) and digital skills (e.g. learning management software) to be able to collaborate in digital spaces, including the use of online collaboration platforms and mobile apps, shared files, virtual meetings.
10. The consultant will have capability to carry out the assignment in terms of overall suitability, training, and knowledge of local conditions and administrative systems will also be considered.

VIII. REPORTING

Reporting to the PIU as per requirement

IX. OTHER TERMS AND CONDITIONS

Duration of the contract: initially for two years. Extendable based on performance, with a maximum of December 31st, 2025.

Duty Station: BEZA Office located at Dhaka. However, the consultant should have field visits across the economic zones located in different districts.

The consultant will be selected in accordance with the procedure set out in the 'Procurement Regulations for IPF Borrowers (July 2016, Revised November 2020)'

The project will provide the following inputs and facilities:

- office space and other logistic support as per project provision;
- all available documents, papers, and information relevant to the assignment will be provided/made accessible to the Consultant.



Section 3. Application Forms

Form 3A : Application Submission Form

Form 3B : CV of the Applicant

Form 3C: Remuneration and Reimbursable

Form 3A. Application Submission

[Location: dd/mm/yy]

To:

[Name]

[Address of Client]

Dear Sirs:

I am hereby submitting my Application to provide the consulting Services for [Insert title of assignment] in strict accordance with your Request for Application dated [dd/mm/yy].

I declare that I was not associated, nor have been associated in the past, directly or indirectly, with a Consultant or any other entity that has prepared the design, specifications and others documents in accordance with in accordance with 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 ("Procurement Regulations") setting forth for the World Bank's policy on conflict of interest.

I further declare that I have not been declared ineligible by the Government of Bangladesh on charges of engaging in corrupt, fraudulent, collusive or coercive practices in accordance with Section III, Paragraph 3.34 of the World Bank's "Procurement Regulations for IPF Borrowers" July 2016, Revised November 2020 ("Procurement Regulations").

I undertake, if I am selected, to commence the consulting Services for the assignment not later than the date indicated in the REOI.

I understand that you are not bound to accept any Application that you may receive.

I remain,

Yours sincerely,

Signature

Print name

Address:

Tel:

Email:

Attachment:

Form 3B. Curriculum Vitae (CV) of the Applicant

1	PROPOSED POSITION FOR THIS PROJECT :	<i>[From the Terms of Reference, state the position for which the Consultant will be engaged.]</i>
2	NAME OF PERSON :	<i>[state full name]</i>
3	DATE OF BIRTH :	<i>[dd/mm/yy]</i>
4	NATIONALITY :	

5	MEMBERSHIP IN PROFESSIONAL SOCIETIES	<i>[state rank and name of society and year of attaining that rank].</i>								
6	EDUCATION	<i>[list all the colleges/universities which the Applicant attended, stating degrees obtained, and dates, and list any other specialised education of the Applicant].</i>								
7	OTHER TRAINING	<i>[indicate significant training since degrees under EDUCATION were obtained, which is pertinent to the proposed tasks of the Consultant].</i>								
8	LANGUAGES & DEGREE OF PROFICIENCY	<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left; width: 25%;"><u>Language</u></th> <th style="text-align: left; width: 25%;"><u>Speaking</u></th> <th style="text-align: left; width: 25%;"><u>Reading</u></th> <th style="text-align: left; width: 25%;"><u>Writing</u></th> </tr> <tr> <td style="padding-top: 10px;"><i>e.g. English</i></td> <td style="padding-top: 10px;"><i>Fluent</i></td> <td style="padding-top: 10px;"><i>Excellent</i></td> <td style="padding-top: 10px;"><i>Excellent</i></td> </tr> </table>	<u>Language</u>	<u>Speaking</u>	<u>Reading</u>	<u>Writing</u>	<i>e.g. English</i>	<i>Fluent</i>	<i>Excellent</i>	<i>Excellent</i>
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<i>e.g. English</i>	<i>Fluent</i>	<i>Excellent</i>	<i>Excellent</i>							
9	COUNTRIES OF WORK EXPERIENCE									

10	EMPLOYMENT RECORD <i>[starting with present position list in reverse order every employment held and state the start and end dates of each employment]</i>	<i>[The Applicant should clearly distinguish whether as an “employee” of the firm or as a “Consultant” or “Advisor” of the firm].</i> <i>[The Applicant should clearly indicate the Position held and give a brief description of the duties in which the Applicant was involved].</i>
	EMPLOYER 1	FROM: <i>[e.g. January 1999]</i> TO: <i>[e.g. December 2001]</i>
	EMPLOYER 2	FROM: TO:

EMPLOYER 3	FROM:	TO:
EMPLOYER 4 (etc)	FROM:	TO:
11	WORK UNDERTAKEN THAT BEST ILLUSTRATES THE CAPABILITY TO HANDLE THIS ASSIGNMENT	<i>[give an outline of experience and training most pertinent to tasks on this assignment, with degree of responsibility held. Use about half of a page A4].</i>
12	COMPUTER SKILL	

CERTIFICATION

[Do not amend this Certification].

I, the undersigned, certify that (i) I was not a former employee of the Client immediately before the submission of this proposal, and (ii) to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Signature			
Print name			
Date of Signing			
dd / mm / yyyy			

Form 3C. Indicative Remuneration & Expenses

The Consultant should provide an indication of the remuneration as per the format shown below. This will not be used for evaluation of the Consultant's Application but solely for the purposes of Application Negotiations to be held as stated in **Clause 9.1** .

(1) Remuneration

Rate (per month / day / hour in Tk)	Staff Time (No. month / day / hour)	Total (Tk)

Note: A month consists of 30 calendar days.

(2) Reimbursable (as applicable)

	Rate per unit	Total unit	Total Amount (Tk)
(a) Per Diem Allowance			
(b) Air Travel Costs			
(c) Other Travel Costs (state mode of travel)			
(d) Communication charges			
(e) Reproduction of Reports			
(f) Other Expenses (<i>to be listed</i>)			
		Sub-total	

CONTRACT CEILING (1) + (2)	
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