

**Directorate of Primary Education**  
**Reaching Out of School Children (ROSC), Phase II Project**  
**Request for Expressions of Interest (REOI)**

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EOI Ref No: DPE/ROSC/Phase-II/USPS/S-1.13/582/16/172

Date: 02-02-2017

**Title of the Post :** Urban Slum Program Supervisor  
**Location :** 11 City Corporations  
**Languages Required :** Bangla and English  
**Type of Contract :** Individual Contract  
**Duration of Initial Contract :** 06 (six) months from the date of Contract Signing (renewable up to project duration on satisfactory performance)  
**Reportable to:** ROSCU.

**1. Background:** The Government of the Peoples' Republic of Bangladesh has undertaken the "Reaching Out-of-School Children Project-Phase II (ROSC-II)" with the financial support of the International Development Association (IDA). The Directorate of Primary Education (DPE), under the Ministry of Primary and Mass Education (MoPME) is the implementing agency of the ROSC II project which is due to end on 31<sup>st</sup> December 2017.

Based on successful pilot initiatives the Government and the World Bank have decided to scale up this program from February 2017. The urban slum children education scale up program would support establishment and operation of 2000 Learning Centers (LCs) for 50,000 out of school children aged 8-14 years of the slum areas of 11 City Corporations.

**2. Key Functions of the Urban Slum Program Supervisor:**

Under the direct supervision of ROSCU and technical guidance of Specialized Agency (SA), the Urban Slum Program Supervisor will be responsible for the following activities:

- i) Develop monitoring plans and tools for USCE program ;
- ii) Work in close coordination with the ROSCU, SA, Implementing Agencies (IAs), MIS Cell-LGED, IER, Sonali Bank, and other relevant stakeholders;
- iii) Supervise IAs' activities such as organizing meetings, orientations, workshops, community mobilization, identification of eligible children, booth operation for enlistment of students, establish school compounds, recruitment of teachers and formation of CMCs;
- iv) Supervise trainings for IA staffs and foundation training for teachers and CCFs;
- v) Conduct regular supervision & monitoring to identify challenges, ensure regular support in corrective measures, follow-up planning, progress and implementation of project activities;

vi) Provide feedback to ROSCU in case of any discrepancy ;

vii) Provide strategic suggestions in the monthly report regarding the decisions of different committees/ROSCU/SA related to program implementation, ensuring those are made in a participatory and collective manner;

viii) Carry out other activities relating to the program as directed by the PD, ROSCU.

**3. Selection Procedure:** The individual Urban Slum Program Supervisor will be selected in accordance with the “Guidelines: Selection and Employment of Consultants under IBRD Loans and IDA Credits and Grants by World Bank Borrowers” dated January 2011.

**4. Required Educational Qualification:** Master’s Degree in any discipline

**5. Required Skills and Experience:**

i) Training in non-formal education (2<sup>nd</sup> Chance)

ii) Two years of experience as of working in projects funded by IDA or Project Support Unit of Development partners of the Government of Bangladesh.

iii) Excellent reporting and communication skills in English and Bangla

iv) The candidate must have enough skills in computer operation with MS Office Suite, Data Processing and internet browsing.

**6. Age Limit:** Maximum 45 years (on the date of advertisement).

**7. Key information for applicant**

(i) The remuneration of Urban Slum Program Supervisor is 60,000.00 (sixty thousand) taka including all taxes which will be deducted at source as per applicable law.

(ii) The number of posts (Urban Slum Program Supervisor) is 11, for the following 11 city corporations.

(1) Dhaka North City Corporation (CC) (2) Dhaka South CC (3) Narayanganj CC


(4) Gazipur CC (5) Chittagong CC (6) Comilla CC (7) Barisal CC (8) Khulna CC (9) Rajshahi CC (10) Rangpur CC and (11) Sylhet CC

(iii) An applicant can apply only for one City Corporation. The applicant should clearly mark the name of the city corporation on the sealed envelope, otherwise his/her application may be cancelled. The procuring entity has the right to decrease/increase the number of posts and also has the right to accept or reject any or all EoIs without assigning any reason thereof.

(iv) The advertisement will be available in the website of Directorate of Primary Education (www.dpe.gov.bd). A submission form and CV format can be downloaded from the website till 19-02-2017



(v) Expressions of Interest will be received at the office of the undersigned by 19/02/2017 during office hours in sealed envelope and clearly marked "Request for Expressions of Interest for Urban Slum Program Supervisor".



Dr M. Mizanur Rahman  
Project Director (Additional Secretary)  
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**Directorate of Primary Education**  
**Reaching Out of School Children (ROSC), Phase II Project**  
**Request for Expressions of Interest (REOI)**

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EOI Ref No: DPE/ROSC/Phase-II/PVPS/S-1.14/583/16/173

Date: 02-02-2017

**Title of the Post :** Pre-Vocational Program (PVT) Supervisor  
**Location :** 90 Upazillas of 40 districts in 20 clusters  
**Type of Contract :** Individual Contract  
**Languages Required :** Bangla and English  
**Duration of Initial Contract:** 06 (six) months from the date of Contract Signing (renewable up to project duration on satisfactory performance)  
**Reportable to:** ROSCU.

**1. Project Background:** The Government of the Peoples' Republic of Bangladesh has undertaken the "Reaching Out of School Children Project Phase-II (ROSC-II)" with financial support of the International Development Association (IDA). The Directorate of Primary Education (DPE), under the Ministry of Primary and Mass Education (MoPME) is the implementing agency of the ROSC II project which is due to end on 31<sup>st</sup> December 2017.

To address the lack of employment opportunities for certain disadvantaged groups (grade five passed but not enrolled for further education), the Pre-Vocational Skills Training (PVT) pilot program of this project has been planned for scale up in 90 Upazillas to support 25,000 eligible students.

**2. Key Functions of the Pre-vocational Supervisor:**

- i. Under the direct supervision of ROSCU and technical guidance of SA, the PVT Supervisor will be responsible for ensuring compliance of the training centers activities under his assigned areas ;
- ii. The PVT supervisor will maintain effective coordination and supervision of the activities of Training Providers;
- iii. The PVT Supervisor will coordinate with all stakeholders.
- iv. Coordinate with TPs to organize Induction Workshop at Upazilla Level.
- v. Supervise and coordinate the initial & preparatory actions of TPs in enlisting eligible ROSC-I/SKT/GPS graduates in the assigned Upazillas through booth operation.
- vi. Coordinate with TPs for mobilizing community to identify and validate ex-ROSC-I/SKT/GPS graduates and dropped out students.
- vii. Monitor and supervise student validation, assessment, enrolment and registration process.
- viii. Assist Training Providers (TP) for hiring suitable training venue and agreement signing process.
- ix. Support TPs for matching the proposed trades between preferred trades of the students and the trades offered by the training providers which should be market responsive.
- x. Support TPs to prepare database of eligible ROSC-I/SKT/GPS graduates and employers.

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- xi. Establish effective coordination with ROSCU, Upazilla level stakeholders, Specialized Agency (SA), ROSC MIS Cell and Local Administration.
- xii. Supervise all activities related to implementation of Pre-Vocational Training program at field level.
- xiii. Conduct physical verification of PVT training centres machineries & equipment, logistics and training materials.
- xiv. Conduct regular monitoring and supervision to ensure quality vocational training as per training module, student attendance and job placement initiatives.
- xv. Ensure timely disbursements /ACFs to the enrolled students and respective training providers.
- xvi. Undertake any related task assigned by ROSCU.

3. The individual PV Program Supervisor will be selected in accordance with the “Guidelines: Selection and Employment of Consultants under IBRD Loans and IDA Credits and Grants by World Bank Borrowers” dated January 2011.

**4. Required Educational Qualification:** Master’s Degree in any discipline, Diploma in Engineering in any discipline or similar qualification will be treated as additional advantage.

**5. Experiences and skills:**

- (i) Two years of experience as of working in projects funded by IDA or Project Support Unit of Development partners of the Government of Bangladesh.
- (ii) Willingness and ability to undertake regular travelling over assigned area.  
Ability to work independently in challenging situation and meet deadlines.
- (iii) The candidate must have skills in computer operation with MS Office, Data Processing and internet browsing.

**6. Age Limit:** Maximum 50 years (on the date of advertisement).

**7. Work Station:** Any of the 20 clusters covering selected 90 Upazillas of ROSC Phase 1 project.

**8. Key information for applicant**

- (i) The remuneration of Pre-voc Program Supervisor is 60,000.00 (Sixty thousand) taka including all taxes which will be deducted at source as per applicable law.
- (ii) The number of posts (Pre-voc Program Supervisor) is 20 for 20 Cluster areas. Each cluster may consists of maximum 6 upazillas. The composition of clusters is available in the website.
- (iii) An applicant can apply only for one Cluster. However s/he may mention a 2<sup>nd</sup> preference in the application form. The applicant should clearly mark the Cluster number(s) on the sealed envelope, otherwise his/her application may be cancelled. The procuring entity has the right to decrease/increase the number of post and also has the right to accept or reject any or all EoIs without assigning any reason thereof. Expressions of Interest will be received at the office of the undersigned by 19/02/2017 during office hours in sealed envelope and be clearly marked “Request for Expressions of Interest for PVT Supervisor”.



(iv) The advertisement will be available in the website of Directorate of Primary Education, (www.dpe.gov.bd) A prescribed submission form, list of Clusters and CV format can be downloaded from the website till 19-02-2017.



Dr M. Mizanur Rahman  
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## Curriculum Vitae (CV) of the Applicant

1	<p>PROPOSED POSITION FOR THIS PROJECT ( choose one only)</p> <p>A. CLUSTER NUMBER (maximum 2 in order of preference, for applicant of Pre-voc Program Supervisor. Select cluster number from the list provided in website)</p> <p>B. NAME OF CITY CORPORATION (maximum one, to be mentioned by the applicant for Urban Slum Program Supervisor only) :</p>	<p><i>Pre-voc Program Supervisor / Urban Slum Program Supervisor.</i></p>								
2	<p>NAME OF PERSON :</p>	<p><i>[state full name]</i></p>								
3	<p>DATE OF BIRTH :</p>	<p><i>[ dd/mm/yy]</i></p>								
4	<p>NATIONALITY :</p>									
5	<p>MEMBERSHIP IN PROFESSIONAL SOCIETIES (if any)</p>	<p><i>[state rank and name of society and year of attaining that rank].</i></p>								
6	<p>EDUCATION</p>	<p><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></p>								
7	<p>OTHER TRAINING</p>	<p><i>[indicate significant training since degrees under EDUCATION were obtained, which is pertinent to the proposed tasks of the Consultant].</i></p>								
8	<p>LANGUAGES &amp; DEGREE OF PROFICIENCY</p>	<table style="width: 100%; border: none;"> <tr> <td style="text-align: center;"><u>Language</u></td> <td style="text-align: center;"><u>Speaking</u></td> <td style="text-align: center;"><u>Reading</u></td> <td style="text-align: center;"><u>Writing</u></td> </tr> <tr> <td style="text-align: center;"><i>e.g. English</i></td> <td style="text-align: center;"><i>Fluent</i></td> <td style="text-align: center;"><i>Excellent</i></td> <td style="text-align: center;"><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	<p>COUNTRIES OF WORK EXPERIENCE (if any)</p>									

## 10 EMPLOYMENT RECORD

*[starting with present position list in reverse order [every employment held and state the start and end dates of each employment]*

*[The Applicant should clearly distinguish whether as an “employee” of the firm or as a “Consultant” or “Advisor” of the firm].*

*[The Applicant should clearly indicate the Position held and **give a brief description of the duties** in which the Applicant was involved].*

EMPLOYER 1

FROM: [e.g. January 1999]      TO: [e.g. December 2001]

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

*[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].*

## 12 COMPUTER SKILL

**Instructions:**

Please attach the following documents:

- a. 2 copies passport size photographs
- b. Copies of Degree(s) / Certificate(s) / testimonials in support of academic qualification and experience.
- c. Provide full street (postal) address (present), permanent address with names of father and mother, mobile phone number, email etc. at the bottom of the application form.
- d. Any other document that the applicant considers relevant.

## 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 of the applicant with date)



**Pre-Vocational Training (PVT) Cluster**  
**Reaching Out of School Children (ROSC) Project, phase-II**

Sl	District	Upazila	Cluster #
1	Chuadanga	Alamdanga	Cluster # 01
2		Damurhuda	
3	Khustia	Doulotpur	
4		Mirpur	
5	Jessore	Keshabpur	
6	Meherpur	Gangni	
7	B. Baria	Nabinagar	Cluster # 02
8	Comilla	Chandina	
9		Nagolcoat	
10	Noakhali	Noakhali Sadar	
11	Chandpur	Haimchar	
12		Chandpur Sadar	
13	Bhola	Charfashion	Cluster # 03
14		Manpura	
15	Chittagong	Bashkhali	
16	Coxsazar	Ukhiya	
17		Moheshkhali	
18		Teknaf	
19	Bandarban	Lama	Cluster # 04
20		Roangchari	
21	Jamalpur	Deowangonj	Cluster # 05
22		Islampur	
23		Sarishabari	
24		Madargonj	
25	Kurigram	Rajibpur	Cluster # 06
26	Jamalpur	Bokshiganj	
27	Serpur	Sribordi	
28		Serpur Sadar	
29		Nokla	
30	Mymensingh	Trishal	Cluster # 07
31		Dhobaura	
32		Ishorganj	
33	Narshingdi	Narshingdi Sadar	

34	Kishorganj	Bajitpur	Cluster # 08
35		Kotiadi	
36		Nikli	
37	B. Baria	Sarail	Cluster # 09
38	Kishorganj	Karimganj	
39		Itna	
40		Tarail	Cluster # 10
41	Tangail	Bhuapur	
42		Kalihati	
43		Gopalpur	Cluster # 11
44	Manikganj	Doulotpur	
45		Harirumpur	
46		Saturia	
47		Shibaloy	Cluster # 12
48	Shariatpur	Jajira	
49	Madaripur	Madaripur Sadar	
50	Faridpur	Boalmari	
51		Nagarkanda	Cluster # 13
52	Joypurhat	Joypurhat Sadar	
53	Naogoan	Atrai	
54		Porsha	
55		Raninagar	
56		Manda	
57	Chapai Nababganj	Shibgonj	Cluster # 14
58	Sirajganj	Belkuchi	
59		Sahjadpur	
60		Ullapara	
61	Bogra	Bogra Sadar	
62		Gabtolli	Cluster # 15
63	Pabna	Sujanagar	
64	Natore	Baraigram	
65		Lalpur	
66		Natore Sadar	
67	Rajshahi	Bagha	Cluster # 16
68	Rangpur	Kaownia	
69	Kurigram	Chilmari	
70		Kurigram Sadar	
71		Nageshari	

72	Gaibandha	Gobindaganj	Cluster # 17
73		Saghata	
74		Sundarganj	
75		Fulchari	
76	Dinajpur	Ghoraghat	Cluster # 18
77	Lalmonirhat	Hatibandha	
78		Patgram	
79	Nifamari	Jaldhaka	
80	Dinajpur	Parbatipur	Cluster # 19
81	Thakurgoan	Thakurgaon Sadar	
82	Rangpur	Taragonj	
83	Nifamari	Saiydpur	
84	Habiganj	Ajmiriganj	Cluster # 20
85		Lakhai	
86		Baniachang	
87		Nabiganj	
88	Moulvibazar	Komolganj	
89		Moulvibazar Sadar	
90	Sunamganj	Jamalganj	