

Improving Computer and Software Engineering Tertiary Education Project (ICSETEP)
ToRs and Evaluation Criteria for Individual Consulting Selection (ICS) Positions

PMU/ S-7: Stipend Program Specialist

Qualifications & Experiences:

- Post graduate degree in any subject; professional degree on education / financial management / procurement or PhD will be an added advantage;
- At least 15 years working experience; stipend/scholarship management or teaching experience is preferable;
- At least 7 years experience in tertiary level teaching or government service; experience in government/donor fund management is preferable;
- Experience on operations manual development for stipend/scholarship/grant will be an added advantage;
- Having experience in teaching/research in education development or woman empowerment will be an advantage.

Scope of Works:

The specialist must support but not limited to -

- a) Carry out a review of existing stipend programs including stipend rates, targeting methods, disbursement procedures, and monitoring mechanisms;
- b) Develop an efficient stipend programs as per the project objectives;
- c) Assist to preparation and compile program plan for implementation of stipend for encouraging CSE education in tertiary level, specially for women and students from low income households, in consultation with the gender expert (consultant) and PMU;
- d) Prepare stipend manual including monitoring mechanism;
- e) Design and prepare materials for community awareness program on CSE / IT education including students, teachers and society;
- f) Design, implement, and assess stipend program;
- g) Assist in implementing research and development grant operation; and
- h) Assist in preparing monitoring report related to stipend and grant program.

Deliverables:

- a) Review of stipend programs
- b) Stipend program manual
- c) Stipend program review and impact assessment
- d) Inputs to the quarterly progress reports on stipend and grant program implementation

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A. Minimum Criteria to Prepare List of Preliminary Qualified Candidates

1. Nationality: Bangladeshi
2. Post graduate degree in any subject
3. At least 15 years working experience
4. At least 7 years experience in tertiary level teaching or government service

B. Detailed Scoring Criteria to Rank Preliminary Qualified Candidates

Criteria	Total Score
A. Educational Qualification:	20
1. Post graduate degree in any subject	15
2. Profession degree on education / financial management / procurement or PhD	05
B. General Experience:	20
1. At least 15 years working experience	15
2. Stipend/scholarship management or teaching experience	05 01 point per Year
C. Specific Experience:	40
1. At least 7 years experience in tertiary level teaching or government service	10
2. Experience on operations manual development for stipend/scholarship/grant	08 4 point per Assignment
3. Experience in government/donor fund management	08 2 point per Year
4. Experience in teaching/research in education development or woman empowerment	08 2 point per Year
5. Experience in implement, assess and monitor stipend/scholarship/grant program	06 2 point per Year
D. Suitability for the Assignment:	20
1. Review and impact assessment of grant/stipend program	06
2. Manage and monitoring grant/stipend program	06
3. Reporting on grant/stipend program implementation	05
4. Proficiency in standard computer applications, including Word, Excel, PowerPoint, Access etc.	03
Viva (Optional):	
- Good Communication skills in English.	
Total:	100