

Government of the People's Republic of Bangladesh
Secondary and Higher Education Division
University Grants Commission of Bangladesh
Improving Computer and Software Engineering Tertiary Education Project (50140-002)

PMU/ S-7: Stipend Program Specialist (Individual National Intermittent Assignment)

Terms of Reference (ToR)

A. Background of the Project

1. The Government of Bangladesh (GoB) has secured a loan of \$100 million from the Asian Development Bank (ADB) to implement the Improving Computer and Software Engineering Tertiary Education Project (ICSETEP). The main objective is to improve industry responsiveness of tertiary-level computer science, software engineering and information technology (CSE/IT) education. The project will contribute to the improved socio-economic condition of Bangladesh by establishing a more relevant higher education in CSE/IT Programs in terms of quality, efficiency and equity through increasing job-ready graduates and cutting-edge research capacity to meet the challenges of the Fourth Industrial Revolution (4IR) and develop technology entrepreneurship to lead of the country in information technology and information technology enabled service (IT/ITES) sectors.
2. The ICSETEP will be implemented at the Institute of Information Technology (IIT) at the University of Dhaka (DU); (ii) Computer Science and Engineering (CSE) department at Bangladesh University of Engineering and Technology (BUET); and (iii) CSE department at Jashore University of Science and Technology (JUST). The objectives will be achieved through the following four outputs:
 - Output 1: Modern learning, research and startup facilities establishment.
 - Output 2: Quality and industry relevance of CSE and IT programs enhancement.
 - Output 3: Research and development and technology entrepreneurship strengthen.
 - Output 4: Project management capacity strengthened.
3. The Secondary and Higher Education Division (SHED) of the Ministry of Education (MOE) through the University Grants Commission (UGC) is the executing agency of the ICSETEP. A Project Management Unit (PMU) was established in UGC to coordinate and support the project activities. Besides, each of the three public universities will have a Project Implementation Unit (PIU) that will implement university-specific activities under the overall coordination of the PMU. The procurement under the PMU includes most of the consultancy services of the project including several firm consultancies.
4. Implementation of a stipend program to encourage CSE education at the tertiary level, especially for women and students from low-income households, is an important requirement of this project. On the other hand, in pursuant to the Development Project Proposal (DPP) of ICSETEP, one of the key responsibilities of PMU is to develop annual implementation plans including the budget for government and ADB financing, in line with the Project Administration Manual (PAM) as well as monitoring the project activities and to prepare the Quarterly Progress Report (QPR). Thus, PMU wants to engage a Stipend Program Specialist on an intermittent basis to implement the Stipend Program as well as to prepare the Quarterly Progress Report under the Project.

B. Objectives of the Assignment, Scope of Services, Tasks and Expected Deliverables

1) Overall Objectives and Scope of Services under the Assignment:

This assignment aims to (i) implement a stipend/scholarship/fellowship/internship program, especially encouraging CSE/IT education at the tertiary level for women and students from low-income households;

and (ii) prepare the quarterly/yearly progress reports in a format consistent with ADB's project performance reporting system.

2) Detailed Tasks:

The specialist must support but not limited to -

- (i) Carry out a review of existing stipend, scholarship, fellowship, internship, and incubation programs including rates, targeting methods, disbursement procedures, and monitoring mechanisms;
- (ii) Develop implementation and assessment policy for stipend, scholarship, fellowship and internship as per the project objectives;
- (iii) Prepare manual including monitoring mechanism for stipend, scholarship, fellowship, internship, and incubation project;
- (iv) Gather quantitative and qualitative data on target and achievement of activities from PMU, 03 PIUs and other required sources;
- (v) Assist in preparation and compiling program plan for the implementation of a stipend for encouraging CSE/IT education at the tertiary level, especially for women and students from low-income households;
- (vi) Design and prepare materials for a community awareness program on CSE/IT education including students, teachers and society;
- (vii) Assist in implementing research and development grant operations;
- (viii) Prepare project progress reports consistent with ADB's system/format for different activities.

3) Reporting Arrangement:

The Stipend Program Specialist shall primarily report to the Project Director for his/her works.

C. Required Qualifications and Experience

- Master's degree in any discipline, preferably Economics/ Development Studies/ Statistics/ Engineering / Education; PhD or professional degree on education / financial management will be an added advantage;
- 15 years of experience; teaching and research in university or government service is preferable;
- 07 years of experience in education development or skill development or woman empowerment; public university level experience is preferable;
- Experience in analysis quantitative and qualitative data, report preparation and presentation;
- Experience in government/development partner funded project monitoring & evaluation, stipend/scholarship program management will be an added advantage;
- Suitability for the Assignment.

D. Deliverables:

- Review report for existing stipend, scholarship, fellowship, internship, and incubation project;
- Policy, manual and assessment report for stipend, scholarship, fellowship, internship, and incubation project;
- Project progress reports consistent with ADB's system/format.

E. Assignment Duration and Payment Modalities:

- Duration of the assignment will be 12 man-months on an intermittent basis and the assignment will be spread over the project duration up to June 2028. However, the time input and duration of this assignment may be increased or decreased subject to the satisfactory performance of the consultant and the requirements of the project;
- Payment Schedule: Payment will be made monthly. Local taxes will be deducted as per applicable law.
- Assignment Location: PMU and 3 PIUs offices.