

Terms of Reference
for
Social Development and Gender Specialist (Education)

under
Integrated Capacity Development Project
in the Power Transmission System of Bangladesh¹

Funded by the Republic of Korea
e-Asia and Knowledge Partnership Fund
(EAKPF) as part of
BAN: Southwest
Transmission Grid Expansion Project

November 2020

¹ The title of the project is based on the PGCB approved Technical Assistance Project Proforma (TAPP) financed by Republic of Korea e-Asia and Knowledge Partnership Fund (EAKPF) grant.

A. Background of the Project

1. Power Grid Company of Bangladesh (PGCB) was established on 21st November 1996 as a company fully owned by Bangladesh Power Development Board under the Power Sector Reform Program of the Government of Bangladesh. PGCB is the transmission utility, owning, planning, developing, operating, and maintaining the transmission network and substations at 132 kV, 230 kV, and 400 kV levels.

2. PGCB is receiving financial assistance of USD 350 million from the Asian Development Bank (ADB) for the 'Southwest Transmission Grid Expansion Project'. In addition to the loan, PGCB also received USD 0.5 million grant financing from the Republic of Korea e-Asia and Knowledge Partnership Fund (EAKPF) to support specific activities as outlined in the loan agreement and RRP of L3683 BAN: Southwest Transmission Grid Expansion Project'. The grant financing component has been titled "Integrated Capacity Development Project in the Power Transmission System of Bangladesh" as per the approved Technical Assistance Project Proforma (TAPP) by Power Division.

3. An Individual consultant will be engaged by PGCB to support the implementation of Output-4-*Socially inclusive capacity in the electric utility industry enhanced*. The two outputs to be achieved funded by the EAKPF grant are: (a) **45 (Maximum 50)** university students (of which at least 40% are women), and (b) 45 PGCB Engineers (of which at least 30% are women) from a university program in the energy sector or relevant field in the electric utility industry. The grant component will support the scholarships to a minimum of **45 (Maximum 50)** Bangladeshi undergraduate students and **45 PGCB engineers**. In case of difficulties in achieving the respective female targets, the consultant will conduct an assessment and gender ratio survey.

B. Objectives of the Assignments

4. The key objective of the assignment is to assist PGCB in implementation of the grant component financed by the Republic of Korea EAKPF and ensure the targeted number of students and PGCB **engineers** successfully complete the short term certificate course/training from a selected foreign university in South Korea that has advanced technologies and technical skills that are relevant to the power sector and PGCB's work, as well as specific aspects of power transmission.

C. Scope of Services

5. An individual international consultant will be engaged to support PGCB in (i) determining and organizing the short-term scholarship program for undergraduate Bangladeshi university students² (studying in a subject relevant to the power sector) who may later seek employment in the country's power industry; and (ii) providing all logistical support and organizing the appropriate short-term scholarships for PGCB selected **engineers**.

² Government approved TAPP includes 45 students; this will be regarded as a minimum while the project's output-4 target remains 50 students, as per approved project documents; 45 engineers may be included if can be accommodated within the grant budget.

6. The individual consultant will be required to (i) develop criteria for selecting Bangladeshi universities (ii) develop criteria to competitively select students based on some of the prescribed criteria of EAKPF requirements³ (iii) prepare several reports on selection criteria assessments and capacity development activities implementation plans (iv) prepare an evaluation report of the all batches of scholarship programs and recommend suggestions for improvements (iv) work with Korean university representatives to select relevant courses and coordinate logistics and (v) support PGCB in seeking necessary approvals. The same process will be undertaken after the completion of the second batch to further improve the next phase of the scholarship programs. Project Director (Output 2-3) of the Southwest Transmission Grid Expansion Project will serve as PGCB focal point to guide consultant work and ADB project officer will serve as ADB contact. A committee will provide overall guidance and input to the program activities and will be led by Addl. Secretary, Power Division, with members from Power Division, BEPRC, ADB & PGCB officials as well as power system faculty member(s) from technical university and ERD representative, which will be formed to select the appropriate topics and candidates for the scholarship program for Bangladeshi university undergraduates.

7. The consultant will assist PGCB to implement the scholarship programs under the TA project by undertaking (but not limited to) the following tasks:

- Provide overall assistance to PGCB in the implementation of scholarship programs.
- Prepare a comprehensive implementation plan of the scholarship programs (Foreign).
- Identify relevant education programs for the scholarship under the proposed/identified South Korean institute or university based on a selection criteria prepared and approved by PGCB and endorsed by ADB; coordinate with PGCB and the universities; and undertake necessary process to initiate the scholarship programs.
- Assist PGCB to clarify queries regarding proposed foreign university(ies)/ institute(s) and provide PGCB with the details of the preferred university(ies)/ institute(s) including course curriculum, course fee and other arrangements etc.
- Liaise with the identified foreign university(ies)/ institute(s) and finalize the complete program covering all aspects such as costs, no of trainees per course, duration of courses, course schedules, and accommodation for short term programs.
- Work with Bangladeshi universities as well as with PGCB in developing selection criterion to ensure the best candidates are selected for the student scholarship program from Bangladeshi universities. Identify the Bangladeshi universities, coordinate with PGCB and the universities, and based on approved selection criteria, propose a list of universities for participation in the scholarship program.
- Develop PGCB's selection criteria so that appropriate candidates are chosen with required female participation. In case of difficulties in achieving the respective female targets, the consultant will conduct an assessment and gender ratio survey.
- Arrange the scholarships for students and PGCB staff to pursue short-term certificate courses/ trainings in foreign university(ies) in the appropriate skills needed that meets and supports Bangladesh power sector development.

³ Preferably in the second/third year of study at minimum, in a subject relevant to the power sector, such as engineering & technology (electrical & electronic, mechanical, nuclear or civil), computer science and engineering (CSE), information & communication technology (ICT), renewable energy or relevant field of the electric utility industry with **good academic record** and proficiency in English. The component will provide scholarships to selected candidates to study for short-term certificate courses/ training programs directly relevant to the power sector (generation, transmission, distribution, renewable energy, nuclear power etc.) and provide industrial and utility exposure to the participants.

- Arrange the scholarships for 45 **PGCB engineers** to pursue short-term certificate courses/ trainings in foreign university(ies) in fields that are relevant to PGCB functions.
- Facilitate the signing of MoU and/or MoA with proposed foreign university(ies)/ institute(s) to provide the training/short courses; and prepare contract documents, detailed scope of works & Terms of Reference for qualified university(ies)/ institute(s). Establish contact and do necessary works to complete formal Agreement with the chosen university/ institute acceptable to PGCB. The agreement needs to be comprehensive, providing details of enrolment arrangement, course programs, study support, agreed academic fees and other payments (if any), monitoring and reporting requirements etc., as well as the agreed fee and payment arrangement.
- Review the budget for the whole program meeting the EAKPF required mix of scholarship recipients (students and staff) and recommend if any modification is required.
- Define payment term of various scholarship programs.
- Arranging and obtaining all documentation and facilities (including VISA, air ticket, travel and health insurances, foreign accommodation, daily allowance, stipend for short term programs and others) required for the participants.
- Maintain high standards of professionalism, integrity and confidentiality regarding participants' personal information, candidate selection and all aspects of all sensitive matters associated with or arising from the short-term scholarship program.
- In the occurrence of any unexpected situation while the participants are staying abroad, the consultant shall communicate with the foreign university and assist PGCB to provide necessary support to the participants to overcome the situation.
- Submitting an Action Plan for the participants of the Scholarship Programs recommending how they can best utilize their knowledge after finishing their respective studies.
- On completion of the first phase (first batch of certificate course/ training) of the scholarship program, the consultant will develop an evaluation report by meeting with the participants upon their return to determine if the scholarship program had been useful or how it could be improved in subsequent phases; and repeat the same after the completion of the subsequent phases of the scholarship program.

D. List of Reports, Schedule of Deliveries, and Period of Performance

8. The Consultant will submit the following reports (in English) to proper authorities:

Sl. No	List of Reports	Schedule of Deliveries
1.	Inception report (including Background Study, Review, Rationale, university selection, course module, scholarship plan, budget, financial issues, relevant other things & also the strategies to conduct the program)	Within 2 weeks from the date of contract signing submit draft plan to PD, within 4 weeks submit plan to Committee
2.	Student and staff selection criteria, and the revised budget	Within Q1 2021 plan approved by the committee and first batch of students and staff participate in training program by Q2 2021.
3.	Progress reports and reports of the fund flows	Every Month
4.	Mid Term Evaluation report	By the end of 30 June 2021

5.	Batch-wise evaluation report	Within 15 days of the completion of scholarship program of each batch
6.	Final Report (10 nos. of copies of final report with all annexure (hard copy & electronic version) must be submitted with the provision/ incorporation of comments and suggestions made by Executing Agency, project authority and the Development Partner ADB)	Before 5 months of the completion of the Grant project

Note: Consultant will provide any type of report on time according to the demand of PGCB and ADB. The acceptance of the final reports/ documents by the project director will be the pre-requisite for completion of the task in accordance with the ToR. Number of copies that will be submitted will be according to the demand of PGCB and ADB.

F. Data, Personnel, Facilities, and Local Services to be provided by PGCB

9. PGCB will provide all relevant information, available data and existing documents related to this grant component. In addition, the Project Director (PD) for 'Southwest Transmission Grid Expansion Project' who is also the PD of this grant component, will be responsible for the following tasks:

- Review the Bangladeshi university student and PGCB staff selection criteria.
- Approve the nominated participants for the scholarship program.
- Monitor and evaluate the performance of the consultant.
- Arrange timely payments as per provisions of the contract.
- Provide necessary support as required for proper execution of the project.
- Act as Member Secretary of the committee proposed in Appendix: XIX, page: 122.

G. Consultancy Period

10. The consultant shall perform the services during the project implementation period commencing from the contract signing and ending 3 months before project closure or any other period as may be subsequently agreed by the parties in writing. This assignment will be implemented within 16 person-months (lumpsum basis)

Expertise and Person Months

Position	Number	Person-Month
International		
Social Development and Gender Specialist (Education)	1	16 (Intermittent)
Total	1	16 (Intermittent)

H. Institutional Arrangements

11. The individual international consultant with experiences in education and external training will be engaged following ADB procurement guidelines to assist Power Grid Company of Bangladesh Limited (PGCB). PGCB is the implementing agency of the project. The consultant

will report to the PD and support the Committee to implement the programs. The project office will act as a supervisor & coordinator and provide necessary support to the consultant.

I. Tentative Plan

12. The following table outlines the tentative program schedule and key activities of the project.

Programs	Timeline (Fiscal Year)	Key Activities
Scholarship program for 45 (Maximum 50) Bangladeshi university students ⁴ (undergraduates) studying in fields relevant to the power sector of the country	Q2 2021	First batch of 15 students sent abroad
	Q1 2022	Second batch of 15 students sent abroad
	Q4 2022	Third batch of 15 students sent abroad
Scholarship program for 45 PGCB engineers to study courses relevant to PGCB's functions and useful for the country's power sector development.	Q3 2021	First batch of 15 PGCB engineers sent abroad
	Q2 2022	Second batch of 15 PGCB engineers sent abroad
	Q1 2023	Third batch of 15 PGCB engineers sent abroad

J. Qualifications, Experience and Responsibilities of the Consultant

13. **Social Development and Gender Specialist (Education)** (International, 16 person-months): The specialist must at least have a Master's (postgraduate) degree from a reputed university/institution in engineering, science, social sciences, and education research or power sector related disciplines. The specialist shall have a minimum of 10 years working experience related to education & training. The specialist should be familiar with Bangladesh power sector and issues related to social development and gender. The specialist shall have demonstrated expertise in preparing technical skills-oriented training/ academic courses curriculum and identifying appropriate training institutes or universities to carry out skill-based training/ academic courses both within and outside the country. The consultant shall have practical experience in administering education programs and in developing selection criteria to identify suitable candidates for training/ education programs. The consultant should have previous working records in the electric utility industry for determining the areas to improve in the power sector of Bangladesh.

⁴ Government approved TAPP includes 45 students; this will be regarded as a minimum while the project's output-4 target remains 50 students, as per approved project documents.