

Terms of Reference (ToR) of Individual Consultant (CRVS)

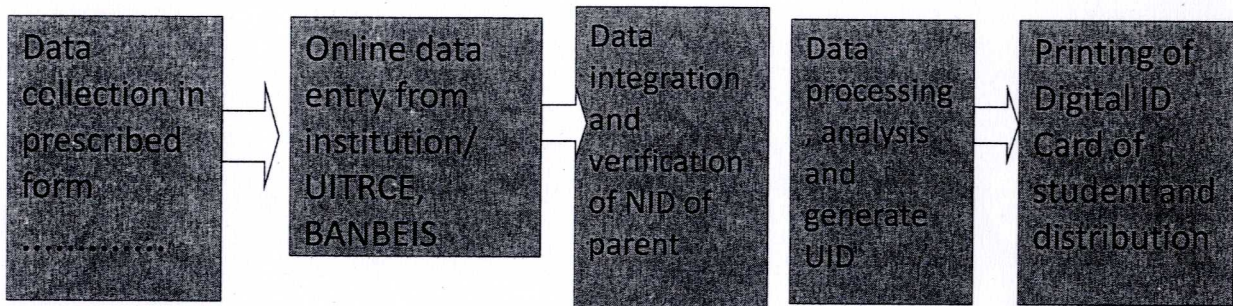
Scope of Project:

Development of a complete student profile based on CRVS for grade 6 to 10 at the secondary level of education in Bangladesh through establishing online database system of each student with unique ID at the post-primary level institutions and ensuring digital service delivery to the education manager and decision maker.

Objective of the Project:

- To develop database system for all students of secondary schools, madrasahs, ebtedayee madrasahs, college, technical-vocational institutions and other education institutions at the post-primary level;
- To provide ID card to each student with unique ID number;
- To implement student tracking system by providing unique ID of each student and to ensure use of the unique ID in all levels of education;
- To ensure transparency, efficiency in distribution of student stipend, education materials and other facilities through analysis of admission, presence, completion and dropout of students based on CRVS.

Implementation Methods of CRVS System:



Output of CRVS of Students:

- ❖ Effective annual education service:
 - Distribution of Textbooks free of cost
 - Identification of students for different scholarship
 - Providing stipends
 - Effective management of daily activities:
 - Student attendance
 - Identification of absentee students
 - Preparation of automated examination result
 - Education Management:
 - Registration of students
 - Unique ID for each student in their education life cycle
 - Identification of dropout students
 - Transfer of students from one institution to another
 - Planning for ensuring quality education of students
 - Decision making and planning based on Real-time education statistics

Title of Consultant: Senior Management Expert (CRVS) (1 person):

Objectives of the assignment:

- To coordinate and assist key activities of implementation of CRVS system.
- To manage, administer, supervise master trainer course, teachers training course, data collection and data entry works of student profile and teacher profile for CRVS system.
- To provide motivational guidance to execute Master Trainers and teacher training programs in BANBEIS and UITRCEs and to monitor the training programs as well.
- To prepare Work Plan, Implementation strategies and conceptual framework for implementing CRVS at the secondary level of Education.
- To evaluate and monitor overall management of CRVS system to be executed by BANBEIS.
- To coordinate between BANBEIS, ORG, NID Authority, MoE and other related agencies
- To plan, supervise and coordinate in developing and maintaining information linked with implementation and completion of assignment regarding CRVS system and accountable to the Project Director.
- To Prepare ToR and relevant documents and OTM/EoI/RFP and prepare Contract Agreement with the assistance of PIU.
- To assist BANBEIS in progress reports of the CRVS Implementation
- Any other assignment to be provided as per requirements of the PEA of the project.

Qualification and Experience:

- Masters' or Post Graduate Degree in closely related subject
- Minimum 20 years experience in Senior Management position of the government organization
- Extensive knowledge and experience in operation and management of personnel in the field level
- At least 5 years experience in project planning, project development and project management
- Experience and skills in roll-out plan for task accomplishment and development of deployment plan of data collection.
- Project Management experience in the education sector will have extra weightage.
- Age not exceeding 65 years and not below 50 years.

Reports, delivery schedule, performance and Institutional arrangement:

The Senior Management Expert will work under the guidance of Project Director, IEIMS Project and report to the Director, BANBEIS and Project Director, IEIMS, Ministry of Education. Reporting Obligations & Working Time Schedule stated as follows:

- Submit Inception report in 15 days of contract signing.
- Prepare and submit quarterly/monthly/periodically progress report on Training in central and field level for CRVS data collection and data entry, data validation, CRVS analytical report.



- Plan follow up services on CRVS system update and management
- Full report at the end of the Contract
- BANBEIS will provide all secretarial support to the consultants

Title of Consultant: Senior Database Expert (CRVS) (1 person):

Objectives of the assignment:

- To coordinate and assist key activities of software development on CRVS system.
- To manage, administer, supervise data entry works of student profile and teacher profile for CRVS system and make integration into the relational database system.
- To provide motivational guidance to execute Master Trainers and Enumerators training programs in BANBEIS and UITRCEs and to monitor the training programs as well.
- To prepare Work Plan, Implementation strategies and conceptual framework of developing CRVS data management and data dissemination system of the central data resource centre at BANBEIS.
- To evaluate and monitor overall management of CRVS database system to be executed by BANBEIS.
- To provide support to the software development firm through providing necessary data and ensuring the progress of software development based on project requirements and fulfilling compliances.
- To provide functional and technical support to ensure performance, operation and stability of CRVS database management system.
- To monitor database activities to ensure the quality, reliability and security and ensure that database is properly tested and bugs are fixed appropriately.
- To maintain authenticity and documentation of data and ensure security and confidentiality.
- To make data cleaning and prepare data table generation.
- To perform important tasks that will ensure quality of data collected based on CRVS.
- Any other assignment to be provided as per requirements of the PEA of the project.

Qualification and Experience:

- Masters/Post Graduate Degree in ICT/Computer Science/Statistics/Economics or related subjects
- Minimum 20 years experience in IT field in Govt./Semi-Govt./ Autonomous organization along with experience in Database Management System and/or Management Information System.
- At least 5 years experience in ICT project planning, project development and project management
- Working experience on ICT Project Planning & Development in Donor Agencies viz. ADB, World Bank, UNDP etc. will have an extra weightage.
- Age not exceeding 65 years and not below 50 years.



Reports, delivery schedule, performance and Institutional arrangement:

The Senior Database Expert will work under the guidance of Project Director, IEIMS Project and report to the Director, BANBEIS and Project Director, IEIMS, Ministry of Education. Reporting Obligations & Working Time Schedule stated as follows:

- Submit Inception report in 15 days of contract signing.
- Prepare and submit quarterly/monthly/periodically progress report on Training in central and field level for CRVS data collection and data entry, data management, Data integration, CRVS analytical output and integration of CRVS database into IEIMS system.
- Plan follow up services on CRVS system update and database integration
- Full report at the end of the Contract
- BANBEIS will provide all secretarial support to the consultants

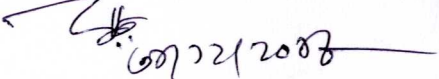


Evaluation Criteria for Senior Management Expert (CRVS)

Evaluation Criteria	Points
<ul style="list-style-type: none"> ○ Educational Qualification <ul style="list-style-type: none"> ▪ <i>Masters' or Post Graduate Degree in closely related subject</i> <i>Ph.D (Ratio: 100%), Masters' (Ratio: 90%)</i> 	20
<ul style="list-style-type: none"> ○ Relevant Working Experience and its adequacy for the assignment: <ul style="list-style-type: none"> ▪ <i>Min. 20 yrs. experience in Senior Management position of the Government Organization (30)</i> ▪ <i>Min. 5 years experience in project planning, project development and project management (10) and extensive knowledge and experience in operation and management of personnel in the field level (10)</i> ▪ <i>Experience and skills in roll-out plan for task accomplishment and development plan for large scale data collection(10)</i> ▪ <i>Project Management experience in the education sector will have extra weightage (10)</i> 	70
<ul style="list-style-type: none"> ○ Suitability considering age, skill (such as training, computer skills, proficiency in English and Bengali languages and others) <ul style="list-style-type: none"> ▪ <i>Age not exceeding 65 yrs. and not below 50 yrs.</i> 	10

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প্রফেসর মোঃ শামছুল আলম
 প্রকল্প পরিচালক
 স্টাটালিশমেন্ট অব ইন্টিগ্রেটেড এডুকেশনাল
 সিস্টেম (আই.ই.আই.এম.এস)
 বাংলাদেশ, শিক্ষা মন্ত্রণালয়