

Government of the People's Republic of Bangladesh  
Skills and Training Enhancement Project (STEP)  
Directorate of Technical Education  
Ministry of Education  
F-4/B, Agargaon, Sher-e-Bangla Nagar, Dhaka-1207

**Request for Expression of Interest (REOI) for  
Junior Communication Consultant – 2 positions**

Memo. No.: STEP/Procurement/6.55/AF/JCC-2/2018/2300

Date: 09/04/2018

Ministry/Division	Ministry of Education
Agency	Directorate of Technical Education
Procuring Entity Name	Project Director, Skills and Training Enhancement Project (STEP)
Procuring Entity Code	5030
Procuring Entity District	Dhaka
Expression of Interest for Selection of	Junior Communication Consultant
Title of Service	Request for Expression of Interest (REOI) for Junior Communication Consultant – 2 positions
EOI Ref. NO.	STEP/Procurement/6.55/AF/JCC-2/2018/2300 Date: 09/04/2018
Procurement Method	Individual Consultant (IC)
Budget and Source of Funds	International Development Association (IDA)
Development Partners	IDA (World Bank)
Project/Program Name	Skills and Training Enhancement Project (STEP)
EOI Closing Date and Time	26/04/2018, 12:00 pm
Project /Program Code	5-2551-5030
Brief Description of the Assignment	<p>The consultant's duties and responsibilities will include but not necessarily be limited to the following (Details is mentioned in the ToR):</p> <ul style="list-style-type: none"> <li>• Assist to prepare communication literature and materials for the promotional workshop/seminar/training participants;</li> <li>• Assist the DTE and STEP in organizing and holding the promotion workshops/programs with professional inputs and services;</li> <li>• Organize Regional and Institutional Dissemination Programs at various divisions and districts;</li> <li>• Support to organize TV talks and discussion programs which includes guest selection and hiring, media contact, set designing, preparing question and answer, coordinating recording, editing and airing etc.</li> </ul> <p>Others mentioned in the ToR.</p>
Required Qualification	At least post-graduate degree from a recognized university in mass communication/journalism/Public Relations/International Relations/English;
Required Experience and Skills	<ul style="list-style-type: none"> <li>• At least Seven years' experience in communication activities or program organizing sector, with a minimum of four years in a mid-level position held in a reputed relevant organization or international donor funded project;</li> <li>• Experience in organizing various types of programs, training, workshop, seminar, competition, fair, conference etc.</li> <li>• Skills in developing communications literature/materials for electronic and print media for dissemination among public;</li> <li>• Knowledge on the technical and vocational education system will be given preference;</li> <li>• Proven skills in communicating, especially in English, with different categories of professionals/organizations;</li> <li>• Skills in developing A/V materials, talk shows, advertisement, TV spot etc.</li> <li>• Ability to work under strict deadlines maintaining quality;</li> <li>• Report writing skills and ability to deliver them within a timeline;</li> <li>• Excellent computer skills on MS Word, Excel, power point, Internet, web searching, photoshop, illustrator etc.</li> <li>• Strong linkage with event management firm, communication firm, electronic and print media.</li> <li>• Willingness to visit the stakeholders/fields frequently.</li> </ul>
Other Information	<p>The shortlisted candidates will be invited for interview before selection. The consultant will be selected in accordance with the procedures set out in the World Bank Guidelines: Selection and Employment of Consultants by World Bank Borrowers, January 2011, revised in July 2014.</p> <p>Interested persons should obtain <b>detailed TOR and the necessary Forms</b> from the website of STEP (<a href="http://www.step-dte.gov.bd">www.step-dte.gov.bd</a>) and further information (if required) from the office of the undersigned from 10:00 to 16:00 hrs (except holidays).</p> <p>Expression of Interest must be delivered on or before 26/04/2018 at 12:00 pm <b>both</b>: (i) electronically (MS-word version) to <a href="mailto:step.dte@gmail.com">step.dte@gmail.com</a> or in CD and (ii) hand delivered/by post to the address below. Please mark clearly on the envelope "Expression of Interest for Junior Communication Consultant". Necessary documents in support of educational qualifications and experience &amp; skills <b>shall have to be submitted</b>. Late submissions will be rejected.</p>
Name of Official Inviting EOI	A B M Azad
Designation and Address of Official Inviting EOI	Project Director, Skills and Training Enhancement Project (STEP), Directorate of Technical Education, F-4/B, Agargaon, Sher-e-Bangla Nagar, Dhaka-1207
Contact Details of Official Inviting EOI	Phone: 02-8181457, Email: <a href="mailto:step.dte@gamil.com">step.dte@gamil.com</a>

--Signed--  
A B M Azad ndc  
(Joint Secretary)  
Project Director