

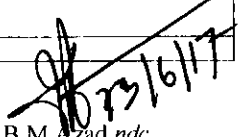
Government of the People's Republic of Bangladesh
Skills and Training Enhancement Project (STEP)
Directorate of Technical Education (DTE)
Ministry of Education
F-4/B, Agargaon, Sher-e-Banglanagor, Dhaka-1207

Request for Expression of Interest (REOI) for Conducting Satisfaction Survey (Student, Faculty and Employer's) for IDG recipient institutions
(Package No. SAF-47)

Memo. No.: STEP/Procurement/11.37 (Satisfaction Survey)/2016 – 5529

Date: 13/6/2017

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	Consulting Firm
Title of Service	Conducting Satisfaction Survey (Student, Faculty and Employer's) for IDG recipient institutions
EOI Ref. NO.	STEP/Procurement/11.37 (Satisfaction Survey)/2016 – 5529
Date	13/6/2017
Procurement Method	QUALITY-AND COST-BASED SELECTION (QCBS)
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	16/7/2017, 12:00 PM
Project /Program Code	5-2551-5030
Brief Description of the Assignment	The scope of work of the firm shall be, without any loss of generality, the following: Prepare an inception report summarizing the research plan and methodologies; Recruits and trains the enumerators, moderator and other supporting hands; Finalize/reproduction of questionnaires consulting with M & E Team of STEP; Pilot test the questionnaires in a small scale at a nearby polytechnic; Assists STEP in selecting the sample; Contacts all the technologies and employers; Arranges survey locations and dates; Conducts the surveys; Ensures quality of survey; Provides moderators for the FGDs; Enters data and provide cleaned dataset in SPSS, STATA and CSV formats; Summarizes FGD findings; Conducts questionnaire surveys during the FGD sessions; Provides all the logistics required for the surveys and the FGD sessions; Provides STEP a draft report of the survey which will include description of survey procedure and sampling method, summary tables, data tables and analysis, findings of the survey, challenges, recommendations, lesson learned, success stories and so on; Provides final report of the survey incorporating the relevant comments from the stakeholders.
Minimum Eligibility of the Firm	<ul style="list-style-type: none"> • The Consultant should have at least 05 years' experience and track records on conducting the similar survey and also have a strong team to carry out the assignment; • In case of public or public autonomous or part of a public autonomous institution, proof of legal provisions for carrying out such external surveys and studies needs to be submitted; • The Consultant should have experience in designing, developing and implementing surveys in educational institutions including universities, public and private agencies and employers' associations; • The Consultant should have experience in designing, developing and implementing at least five large surveys ; • The Consultant should have past experience of conducting FGD Survey; and • The Consultant has to propose a team of professional researchers and provide proof of availability of key professionals (CVs with signature & date and their confirmation letter) and availability of resources (liquidity, hardware, software and logistics) for conducting such surveys.
Other Information	<ul style="list-style-type: none"> • The no. of working partner in case of Joint venture (if any) not more than 02 (two). • The short listed firm will be invited for submission of proposal. The firm will be selected in accordance with procedures set out in the World Bank Guidelines: Selection and Employment of Consultants by World Bank Borrowers, May 2004, revised in October 2006, January 2011 and July 2014. • Interested firm(s) should obtain detailed ToR from the website of STEP (www.step-dte.gov.bd) and further information (if required) from the office of the undersigned from 9:00 am to 3:00 pm (except holidays). • Interested firms should provide the necessary documents that will attest that they are qualified to perform the services (conforming the minimum eligibility as mentioned above). • Expression of Interest must be delivered on or before 16/7/2017, 12:00 PM either hand delivered or by post to the address below. Please mark clearly on the envelope "Expression of Interest for selection of consulting firm for Conducting Satisfaction Survey (Student, Faculty and Employer's) for IDG recipient institutions (Package no. SAF-47)". In addition, a soft copy in MSWord must also have to be submitted (in CD).
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-Banglanagor, Dhaka-1207
Contact Details of Official Inviting EOI	Phone: 8181457, Fax 02-9140538, Email: step.dte@gmail.com, Web: www.step-dte.gov.bd
The authority reserves the right to cancel any or all EOIs without assigning any reason whatsoever.	


 A B M Azad ndc
 (Joint Secretary)
 Project Director