

Terms of Reference (ToR) for Training Specialist

Background


Department of Social Services (DSS) is a government department responsible for carrying out social services, social safety nets, and welfare programs in Bangladesh. In recent times, Bangladesh has achieved some remarkable achievements related to development. As the socio-economic position increases over time, Bangladesh is also in transitional growth phases. Vision 2041 has a number of strategies, programs and policies that will steer Bangladesh along this truly inspirational path of development. Bangladesh is growing enormously in terms of global socio-economic indicators. Recently the country has achieved lower middle-income status with huge potential to reach middle-income level by the year of 2023. Thus, from every aspect the government is trying to focus on employment generation, production and market expansion for sustainable economic growth. The country needs to provide more focus on poverty elimination and employment creation. In view of this the Government of the People's Republic of Bangladesh has taken a project named Cash Transfer Modernization (CTM) Project funded by International Development Association (IDA) which will provide direct support to the Department of Social Services (DSS) under the Ministry of Social Welfare for technical assistance.

Objective

DSS intends to utilize part of the Credit for the services of an individual consultant who will work as a Training Specialist. The main objective of the consultancy service is to coordinate and implementation of Training and Publicity activity under CTM in accordance with policies of the Government and the World Bank, as applicable, as applicable.

Scope of Service

The Training Specialist will be responsible for the overall Training management of the DSS implemented component(s) of the Project and will support the agency in strengthening its working capacity. Key responsibilities include, but are not limited to:

- Development of training plan
 - Preparation of material/events/visits and managing implementation;
 - Provision of specific training;
 - Monitoring and documentation of training activities
 - Lead the planning and supervising of all types of training activities financed under CTM;
 - Develop training, workshop, seminar and study visit programs and manage their implementation;
 - Assists in hiring a consulting firm for execution of foreign training programs;
 - Perform all functions of project related training and by the selected vendor;
 - Implementation of training and communication activities of CTM Project in timely manner;
 - Closely monitoring the consultancy firm's activity under Project.
 - Preparation of training manuals/modules;
 - Preparation of progress report on training and communication;
 - Prepare and maintain database on training and workshop program;
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- Work independently and maintain all relevant files and documents of the Project related to training;
- Work closely with the Project Director, Deputy Project Directors and the Social Security Wing of DSS;
- Delivers group and individual instruction and training covering a range of technical, operational, and/or management areas in a specified field.
- Develops training curricula and/or recommends or utilizes vendor programs that meet instructional goals and objectives.
- Formulates training outlines and determines instructional methods, utilizing knowledge of specified training needs and effectiveness of such methods as individual training, group instruction, lectures, demonstrations, conferences, meetings, and workshops.
- Selects or develops training aids, including training handbooks, demonstration models, multimedia visual aids, computer tutorials, and reference works.
- Coordinates or performs administrative functions necessary to deliver and document training programs.
- Evaluates effectiveness of training and development programs and utilizes relevant evaluation data to revise or recommend changes in instructional objectives and methods.
- Assists in analyzing and assessing the training & development needs for individuals, communities of DSS..
- May lead, guide, and train staffs of CTM project, so that they perform their work efficiently.;
- Any other related tasks assigned by the Project Director.

Qualifications & Experience

- A post-graduate degree from a recognized university of the country or abroad.
- Minimum 10 years' experience of conducting training need analysis and managing training programs.
- Minimum 3 years work experience in donor/IDA funded development projects;
- Should have experience in planning, organizing & managing training and communication activities, workshop, etc. in any research/national/international organization;
- Competencies in the formulation of training programs and training need analysis;
- Organizational and planning skills with the ability to work under pressure in a team environment ;
- Demonstrated proficiency in writing and speaking English and Bengali;

Duration

The duration of the contract will be up to 19 months or until the Project closing date of March 31, 2025, whichever comes first. However, the duration of the assignment may be increased or decreased based on the performance of the consultant and the project needs.

Reporting

The consultant will report directly to the Project Director, CTM, and work with the Project implementation team as required and assigned.



Remuneration

There will be two parts of the payments - Remuneration and Reimbursable, which will be fixed during the negotiation. Remuneration will be paid on monthly basis (inclusive of local taxes that will be added during the negotiation along with the consultant's take home remuneration).

Selection Method

Selection of the Consultant will follow the procedures for Selection of Individual Consultants as described in the World Bank Procurement Regulations for IPF Borrowers.

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