

Emergency Multi-Sector Rohingya Crisis Response Project (EMCRP)
Terms of Reference (TOR)
Position: Training Consultant
Package no. SD - 8

A. Background

The Government of the People’s Republic of Bangladesh (GoB) is in the process of receiving grant and credit from the International Development Association (IDA) to implement the Emergency Multi-Sector Rohingya Crisis Response Project (EMCRP). Component 1A and 3B of the project will be implemented by Department of Public Health Engineering (DPHE) under Ministry of Local Government, Rural Development and Cooperatives (MLGRD&C). Project Management Unit (PMU) office to be established at DPHE headquarter headed by Project Director who will be responsible for implementation of the project. In addition, Regional Project Management Unit (RPMU) to be established at Cox’s Bazar, headed by a Deputy Project Director with sufficient consultant and other necessary staffs.

The PMU is mandated to manage the project in keeping with the Borrower’s obligation to use the project fund with due regard to economy and efficiency and only for the purpose for which project financing was provided. DPHE intends to apply a part of the proceeds of this grant for hiring a Consultant under the capacity of ‘Training Specialist’ following the World Bank Procurement Regulations.

B. Objective

The objective to appoint a “Training Consultant” is to provide capacity building supports and carry out relevant scheduled services in order to ensure better implementation and quality delivery of the specific activities of the project.

C. Key tasks/responsibilities

The tasks of the Training Consultant will include the following but not limited to:

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- Provide guidance and support to the PMU in building their capacity and help preparing strategic frameworks and guidelines for capacity development initiatives.
- Carry out capacity needs assessment and identify gaps and challenges at the organisational and individual level focusing on the provisioning of basic WASH and emergency response services as well as infrastructure improvement.
- Identify different capacity development opportunities for DPHE officials and other field staffs on improved and climate resilient WASH facilities and management at home and abroad and provide guidance on suitable and effective modes of capacity development initiatives to meet the identified needs.
- Lead in the planning, development, evaluation and support solutions for effective delivery of the training courses addressing the specific skills and associated knowledge requirements.
- Identify the resources needed, develop learning objectives, organize sequencing of activities, assist in choosing learning strategies, and delivery formats in support to the NGOs and other relevant agencies.

- Provide guidance to the NGOs and other relevant agencies in programming of interactive content, developing training and knowledge management contents/materials, facilitate discussions, knowledge sharing, exchange of views with relevant stakeholders and sector actors.
- Review the training contents developed by the NGOs regarding O&M of different WASH interventions, hygiene promotion, BCC campaign etc.
- Facilitate and support in organizing and managing training programs, workshops, study and learning visits and maintain liaison with the resource persons, public and private sector stakeholders.
- Conduct training evaluation, analyse effectiveness, identify bottlenecks, inefficiency, slippage etc. and provide remedial measures regarding capacity building affairs.
- Perform any other relevant activities/tasks assigned by the PD.

D. Key Qualifications of Consultant

The consultant for this activity shall have the following minimum qualifications:

a) Educational Qualification

MBA/MBS/MSS (the preferable subjects are: Business Administration/Public administration/ Finance/ economics/ Social science/ Social Welfare/ Political Science or any other relevant subjects from a reputable university).

b) Experience

- 10 years of experience in development field, with at least 5 years' experience in Water supply, sanitation, hygiene promotion, behavioural change.
- Must be a proficient planner, problem solver and proven mentor.
- Knowledge in training/event design, techniques and learning theories to be able to assess and determine the most appropriate instructional strategy for the courses for project beneficiaries.
- Ability to customize trainings to suit the needs of participants.
- Proven ability to operate effectively in complex environment, where strategic planning, problem solving and ability to optimize resources drive progress and success.
- Excellent communication skills in written and spoken both in Bangla and English is required
- Strong familiarity with Government national water policy and WB's Social and Environmental guidelines are desired.
- Working experience with development partner assisted government project is preferable.
- Working experience with DPHE will be an asset.
- Competence in relevant report writing.
- Age preferably is within 55 years.

E. Duration of the Assignment

The Consultant shall perform the Services for 36 months or project closing date, whichever is earlier. However, the duration may be increased or decreased based on performance of the individual, availability of budget and project needs.

F. Institutional Arrangement

The consultant will work both at PMU office, Dhaka and RPMU office, Cox's Bazar. As and when required basis, the consultant will provide support to both Project Management Unit (PMU) at Dhaka and Regional Project Management Unit (RPMU) at Cox's Bazar. The Consultants will work under direct control of the Project Director. S/he will report directly to the Project Director with close collaboration with other officials of the Project. The Consultant shall be accountable to the Project Director for his day to day activities.

G. Reporting Obligations

- Monthly Activity Report
- Quarterly Summarized report
- Final Report
- Any other reports as required by PMU.

H. Remuneration

The Consultant fee will be based on negotiated consolidated remunerations, inclusive of all applicable Taxes and VAT as per existing laws of Bangladesh. Payment shall be made on a monthly basis based on satisfactory performance or output certified by the Project Director.

I. Selection method

The Consultant will be selected following the SIC (Open) Selection method as set forth in the World Bank Procurement Regulations for IPF Borrowers, July 2016, revised November 2017 (Procurement Regulations).