



শেখ হাসিনার মুলনীতি  
গ্রাম শহরের উন্নতি

**Government of the People's Republic of Bangladesh**

Department of Public Health Engineering

Office of the Project Director

Emergency Multi-Sector Rohingya Crisis Response Project (DPHE Part)

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**Terms of Reference (TOR)**  
**Position: Training Consultant**  
**Package no. EMCRP/AF/SD-8-A**

**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 'Training Consultant' following the World Bank Procurement Regulations.

**B. Objective**

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

**C. Key tasks/responsibility**

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

- Lead in the planning, development and evaluation and support solutions for effectively delivery of scheduled training courses to the ultimate beneficiaries of the project.
- Provide guidance to the PMU in training design and development and prepare strategies and guidelines for conduction quality training.
- Support the in identifying resources needed, develop learning objectives, organize sequencing of activities, assist in choosing learning strategies, and delivery formats.
- Assist in the programming of interactive content, developing content/materials, discussions, sharing, exchange of views with concern stakeholders, development Partners etc.
- Conduct analyses and 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).

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**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.

**E. Duration of the Assignment**

The Consultant shall perform the Services for 18 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
- 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 2020 (Procurement Regulations).

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