

Government of the People's Republic of Bangladesh
Ministry of Local Government, Rural Development and Cooperatives
Local Government Division

Improvement of Urban Public Health Preventive Services Project
(World Bank financed Urban Health, Nutrition and Population Project, IDA cr. 7402-BD)

Terms of Reference (ToR)
for
Capacity Building (Training) Specialist (National)

1.0 Background

The Government of the People's Republic of Bangladesh ("GoB") has received a credit from the International Development Association ("IDA") for implementation of the "Urban Health, Nutrition and Population Project", implemented by the Ministry of Health and Family Welfare ("MoHFW") and the Ministry of Local Government, Rural Development & Cooperatives ("MOLGRD&C"). The Project has two components – the Second Component is being implemented by the Local Government Division ("LGD") under the Project Name – **"Improvement of Urban Public Health Preventive Services Project (UPHPSP)"**. The main goal of the Project (Component 2) is to develop systems and capacities of LGD, City Corporations and Municipalities (i.e., called "Pourashava") for delivering public health preventive services such as vector (mosquito) control, outhouse medical waste management, mitigating air and sound pollution and climate change effects on public health, behavior change communications to promote healthy lifestyles and creating awareness as well as community-driven interventions for addressing non-communicable diseases ("NCD"). The geographical areas of the project are Dhaka North City Corporation ("DNCC"), Dhaka South City Corporation ("DSCC"), Chattogram City Corporation ("CCC"), Savar Municipality ("SM") and Tarabo Municipality ("TM") areas.

UPHPSP (i.e., Component 2) will support delivery of environmental health and preventive services primarily in the above mentioned locations through: (a) development and implementation of a comprehensive strategy for integrated vector surveillance and management, including capacity building and institutional strengthening of local bodies; (b) support for behavior change communication and outreach interventions in the citizens of the urban areas, including for air and noise pollution effects among the stakeholders; (c) tree planting for climate change; (d) revision and/or development and implementation of strategy, arrangements, practices, guidelines, policies, and standards for outhouse medical waste management ("MWM"); and (e) support for day-to-day administration, management, monitoring, and coordination of the project, including financial management, procurement, monitoring and evaluation ("M&E"), citizen engagement, and environmental and social ("E&S") management.

LGD is the lead implementing agency of the Project (Component 2). The LGD is establishing a Project Management Unit ("PMU") headed by a Project Director. He will be assisted by one Deputy Project Director ("DPD"), other Project staff and outsourced staff including a team of twelve (12) individual consultants. The PMU will be responsible for core project management functions and the coordination of Project activities implemented by three city corporations and two municipalities. The team of consultants will assist the PMU and report to the Project Director.

The LGD intends to apply a part of the proceeds of this credit to hire a Capacity Building (Training) ("CB") Specialist for the project as an individual national consultant.

2.0 Objective of the Assignment

The main objective of this consultancy assignment is to assist the PMU in carrying out the training program successfully within the country and abroad in accordance with the provision of the DPP and the Financing Agreement share knowledge and practices with the stakeholders to improve their individual and group performance in the organization.

3.0 Scope of Services

The CB Specialist will closely work with the PMU staff, consultants, outsourced staff, and stakeholders to help implement the project successfully together. The Specialist will review the Development Project Proforma (“DPP”), the Financing Agreement, the Project Appraisal Document and other Project documents to better understand his/her duties, roles, responsibilities and scope of services under the Project. The scope of work of the Specialist will include, but are not limited to, the following tasks.

Task 1: The CB Specialist will undertake to perform the services with the highest standards of professional and ethical competence and integrity and achieve the desired goal and objectives.

Task 2: The CB Specialist will develop a manual and guidelines for the instructor/ resource person to guide the resource person to the contents of the training module, level of participants, methodology for effective presentation, interactive tools and teaching matters, materials and associated information.

Task 3: The CB Specialist will review the core training curriculum as depicted in the DPP and develop a detailed training curriculum and training modules which would help to achieve the project goals and targets.

Task 4: The CB Specialist with the help of other relevant specialist/expert will draw the basic training contents for each training module and communicate with the relevant resource person who is confident and competent in the delivery of training with minimal external support, and the resource person will develop the full contents of the specific training module and deliver the training to the participants.

Task 5: The CB Specialist will coordinate and arrange the venue and all logistic support for the training day and the participants including delivery of presentation materials and other supporting documents.

Task 6: The CB Specialist will provide support in carrying out capacity building implementation, coordination, monitoring, supervision, evaluation and quality control of the training module and arrange feedback from the participant to improve the module contents including evaluation of trainer’s work through receiving feedback sheet from the participants.

Task 7: The CB Specialist will monitor and evaluate the effectiveness of the training module/program and recommend modifications to the capacity building program.

Task 8: The CB Specialist will assist the Procurement Specialist in the selection process, and contract management of relevant service and goods packages.

Task 9: The CB Specialist will assist the PMU in preparing reports, documents, factsheets or similar instruments for discussion and decision in the Project Implementation Committee and the Project Steering Committee meetings and the World Bank Supervision Mission meetings.

Task 10: The CB Specialist will contribute to the preparation of the project completion report (“PCR”) from his/her respective areas.

Task 11: The CB Specialist will carry out any other task relating to the capacity building program of the Project, City Corporations and Municipalities (as cited in the Project) as and when required or assigned by the PMU.

4.0 Reporting and Deliverables

The CB Specialist will prepare and submit the following reports/documents on a one-time and/or recurrent basis to the Project Director and the PMU for his/her duties and responsibilities.

- (a) Inception report within one (1) month of the effectiveness of his/her contract.
- (b) Reports and/or Documents as mentioned in Paragraph 3.0 as and when required.
- (c) Any other reports relating to monitoring and evaluation and knowledge management.

5.0 Duration of the Assignment

The duration of the assignment for the CB Specialist will be [48] calendar months. The Project duration is estimated up to 30 June 2028. The duration of the assignment may be increased or decreased depending upon the performance of the CB Specialist, the needs and budget allocated for the Project and the duration of the Project. The PMU will carry out performance assessments of the incumbent on an annual basis. The satisfactory performance of the CB Specialist will ensure the continuation of the contract till the project period.

6.0 Academic Qualifications and Experiences

The CB Specialist must have at least Master's Degree in Health Economics/Public Relations/Economics/Social Science or any other relevant discipline. The CB Specialist should have at least twenty (20) years of general work experience, of which seven (7) years in the role of capacity building/training Specialist in development partner/GOB assisted development projects or any training center/institute. The incumbent should have practical experience in developing and formulating professional training programs, involved in training need assessment, provided lectures in the training center or training program. The incumbent should have the working experience as coordinator/team leader in a capacity building assignment of at least two (2) years and excellent inter-personal communication skills including experience of facilitation of training/workshop and presentation. The incumbent should have high level of proficiency in written and spoken English, report writing and computer literacy. The incumbent should have experience of working in a team environment.

7.0 Institutional Arrangement

The CB Specialist will carry out his/her responsibilities and duties under the general supervision and guidance of the Project Director. He/she will report to the Project Director in close collaboration with other officials/consultants of the Project. The duty station will be at the PMU established in Dhaka city.

8.0 Facilities and Services to be provided by the PMU

The PMU will provide the necessary office space, office equipment and furniture, stationery, data, information, documents in connection with the Project and other logistics. The PMU will provide transportation facilities for field trips, as required.

9.0 Selection Method

The CB Specialist will be selected following the Selection of Individual Consultants as set forth in accordance with the World Bank Procurement Regulations for IPF Borrowers, Fourth Edition, November 2020 (the “Procurement Regulations”), the Public Procurement Act, 2006 and the Public Procurement Rules, 2008 (together the “National Procurement Laws).