

Government of the People's Republic of Bangladesh
Local Government Engineering Department
Program for Supporting Rural Bridges (SupRB)

Terms of Reference (ToR)
for
Senior Training Specialist

1. Background

The Government of Bangladesh has received a loan from the World Bank (WB) toward the cost of the program titled "Program for Supporting Rural Bridges (SupRB)". The program will be implemented by the Local Government Engineering Department (LGED) through the Project Director's Office and contract administration of civil works will be carried out by LGED District/Upazila offices. The program will be implemented in total 61 districts out of 64 districts of the country, except three hill districts at a cost of USD\$614million. World Bank has a commitment to contribute in reducing the maintenance backlog of rural bridges by funding the proposed Program for Supporting Rural Bridges (SupRB).

The program Components include (i) Major and minor maintenance of 85,000 meters of bridges, rehabilitation of 24,000 meters of bridges, Capacity Expansion (Widened) of 5000 meters of rural bridges, replacement or newly construction of 20,000 meters of bridges, technical, fiduciary, procurement, social and environmental capacity improvement of LGED including design and implementation of climate resilient bridges and establishment and operationalize of Grievance Redress System (GRS). This program will provide continuous connectivity between agricultural production areas, growth centers and rural markets located in the program area and enhance earnings opportunities creating uninterrupted access to the commercial institution and basic services like health and education of the rural poor. The impact of the program will be reduced poverty in the intervention area.

To strengthen the capacity of the Program personnel, four Senior Training Specialist will be hired as individual consultants.

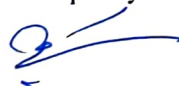
2. Objectives of the Assignment

The objectives of the assignment is to: (i) Conduct Training Need Assessment (TNA), Recommend Training Need, Develop Training Manuals including presentation slide using MS PowerPoint or any other related program and trainer's guide , Organize Training Programs, prepare Budget for Training. Conduct Training, Support PMU for any other human resource development activities within the program, such as Workshops, Seminars, Meetings, discussions etc. (ii) Closely Monitor training execution in the program area throughout the Bangladesh. (iii) Design training program for Contractors& other stakeholders also on project implementation, Quality Control, site management, Contract management, Occupational Safety & Health (OHS), Gender Based Violence (GBV) and Environmental issues.

3. Overall Scope of Services

The Senior Training Specialist will work as a full-time member of the Training team in PMU and Training Unit of LGED, HQ and will be responsible for assisting the program so that the training activities are done as per the relevant guidelines/ regulations. The Training Specialist will have a significant role in assuring the integrity, fairness, and overall quality of training in conformance with

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the requirements of the guidelines of the World Bank and the laws of Bangladesh. He should not have any conflict of interest while working and should keep all the project information confidential.

4. Scope of services

The scope of the services shall include, but not be limited to the following tasks;

- Undertake training needs assessment (TNA) for LGED officers, staff and other target/beneficiary groups after conducting survey, discussion with senior officers as required;
- Analyze TNA data, recommend training courses for each category of officers and staff and prepare a TNA report;
- Train program personnel for specific jobs, helping employees to improve upon or enhance existing skills.
- Develop programs that boom lower-level employees for higher positions.
- Assist in the preparation of annual training plans and budget for the 'Program for Supporting Rural Bridges' and LGED training unit;
- Assist Executive Engineers (Training) for development and management of training courses;
- Make review and prepare curriculum, training materials and modules for construction techniques, surveying, quality control, ICT, project planning, management, finance, accounts, audit, computerized software, maintenance management system, monitoring, OHS, GBV & Environment etc.;
- Engage in designing, planning, budgeting, organizing and conducting of training programs for the 'Program for Supporting Rural Bridges' and LGED capacity development,
- Monitor training implementation at HQ and regions against annual training plan;
- Make cooperation with LGED senior officials and its projects for the implementation of training courses;
- Assist Central Training Unit (CTU) in preparation of audio visual aids such as models/objects, video/film, graphs/charts, slides, photos etc. as appropriate for easy understanding and capacity development of the participants;
- Assist CTU regularly the updating of the entry of training data in the TMS data bank software of the CTU;
- Maintain close cooperation and liaison with in-country/national training institutions for sharing and exchanging cooperation;
- Make an attempt to standardize/harmonize of all existing and new training materials (training manuals/guidelines etc.) in LGED;
- Act as a trainer/resource person/facilitator in implementation of training courses for Supporting rural bridges program and other national training program for LGED, as required;
- Hold workshops, seminars and meeting as required.
- Review the records of training sessions for employees and analyze whether the sessions have helped employees to improve their performances
- Keep records on the impact of training programs and determine what, if any, improvements should be made.
- Evaluate training effectiveness.
- Meets with management regularly to report on the progress of training programs and address any issues that arise.
- Collect all existing manuals/materials/guidelines on roads, bridges, buildings/ cyclone shelters, market infrastructures including Labour Contracting Society (LCS), construction supervision, occupational health safety etc. from different projects in LGED or any other organization of Bangladesh for review and standardize.
- Redesign/improve these existing manuals/materials/guidelines incorporating missing elements or improving context/material to make them improved, harmonized standard materials.

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- Compile monthly, quarterly, and annual progress report on training/capacity development activities for LGED.
- Visit LGED offices at divisions, Regions, districts and Upazilas and UPs, markets, LCS, MMC, MMT, WMCA, and other groups to provide support for application of training inputs as needed.
- Carry out any other task within his/her scope of competence assigned to him/her by the Project Director of Program for Supporting Rural Bridges and Superintending Engineer (Training).

5. Duration of the Assignment

Duration of the assignment will be 8(eight) months or project period i.e. upto 31 August 2023 or any other period if subsequently agreed by the parties. The expected period of the assignment is from January 2023.

6. Required Qualification and Experience

Educational Qualifications:

B.Sc. Engineering (Civil) with Masters in Engineering/ Environmental Science or in any other relevant fields. Professional Association in Professional Institute having scope of Continuous Professional Development (CPD) is an advantage.

Experience:

- Minimum 20 years of work experience out of which at least 15 years' experience in planning, implementation, coordination and management of training programs including participatory training program, workshops, seminar etc. with a minimum of 5 years of experience in a senior position on rural/urban infrastructure development projects.
- Proven track record and knowledge in participatory and contemporary training methodologies and approaches, Training administrative systems and procedures and experience of working with national and international agencies.
- Having proven experience to act as Resource person/ Trainer on various Engineering and social aspects Training.
- Proven work skills in multi-disciplinary and multi-cultural team environments.
- Proven communication skills (excellent command in spoken and written English).
- Computer literacy and ability to work with standard office software.

7. Institutional arrangements

The individual Consultant will work directly with the Project director of the 'Program for Supporting the Rural Bridge program') and Superintendent Engineer (Training), LGED. The specialist will support the officials and staffs of LGED at district and at LGED Headquarters, in order to achieve the Training objectives of the program.

8. Reporting Requirements

The consultant's will submit the following reports to LGED:

- 8.1 Inception Report: Inception Report within 30 days of mobilization. The report will provide details for Training activities with specific detail for the initial 12 months including work plan;
- 8.2 Monthly Report: summarizing briefly the accomplishment over the previous month including details progress (soft & hard component mentioning in PAD), capacity building and training,

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and consultant's activities, any issues related with achievement of DLI(Disbursement Link Indicator) and resolution of these, and a work plan for the following month;

- 8.3 Half-Yearly Reports: Summarizing briefly the accomplishment over the previous six months including detail progress of Training Activities, capacity building and a work plan for the following three months;
- 8.4 Annual Reports: Annual reports covering all details of the Quarterly Reports summarizing all activities to date, any issues and methods for resolution of these, and planning to achieve future targets;
- 8.5 Task Completion Report: The consultant will submit the Draft Task Completion Report (DTCR) after completion of services but within two months of contract end.

After approval of the Draft Task Completion Report (DTCR), the consultant will submit Final Task Completion Report (FTCR) within the contract period.

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