

Government of the People's Republic of Bangladesh
Local Government Engineering Department (LGED)
Local Government COVID-19 Response and Recovery Project (LGCRRP)
Level-7, RDEC-LGED Bhaban, Agargaon, Sher-e-Bangla Nagar, Dhaka-1207, Bangladesh

Terms of Reference
for
Selection of Senior Capacity Building Specialist /Consultant

January 2023

Project Background:

The Local Government COVID-19 Response and Recovery Project (LGCRRP) is a 3-year operation of the Government of Bangladesh with financial assistance from the World Bank. LGCRRP's development objective is to strengthen urban local governments' Institute (ULGI) response to the COVID-19 pandemic and preparedness for future shocks.

Component 1: COVID-19 Response Grants (CRGs)

Through Component 1, the project will provide eligible and qualifying ULGIs (329 Pourashavas and 10 City Corporations) with CRGs over a period of three fiscal years. Annual grant allocations will be disbursed on a six-monthly basis, with each eligible ULGI being potentially able to qualify for six 6-monthly grant disbursements over the project period. CRGs will be used by qualifying ULGIs to finance activities that are intended to respond directly to the ongoing COVID-19 pandemic, for purposes of emergency response, immediate relief or socioeconomic recovery. Eligible ULGIs will qualify for CRGs by fully meeting a number of Minimum Conditions (MCs). MCs are intended to ensure that ULGIs have basic capacities in place to use project grants effectively and appropriately.

Component 2: Implementation and capacity development support, digital technology and project management

Through Component 2, the project will finance: a range of activities aimed at supporting ULGI response to the ongoing COVID-19 pandemic, as well as at strengthening ULGIs' medium-long term resilience and crisis-disaster response capacities; and project management functions and activities. Support for the use and application of digital technology will cut across Component 2 activities, aimed at strengthening overall ULGI and project performance in the immediate and medium to long terms.

Objective of the Assignment

Under the guidance of the Project Director in implementing all aspects of capacity building under the project

- To carry out support in preparation of the capacity development program and its implementation in ULGIs to optimize institutional capacity of ULGIs in line with LGCRRP objectives.
- To monitoring and reporting all field level capacity building activities of ULGIs.

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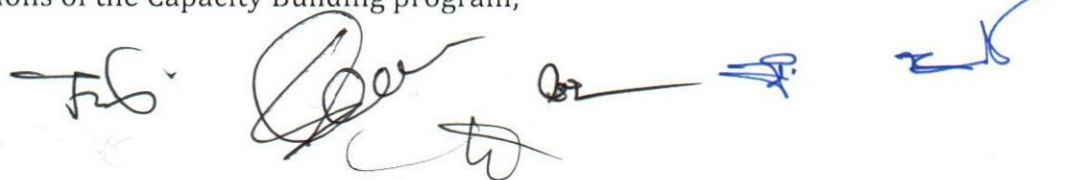
- To assist the PMU in ensuring the compliance of all capacity building activities related with ULGIs for smooth implementation of the project activities.

These Terms of Reference describe the responsibilities and tasks of the PMU's Senior Capacity Building Specialist (SCBS).

The Responsibilities/ Accountabilities of Senior Capacity Building Consultant includes, but not limited to, the following:

- Develop core training curriculum, training calendar, training progress and training modules including instruction/operation manuals for Pourashavas and City Corporations;
- Prepare training contents, video tutorials with support from relevant/concerned PMU Specialists and based on Project Operation Manuals (POM);
- Development of training modules on the following thematic areas: 1) Module-1: Introduction to LGCRRP and its Methods of activities; (2) Module-2: Planning and budgeting of ULGIs; (3) Module-3: Development of scheme, planning, design & implementation; (4) Module-4: Development of COVID-19 Response and Recovery Plan (CRRP); (5) Module-5: Labor deployment, Environment and Social Safeguards; (6) Module-6: Financial management and Asset management of ULGIs; (7) Module-7: Procurement Management; (8) Module-8: MIS & M & E Systems; and (9) Module-9: formation and TORs of CDCC and TLCC;
- Provide training to RMSU staff to equip them to assist Pourashava and City Corporations functionaries;
- Design a series of Informative materials aimed at providing the general public, ULGIs officials and other stakeholders with basic information about project modalities, conditions and outcomes;
- Provide support in carrying out Capacity Building in implementation, coordination, monitoring, supervision, evaluation and quality control;
- Monitor and evaluate effectiveness of training programs and recommend modifications of the Capacity Building program;

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- Any other task as and when assigned by the project authority.

Qualification and Experience Requirements:

a. Academic:

- At least Bachelor in any discipline;

b. Experience :

- At least 15 (Fifteen) years of experience in areas of capacity building of which at least 5 (Five) years in government / semi government organizations/ donor supported development projects being actively involved in and fully conversant with capacity building management;
- Proven track record in developing curriculum, calendar, modules, training progress and delivering training programs.
- Fully conversant with and having hands on experience in data analysis and computer skills and ability to work in a fast-paced environment
- Working experience with Government Training Institutions will be an added advantage.
- During the term of the contract the consultant shall not be associated with any other Government agency, consulting firm or private business entities
- Individuals who are currently working as procurement consultants on another World Bank-financed project may also compete in this selection process, but if they are selected they will be required before signing the proposed contract to provide documentary evidence of having satisfactorily complied with their existing contract's requirements with respect to early termination of the contract by the consultant, including advance notice period, to avoid disruption in implementation of that project.

Deliverables

The key deliverables of the SCBS will be:

- Training curriculum, training calendar, training progress and training modules & tutorials including instruction/operation manuals for Pourashavas and City Corporations;
- Informative materials with basic information about LGCRPs' modalities, conditions and outcomes;
- Capacity building training to ULGI functionaries of specified number of government staff designated by LGED, quarterly reports on the trainings

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provided by the consultant and the learning progress of each staff. Consultant's performance at the end of the contract will include an assessment of the knowledge and capability of the designated government officials for independently carrying out the ULGI's routine functional tasks by the end of the consultant's contract.

- Monthly, semi-annual, and annual capacity building progress reports based on format to be agreed with LGED in consultation with World Bank.
- Project related ULGI's documentation and records are systematically maintained so as to be readily available for review and audit.

Duration of employment and Place of Work:

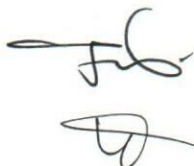
- The duration of the assignment will be 36 person months and the tentative commencement date is February, 2023. There will be an annual performance assessment of the incumbent by the PMU, LGCRRP/LGED. Satisfactory performance will be a condition for continuation of the contract.
- Duty Station: Project office/Head office located at LGED Office located at Dhaka; however, the consultant needs to do field visits in 329 Pourashavas and 10 City Corporations. During the Covid-19 pandemic period until such time that the Government offices are fully open/operational and unrestricted travel to and within Bangladesh is permitted by the Government, LGED and the consultant will discuss and agree on a mutually acceptable working arrangement for the consultant to work remotely from his/her home location.

Institutional arrangements

LGED under the Local Government Division (LGD) of the Ministry of Local Government, Rural Development and Cooperatives (MLGRD&C) is responsible for project implementation. LGED will establish a Project Management Unit (PMU), headed by a Project Director, a senior GoB official deputed by LGED; the PD will be assisted by two or more Deputies, deputed by LGED. The PMU will be responsible for core project management functions and the coordination of project activities. A team of consultants will assist PMU and they will report to the Project Director and Deputy Project Directors. Necessary office space, office equipment, stationery, data, information, documents in connection with the project, transportation facilities for field trips will be provided by the LGCRRP, LGED.

Selection Method:

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Selection of the consultant will follow the World Bank's procedures for 'Open Competitive Selection of Individual Consultants' described in the 'Procurement Regulations for IPF Borrowers (July 2016, Revised November 2020)'.


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