



Bangladesh Hi-Tech Park Authority
Support to Development of Kaliakoir (and other Hi-Tech Park) Project
Information & Communication Technology Division
ICT Tower (Level-10), Agargaon, Shere Bangla Nagar, Dhaka.
www.bhtpa.gov.bd

Memo No.: 56.02.0000.009.34.218.17-82

Date: 24/01/2017

Subject: Request for Expression of Interest (EOI) for Selection of Training and Management Specialist (Contract Package No. BHTP- S-1006)

The Government of the People's Republic of Bangladesh (GOB) has received a loan from IDA (IDA Credit no. 5769-BD) for "Support to Development of Kaliakoir (and other Hi-Tech Park) Project" and it is intended that part of the proceeds of the loan will be applied to appoint **Training and Management Specialist.**

2. EDUCATIONAL QUALIFICATION:

A Minimum Master's degree in any discipline.

3. Requirements:

At least 5 years of mid-management experience in designing training modules in IT related subjects is required. Previous experience in organizing training course in home and abroad, conducting training needs assessment, Working in training related organization will get preference. Must have excellent communication and presentation (oral and written) skills in Bangla and English. The incumbent should have Computer skills including operation of Word, Excel, PowerPoint and editing web sites etc. Previous experience of working in any donor funded project is preferred.

4. RESPONSIBILITIES:

The scope of work for the Training and Management Specialist to be positioned at PIU to organize, supervise, monitor and evaluation of the training and management activities of the project as described below but not limited to:

- a) Carryout training needs assessment of IT Sector of Bangladesh.
- b) Organize, Monitor and supervise the training program organize by the firm.
- c) Organize, Monitor and supervise the training conducted by the training institutes.
- d) Design, organize and manage training programs and provide logistical support i.e arrange venue, transport, training materials etc.
- e) Assist in identifying the best available resource personnel as instructor under the modules to carry out the training
- f) Assist in developing training modules, training materials, presentations
- g) Develop training plan and maintain training calendar
- h) Maintaining liaison with the resource persons, public and private sector stakeholders and donor
- i) Assist other team member of PIU in their work as directed by PD
- j) Carry out any other assignments prescribed by the PD

5. OTHER TERMS AND CONDITIONS:

- (a) Duration of employment: Duration will be up to December 2019.
- (b) Place of work: Project office, ICT Tower (Level-10), Agargaon, Dhaka-1207. He has to visit the Hi-Tech parks/training institutions situated in different districts.
- (c) Training and Management Specialist will perform other relevant work as assigned by the Authority.

6. SELECTION CRITERIA:

- i. Educational Qualifications.
- ii. Relevant working experience and its adequacy for the assignment.
- iii. Capability to carry out the assignment [overall suitability considering age, skill (Training, computer skills, proficiency in English and Bengali, knowledge of local conditions, administrative systems etc.)]

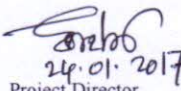
7. The consultant will be selected in accordance with the procedure set out in the World Bank's Guidelines: "Selection and Employment of Consultants under IBRD Loans and IDA Credits and Grants by World Bank Borrowers" dated January 2013".

Only short-listed candidates will be contacted for interview.

8. Project Director, Support to Development of Kaliakoir (and other Hi-Tech Park) Project now invites eligible applicants to indicate their interest in providing the services.

The interested Applicants are requested to apply the position providing information indicating that they are qualified to perform the services (Complete CV with attested copies of educational, training and experience certificates as required for the position). Interested applicants are required to submit their Expressions of Interest in accordance with the Standard Application Forms which will be obtained from the web site www.bhtpa.gov.bd. The applicant shall submit Expression of Interest (EOI) by **2.00 PM of 16-02-2017**, in sealed envelope, clearly marked "**Request for Expression of Interest (REOI) for Training and Management Specialist**" to the undersigned by hand/courier service/Guaranteed express from post office. Any EOI received after the deadline will not be accepted. Any persuasion by the applicant will be treated as disqualification.

The authority reserves the right to accept or reject any or all the EOIs without assigning any reason whatsoever.


24.01.2017
Project Director
Phone No: 8181342