

# Terms of Reference (TOR) of Training and Management Specialist

The 'Terms of Reference' shall be modified at the time of Negotiation as "Description of Services" of the Contract Agreement.

---

- 1. Required Educational Qualification of the Training and Management Specialist:**  
A Minimum Master's degree in any discipline.

- 2. Requirements of the Training and Management Specialist:**

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.

- 3. Terms of Reference of Training and Management Specialist:**

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:

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

- 4. Reports and Time Schedule:**

The Training and Management Specialist will prepare his/her work schedule monthly/quarterly/annually and will submit the report to the Project Director regularly as well as any report requested by Project Director for GOB/Donor requirement on the Project.

**5. Work Place:**

The Training and Management Specialist will be posted in project head quarter at ICT Tower (Level-10), Agargaon, Dhaka-1207. He/ She will work directly under supervision of Project Director. He has to visit the Hi-Tech parks/training institutions situated in different districts.

**6. Evaluation Criteria**

<b>Criteria</b>	<b>Points</b>
• Educational Qualification	<i>20</i>
• Relevant Working Experience and its adequacy for the assignment	<i>65</i>
• Suitability considering age, skill (such as training, computer skills, proficiency in English and Bengali languages and others).	<i>15</i>
<b>Total points:</b>	<b>100 points</b>

Applicants thus given points as stated above, not securing the minimum qualifying points **80** (Eighty) shall be considered disqualified.

# Application Submission

[Location: dd/mm/yy]

To:  
The Project Director  
Support to Development of Kaliakoir (And other Hi-Tech Park) Project  
Bangladesh Hi-Tech Park Authority  
ICT Tower (Level-10),  
Agargaon, Dhaka-1207

Dear Sirs:

I am here by submitting my Application to provide the consulting Services for Training and Management Specialist in strict accordance with your **Request for Application dated 24-01-2017**.

I declare that I was not associated, nor have been associated in the past, directly or indirectly, with a Consultant or any other entity that has prepared the design, specifications and others.

I further declare that I have not been declared ineligible by the Government of Bangladesh on charges of engaging in corrupt, fraudulent, collusive or coercive practices.

I understand that you are not bound to accept any Application that you may receive.

I remain,

Yours sincerely,

Signature

Print name

Address:

Tel:

**Attachment:**

## Curriculum Vitae (CV) of the Applicant

1	PROPOSED POSITION FOR THIS PROJECT :	Trainging and Management Specialist								
2	NAME OF PERSON :	<i>[state full name]</i>								
3	DATE OF BIRTH :	<i>[ dd/mm/yy]</i>								
4	NATIONALITY :									
5	MEMBERSHIP IN PROFESSIONAL SOCIETIES	<i>[state rank and name of society and year of attaining that rank].</i>								
6	EDUCATION	<i>[list all the colleges/universities which the Applicant attended, stating degrees obtained, and dates, and list any other specialised education of the Applicant ].</i>								
7	OTHER TRAINING	<i>[indicate significant training since degrees under EDUCATION were obtained, which is pertinent to the proposed tasks of the Consultant].</i>								
8	LANGUAGES & DEGREE OF PROFICIENCY	<table style="width: 100%; border: none;"> <tr> <td style="text-align: center;"><u>Language</u></td> <td style="text-align: center;"><u>Speaking</u></td> <td style="text-align: center;"><u>Reading</u></td> <td style="text-align: center;"><u>Writing</u></td> </tr> <tr> <td colspan="4" style="text-align: center;"><i>e.g. English</i></td> </tr> </table>	<u>Language</u>	<u>Speaking</u>	<u>Reading</u>	<u>Writing</u>	<i>e.g. English</i>			
<u>Language</u>	<u>Speaking</u>	<u>Reading</u>	<u>Writing</u>							
<i>e.g. English</i>										
9	COUNTRIES OF WORK EXPERIENCE									
10	EMPLOYMENT RECORD	<p><i>[The Applicant should clearlydistinguish whether as an “employee” of the firm or as a “Consultant” or “Advisor” of the firm].</i></p> <p><i>[The Applicant should clearly indicate the Position held and give a brief description of the duties in which the Applicant was involved].</i></p>								
	EMPLOYER 1	FROM: <i>[e.g. January 2013]</i> TO: <i>[e.g. December 2013]</i>								
	EMPLOYER 2	FROM: TO:								

EMPLOYER 3	FROM:	TO:
EMPLOYER 4 (etc)	FROM:	TO:
11 WORK UNDERTAKEN THAT BEST ILLUSTRATES THE CAPABILITY TO HANDLE THIS ASSIGNMENT	<i>[give an outline of experience and training most pertinent to tasks on this assignment, with degree of responsibility held. Use about half of a page A4].</i>	
12 COMPUTER SKILL		

**CERTIFICATION**

*[Do not amend this Certification].*

I, the undersigned, certify that (i) I was not a former employee of the Client immediately before the submission of this proposal, and (ii) to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Signature			
Print name			
Date of Signing			
dd / mm / yyyy			