

**Terms of Reference (TOR) for  
Training Coordination Specialist (TCS)  
[SD 109C]**

**1. Background**

Access and gender parity in the primary and secondary education has been ensured in the country. This has led to steady increase in the number of students completing higher secondary education and has placed a growing pressure on the tertiary education sector to absorb a large and increasing population of eligible secondary students in recent years. Still Tertiary education has some challenges like access, planning, governance, management, quality, relevance and financing.

With a view to addressing the above-mentioned challenges, the Government of Bangladesh requested the IDA for extending support to the development of College Education Sub-sector of Bangladesh. In response to this request, the IDA is undertaking the College Education Development Project (CEDP), IDA credit no.5841-BD, to support the implementation of the Government's plans to improve the quality and relevance of college education and strengthen the governance and management of the college education sub-sector as articulated in the 6th Five Year Plan (2011- 2015) and Strategic Plan for Higher Education (2006- 2026).

The main objectives of the CEDP are to-a) strengthen the strategic planning and management capacity of the college education subsector, b) to improve the teaching and learning environment of participating colleges.

CEDP has some very important responsibilities which will be executed under the time bound Disbursement Linked Indicators (DLI) as agreed by GOB and IDA. The achievement of these activities will forward the claim for the allocation of the eligible expenditure of some critical interventions of the project under DLI.

A part of the IDA fund will be utilized for payments of an individual (National) Training Coordination Specialist (TCS) who will provide technical inputs for the effective execution of improving the teaching and learning environment in participating colleges under the CEDP. The TCS will be specifically responsible to activities under Component 2 of the project as well as the activities that are implemented by CEDP. As one of the key staff of CEDP, Training Coordination Specialist will be appointed in Training Section of the CEDP to implementation of all the tasks of CEDP, following World Bank guidelines and government rules and procedures.



## **2. Objective of the Consultancy**

Assist the Project Management Unit (PMU) in strengthening teaching and management capacity in colleges of the project in accordance with government and the World Bank treasury rules and regulations.

## **3. Scope of Services**

- Coordinate with National University, Bangladesh Open University, Directorate of Secondary & Higher Education and University Grant Commission to identify and select subject based master trainers and college teachers for the professional development of teachers.
- Prepare periodic training reports as required by PMU, CEDP.
- Develop a training calendar and assist training consortium in arranging the training programs according to training calendar.
- Provide technical assistant to the Training Consortium for developing training contents and materials.
- Work closely with Training Consortium for the implementation of strengthening teachings and management capacity in colleges.
- Provide technical assistance to Project Management Unit in facilitating training subcomponent activities of the project.
- Any other task assigned by the Project Director.

## **4. Counterpart Support**

CEDP will provide office space, logistics and institutional support. The consultant will lead the training related activities and will work closely with the training focal point or any other staff member assigned by CEDP in carrying out the assignment as listed above.

## **5. Reporting Arrangement**

The Training Coordination Specialist will be responsible to the Project Director for discharging all project training functions. He/she will assist the Project Director to ensure that all training activities are completed on time and in accordance with the deadlines.

## **6. Qualifications**

The Training Coordination Specialist should be at least Master's Degree in Economics/Development Studies/ Accounting/ Finance/ Management or equivalent discipline. However, PhD degree will be considered as additional qualification. He/she should have at least 15 years of experience, out of which at least 5 years' experience in development institution/organisation with significant role in organizing training of senior and mid-level professionals. He/she should have experience in drafting training curricula and contents and training calendars. He/she should have experience in developing and application of LMS (e-learning). He/she should have strong interpersonal skills and ability to negotiate with high level counterparts. He/she should have proficiency in MS office (i.e. MS Word, MS Excel and MS Power Point).

## **7. Duration of the Consultancy**

The Consultant shall perform the Services during the period commencing from January 2021 and continuing until December, 2023 with the provision of extension based on satisfactory performance. However, this assignment may be increased or decreased subject to satisfactory performance or per requirement of the project.



## 8. Payment Schedule

This is a time based contract and payments will be made monthly in arrears (that is, payment made each month will be for services rendered during the immediate preceding month) supported by the submission of time sheets by the consultant. The negotiable contract ceiling (that is, total contract price for the duration of the contract) shall represent the consolidated remuneration inclusive of applicable Income Tax and VAT as per the laws of Bangladesh.

*A. K. M. Mukhlesur Rahman*  
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