

# Terms of Reference of Capacity Building Specialist

## **1.1 Background**

The Local Governance Support Project-3 (LGSP-3) aims at institutionalizing and mainstreaming of formula-based fiscal transfer system introduced under LGSP 1 & 2 during the last decade through providing increased grant funding directly to all Union Parishads (UPs). and The project also aims at institutionalizing UP financial and performance audits, enhanced reporting, and also engaging the local communities in the conduct of UP functions through Ward Shavas, open annual budget meeting, implementation and monitoring of schemes by Ward Committee and Scheme Supervision Committee respectively. The The project also aims to introduce improved fiscal transfer mechanisms to the next tier of local government institutions i.e., Pourashavas including enhanced accountability mechanisms in 16 pilot Pourashavas. These objectives are expected to be pursued through four components: (i) Institutionalization of Union Parishad Fiscal Transfers, (ii) Audits and Performance Assessments, and Management Information system, (iii) Piloting Expanded Block Grants (EBG) to Pourashavas, and (iv) Capacity Building and Project implementation.

## **1.2 Objective of the Consultancy**

The Capacity Building Specialist (CBS) will support development of an in-situ capacity development program and its implementation in 4550 UP and 16 pilot Pourashavas. The CBS with guidance from the Deputy Project Director (Field Operations) will be responsible for delivering capacity building services using training videos with assistance from the District Facilitators (DFs). The DFs will provide hand holding support to UP and Pourashava functionaries for using video training materials and provide explanation on issues raised by them. The training sessions will be held in each of the 4550 UP and 16 pilot Pourashava offices. The CBS with guidance from the Deputy Director (field Operations) will be responsible. The capacity building program will focus in the following areas: managing block and performance-based grant, public financial management, procurement processes, budgeting and planning, environmental & social safeguards, operation of MIS , GEO Tagging, and M&E Reporting through MIS.

The Capacity Building Specialist will report to DPD (Field Operations)/NPD.

## **1.3 Key Tasks**

The consultant will perform the following tasks:

1. Develop and update core training curriculum and training modules including instruction manuals for developing training videos for UPs and Pourashavas.
2. Prepare training contents with support from relevant/concerned Specialists from PMU and based on Union Parishad and Pourashava Operation Manuals.

3. Development of training modules on the following thematic areas: (i) 1) Module-1: Introduction to LGSP-3 and its Methods of Work; (2) Module-2: Participatory Planning; (3) Module-3: Budget Formulation & Scheme Implementation; (4) Module-4: Scheme Implementation & Supervision Process; (5) Module-5: Women Empowerment, Environment and Social Safeguards; (6) Module-6: Public Financial & Asset Management; (7) Module-7: Procurement Management; and (8) Module-8: MIS & M & E Systems.
4. Oversee production of capacity building videos for both UPs and Pourashavas.
5. Provide training to DDLGs/DFs to equip them to assist UP and Pourashava functionaries to make best use of video training materials.
6. Develop relevant capacity building programs for UNOs and officials of UP and Audit Wing of the Local Government Division. Design a series of Information Education and Communication (IEC) materials aimed at providing the general public, LG officials and other stakeholders with basic information about project fiscal modalities, conditions and outcomes;
7. Provide support in carrying out key Capacity Building implementation functions of coordination, monitoring supervision, evaluation and quality control;
8. Review, evaluate and report on the activities and impacts of Capacity Building program on a periodic basis;
9. Monitor and evaluate effectiveness of training programs, and recommend modifications of the Capacity Building program;
10. Support Senior Finance Specialist to provide information in a timely manner required for quarterly financial management reporting to IDA;
11. Support functioning of the UP Helpline by providing relevant LGSP-3 related information;
12. Implement the Information Education and Communication (IEC) activities.

#### **1.4 Duration of the Assignment**

The duration of the assignment will be 47 person months. There will be an annual performance assessment of the incumbent by PMU, LGSP-3/LGD. Satisfactory performance will be a condition for continuation of the contract.

#### **1.5 Qualification & Experience**

A master's in urban planning, public policy, social science or any other relevant discipline.

At least Fifteen years' practical experience in developing curriculum and delivering professional training programs on one or more of the following areas Local Government Management, Public Administration, Financial Management, Citizen Engagement and application of participatory training methods. At least 10 years' experience in GoB and Donor supported projects. S/he must have proven experience in the area of capacity building in a training institute or in development projects. The deserving candidate must have basic computer skills and ability to work in a fast-paced environment. Working experience with local government sector will be an added advantage.

  
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