



FOOD AND AGRICULTURE ORGANIZATION OF THE UNITED NATIONS

Terms of Reference for Consultant ☒ /PSA ☐

Minimum number of years of relevant experience required: 1yr ☐ 5yrs ☒ 12+yrs ☐

Job Title: International Consultant – HRD and Training Specialist	
Division/Department: FAO Bangladesh	
Programme/Project Number: GCP/BGD/053/USA	
Location: Dhaka-Bangladesh	
Expected Start Date of Assignment: As soon as possible	Duration: 6 Months (2 + 2 + 2 months)
Reports to: Name: Prabhu Budhathoki	Title: Chief Technical Advisor
GENERAL DESCRIPTION OF TASK(S) AND OBJECTIVES TO BE ACHIEVED	
Under the overall supervision of the FAO Representative in Bangladesh, the technical supervision of the Lead Technical Officer (LTO), LTU and other relevant Divisions and services in FAO, the direct supervision of the CTA, and in close cooperation with other member of the Technical Assistance Team (TAT) specifically national consultant HRD and Training the incumbent will be required to: 1. Identify urgent and priority training needs required and develop a training plan to execute the identified training needs. 2. Identify overseas institutes/organization, assist CTA in getting nominations from the Government and follow up on logistics wherever possible for all overseas training. 3. Identify the partner training intuitions, and assist in the preparation of training modules, Letter of Agreements to contract trainings activities to the selected training institutions, and monitor the activities as per LOA for all in-country trainings. 4. Prepare a draft Human Resources Plan for MoEF in the context of its requirements for a medium term changed management structure including a training plan for skill development. 5. Identify priority research areas and develop a guidelines for research grants scheme to implement the plan. 6. Assist in the preparation of guidelines and procedures to prepare (a) project proposals, and (b) their appraisal. 7. Assess necessary hardware support required to improve the functioning of Climate Change Wing (CCW), Development Wing (DW), Environment Wing (EW), and Information Management and Development Centre (IMDC) and arrange for their procurement and installation. 8. Organize trainings to project staff and where necessary and coordinate training with M & E consultant to include project M & E training.	
The consultancy will be completed in three phases and following steps are suggested:	
Phase 1: Inception Phase (3 Months)	
9. Review "Situation Analysis and Capacity Needs Assessment in the MoEF and Its Agencies" completed by FAO Team particularly focussing on findings of the study on urgent training requirements at the MoEF level. 10. Review the reports prepared by CTA and Institution Consultant of the EFCC sector policies, strategies and priorities and examine current policy frameworks and initiatives for including MoEF's current role and approaches to institutionalizing vertical and horizontal coordination. 11. Review the project document particularly focusing on the proposed training activities. 12. Complete an urgent training plan to be completed by the project including implementation schedule to implement. 13. Complete an outline of the HRD and Training Plans for next 10 years and present them in a workshop. 14. Suggest an outline of activities to be completed by counterpart staff and the national consultants between Phase 1 and Phase II of the consultancy	

Main Phase (3 Months): Activities during this Phase include:

15. Progress review on the implementation of overseas component of the training plan.
16. Identification of potential training institutions for partnering the implementation of in-country trainings. Developing LOA and overseeing the implementation of training activities.
17. Complete a draft HRD and training project proposal and present it in a workshop inviting key officials from MoEF and the project.
18. A draft EFCC sector research project proposal and present it in a workshop inviting key officials from MoEF and the project.
19. Coordinate the provision of training, equipment and supplies and additional human resources need required as suggested in the action plan above and ensure that the support is provided to MoEF respective Units.

The above tasks may be refined or adjusted according to the evolving need of the Government of Bangladesh in which case the consultant will be informed by the CTA and Country Representative.

Concluding Phase (3 Months)

20. Finalize the draft proposals in 17 and 18 above and forward it to include in the CIP process.
21. Review the progress and follow up on the recommendation made during two phases above.
22. Organize training and evaluate the performance of the training intuitions on training outsourced o them.
23. Complete end of assignment report.

Qualification and Experience:

- Relevant advanced degree in social sciences, Human Resources Management, strategic management or related field.
- Excellent analytical, writing and facilitation skills
- Proven expertise in conducting action research, developing HRM&D policies, procedures and strategies.
- A minimum of 8 years of proven professional experience in Strategic HRM&D including training and research in natural resource and environment sectors from both the private and not for profit sectors.

KEY PERFORMANCE INDICATORS

Expected Outputs:	Required Completion Date:
At the end of the mission, prepare an end-of-assignment report articulating achievements, difficulties encountered and recommendations.	31 March 2015 for phase 1 and other phases as agreed

HOW TO APPLY

Interested applicants are required to create an online Personal Profile form (PPF) in iRecruitment. To create the PPF, please follow the instructions available at: <http://www.fao.org/employment/irecruitment-access/en/>

The PPF along with a cover letter should be sent via email to: FAOBD-Vacancies@fao.org

Deadline for applications: 12 November 2014

Applications received after the closing date will not be given consideration. Only short listed candidates will be contacted.