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## Job description

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Job title: Training and Curriculum Development Specialist (TCDS)  
(100%)

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### 1. Project integration

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Project Unit	PCU and relevant Government Training Institute
Wage scale	TBD
Location	Dhaka, Bangladesh

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### 2. General description of job

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The longstanding and flagship SDC Local Governance Programme in Bangladesh 'Sharique' has been in operation since 2006. The project aims to build the capacities and competencies of Union Parishads (UP) to operate in an accountable, socially inclusive and effective manner. According to external reviewers, the project's biggest achievement is that it generated evidence to show that local governments can work for the poor and marginalised. Sharique has been able to demonstrate through its support to UPs and civil society groups that it is possible to build effective partnerships between UPs and citizens for the purpose of joint and participatory decision-making and effective local governance.

In its final 3 year phase (2017-2019), Sharique aims at institutionalising its approaches and tools. The Training and Curriculum Development Specialist (TCDS) is a key player in this final phase. It is the TCDS's key role to support selected Government training institution(s) with incorporating selected modules and tools from the Sharique produced training packages into the National Capacity Development framework. Much of the role will be to work with training staff of the government training institute for Local Government Institutions. The position requires core skills and demonstrated experience in (i) the capacity building of national institutions, (ii) curriculum development and training based on adult learning principles, and (iii) behaviour change and professional development, in particular of public servants.

The ideal candidate will have demonstrated skills and experience in (i) coaching and organizational capacity building and (ii) teaching and curriculum development using adult learning principles.

One of the main responsibilities and deliverables of the individual will be a sustainability strategy which should include, among other things, an updated curriculum by the government training institute for Local Government Institutions and a mechanism to provide training to UP in a decentralized way.

This is a senior position and requires a professional who is able to build credibility with senior public servants and coach key staff and decision makers in a short period of time.

The position targets Bangladeshi nationals and nationals from the immediate region. HELVETAS is an equal opportunity employer and strongly encourages women and people from disadvantaged groups to apply.

### 3. Specific tasks and responsibilities

RESPONSIBILITIES	TASKS
<p>1. Capacity building of the staff of the government training institute for LGs 30% of time</p>	<ul style="list-style-type: none"> <li>- Coaching and training of the staff of the government training institute for Local Government Institutions in charge of training</li> <li>- Introducing Sharique modules to the government training institute for Local Government Institutions together with Project Coordination Unit (PCU) and other relevant government training institute like, IPF, NAPD and supporting understanding and acceptance of the modules</li> <li>- Supporting the government training institute for Local Government Institutions to deliver the listed outputs of the programme                             <ul style="list-style-type: none"> <li>• Develop respective ToR for the government training institute for Local Government Institutions together with the NGPC (National Government Management Partners Coordinator)</li> <li>• Develop an action plan of implementation with specific deadlines and deliverables</li> </ul> </li> <li>- Assess the institutes' and training staff needs for capacity building in training and curriculum development and organize training and mentoring from within Sharique or externally</li> <li>- Other activities as needed</li> </ul>
<p>2. Technical advice on curriculum development- 50%</p>	<ul style="list-style-type: none"> <li>- Guides the incorporation of Sharique modules in coordination with other relevant training institutes</li> <li>- Assess existing curriculum under the Capacity Development Framework and develop an action plan for the updating of the strategic planning and Finance Management (PFM) modules according to requirements for capacity building, current legislation and the UP Act.</li> <li>- Analyze together with the government training institute for Local Government Institutions the existing materials on strategic planning and PFM and identify the gaps</li> <li>- Together with the government training institute for Local Government Institutions adjust their existing modules on SP (strategic planning) and PFM and incorporate the modules of Sharique into the curriculum, considering the adjustment points from the government training institute for Local Government Institutions</li> <li>- Assists with developing manuals and guidelines for the revised curriculum</li> <li>- Supervising, supporting and mentoring the government training institute for Local Government Institutions during the efforts of institutionalization of Sharique local governance practices and tools</li> <li>- Working with programme's actors (including NGOs, UP association) on enhancing coordination across all outcomes of the project</li> <li>- Linking programme's results with policy makers and LGI capacity development service providers to raise awareness over capacity building in local governance</li> <li>- Supports government training institute for Local Government Institutions to develop an outcome-based monitoring methodology and competency level assessment techniques for UPs and for prospect training service providers</li> <li>- Supports the design and delivery of training by the government training institute for Local Government Institutions to the designated UP capacity building partner agency at district level</li> <li>- Contributes to enhancing the role of the government training institute for Local Government Institutions LG as capacity building provider and oversight agency of de-concentrated training for UPs</li> <li>- Contributes to enhancing the training methodologies of the government training institute for Local Government Institutions by incorporating new techniques and methodologies in the classroom using adult learning principles.</li> </ul>

RESPONSIBILITIES	TASKS
	<ul style="list-style-type: none"> <li>- Is involved in coordinating the activities between the government training institute for Local Government Institutions and the district based UP capacity building partner.</li> </ul>
<p>3. Representation, knowledge management and communication- 20%</p>	<ul style="list-style-type: none"> <li>- Supports the government training institute for Local Government Institutions in becoming the central actor on capacity building of LGIs</li> <li>- Facilitates meetings with national actors to define and strengthen the role of the government training institute for Local Government Institutions</li> <li>- Serves as liaison contact of communication between the government training institute for Local Government Institutions and PCU</li> <li>- Actively leads and contributes to the knowledge management of the project.</li> </ul>

## 4. Competency profile

### 1. Education

- MA in adult learning, education, governance or similar.

### 2. Further qualifications or specific skills

- Qualification in teaching and curriculum development, Master Trainer; e.g. Diploma or similar.
- Qualification in coaching and/or capacity development.
- Strong skills in writing in English
- Excellent report and story writing skills
- Very good understanding of project management cycle
- Experience coaching senior management and specialists
- Understanding of behaviour change communication techniques

Desirable:

- Qualification in organizational development and/ or public management and/or public financial management.
- Specific training in gender and rights based approaches
- Bengali language skills

### 3. Professional experience

- A minimum of 10 years relevant work experience in teaching adults and developing comprehensive curricula with more than one subject in a registered training organisation (private sector, not for profit sector or government)
- Demonstrated experience in introducing and managing change in a large organisation
- Experience working with national government
- Experience in story and report writing

Desirable

- Experience in local governance & decentralization projects.
- Complex (country wide) Curriculum development
- Experience working in or with national government training organisations
- Experience using behaviour change communication principles

### 4. Methodological and/or leadership competencies

- Methodology and tools to promote good governance and gender and rights based approaches
- Ability to inspire enthusiasm, lead, and aspire teams to successful results
- Innovative thinking/ innovation

### 5. Social and personal competencies

- Team building and communication skills
- Excellent communicator (in writing and verbally)

### 6. Languages

Mandatory: English (fluent) verbal and written

Desirable: Bengali (fluent) verbal and written
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**7. IT skills**

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| <ul style="list-style-type: none"> <li>• Standard IT skills – MS office and presentation</li> </ul> |
| Desirable   |
| <ul style="list-style-type: none"> <li>• IT skills for budget sheets and formulas</li> </ul>        |

**Signatures:**

Position holder Date	Signature:  name employee
Direct Line Manager Date	Signature:  name line manager