

**Japan International Cooperation Agency (JICA)**  
**JICA Technical Cooperation Project**  
**Capacity Development Project for Participatory Water Resources Management through**  
**Integrated Rural Development (JICA-LGED TA Project)**  
**Level-6, IWRM Unit, RDEC Building, LGED Bhaban, Agargaon, Dhaka**  
**Tel. No: +880 2 9142125 Fax: +880 2 9142125**

No. JICA-LGED TA Project/Ad-06/2012/323

Date: 19-06-2016

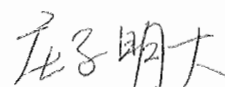
**Request for Application for Selection**  
**of Institutional Capacity Development (ICD) & Environment Officer**

JICA launched the Technical Cooperation Project named "Capacity Development Project for Participatory Water Resources Management through Integrated Rural Development" in October 2012 to Capacity development of stakeholder at union level to support WMCA in planning and maintaining SSWRD<sup>1</sup> subprojects is strengthened and WMCA<sup>2</sup> to maintain facilities for SSWRD is strengthened. In this regards, the Project involved with various kinds of capacity development training with updating materials and process. The Project requires human resource to develop the capacity of institutional management of local stakeholders of SSWRD subprojects.

The JICA-LGED TA Project now invites eligible Applicants to indicate their interest in providing the services. Applicants are invited to submit their CV and other particulars as indicated below:

Name of Position	: Institutional Capacity Development (ICD) & Environment Officer
Number of Position	: 01
Location	: Basically in Project Office in Dhaka with frequent travel possibilities
Qualification	: As per TOR
Language	: Written and spoken proficiency in English;
Expected Service	: Capacity Development Management (Detailed in TOR)
Last Date of Submit	: 21-06-2016, on/before 05:00PM
Start Date	: 10-07-2016 (Expected)
Initial Contract Period	: 9 Months (with renewal possibilities for upto Project Period)
Submitted Mode	: Sealed envelope with marked "Application for the position of Institutional Capacity Development (ICD) & Environment Officer"
Addressing To	: Project Coordinator, JICA-LGED TA Project
Address	: As undersigned
Responsibilities	: As per TOR (Please download/collect by a e-mail request hasharif2008@gmail.com)

Please note that no TA-DA or any other admissible cost will be provided to this process of submission and interview.



**Akihiro SHOJI**

Project Coordinator

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<sup>1</sup> SSWRD = Small Scale Water Resources Development

<sup>2</sup> WMCA = Water Management Cooperative Association

## Japan International Cooperation Agency (JICA)

Capacity Development Project for Participatory Water Resources Management  
through Integrated Rural Development  
Local Government Engineering Department (LGED)  
Level-6, RDEC Building, LGED Bhaban  
Agargaon, Sher-e-Bangla Nagar, Dhaka-1207

### Employment Plan for the "Institutional Capacity Development (ICD) & Environment Officer"

Position : Institutional Capacity Development (ICD) & Environment Officer  
Post Level : Local Consultant/Staff  
No. of Position : 01  
Location : JICA-LGED TA Project, IWRM Unit, LGED HQ, Dhaka  
Type of Contract : Contractual  
Languages Required : English  
Starting Date : 10 Jul 2016  
Duration : **9 Months (Renewable)**  
Fund Source : JICA-LGED TA Project

#### Background:

JICA has been implementing the "Capacity Development Project for Participatory Water Resources Management through Integrated Rural Development Project (JICA-LGED TA Project)" since October 2012.

The purpose of the TA Project is to establish PSSWRM<sup>3</sup> Model and its implementation mechanism. One of the expected outputs of the Project is to strengthen the capacities of WMCA to maintain SSWRD<sup>4</sup> facilities, and stakeholder at union level to support WMCA in planning and maintaining SSWRD<sup>4</sup> subprojects through UDCC<sup>5</sup>.

Under the direct supervision of the Project, the ICD & Environment Officer shall guide, implement & execute the activities and issue related to Institutional Capacity Development and Environmental in the following aspects:



<sup>3</sup> PSSWRM = Participatory Small Scale Water Resources Management

<sup>4</sup> SSWRD = Small Scale Water Resources Development

<sup>5</sup> UDCC= Union Development Coordination Committee

## Terms of Reference for the Position of Institutional Capacity Development (ICD) & Environment Officer

- Review the training program and the composition of training materials, which have been drafted by the JICA Experts, and modify those documents if the occasion arises.
- Prepare training materials for union-level stakeholders as well as WMCA through discussions with representatives from UP and WMCA. The officer will be responsible for translating the documents from English to Bengali.
- Provide experimental training for union-level stakeholder and WMCA, respectively, in one of the pilot sites jointly with upazila LGED staff. The officer will perform as a leading trainer in the training.
- Prepare training manual for trainers on the assumption that the principal trainers of both trainings for union-level stakeholder and WMCA are upazila LGED staff.
- Provide training of trainers (TOT) by using the above manual. The expected participants in the training are upazila LGED staff from the four pilot sites, and representatives from LGED headquarters and NILG.
- Cooperate upazila LGED staff in providing trainings for three subprojects.
- Evaluate the training program through questionnaire to the participants in the above training to be provided by LGED staff. Prior to the training, the questionnaire with several evaluation indicators should be prepared.
- Liaise with the relevant organizations, such as WMCA, UDCC, LGED, NILG, DOC, DAE, DOF, BRDB, DOE and the other development partners including NGOs as needed.
- Provide the logistical support of capacity development activities in the field.
- Cooperate environmental group of IWRM Unit on "Environmental Assessment Guidelines for LGED Projects"
- Submit monthly activity report on carried activities and future action

