University Grants Commission of Bangladesh  
Higher Education Quality Enhancement Project (HEQEP)  
Sub-Project: “Pedagogical Development at Undergraduate and Master’s Level”  
CP “3357”

School of Liberal Arts and Social Sciences (SLASS)  
Independent University, Bangladesh (IUB)  
Plot No. 16, Block-B, Aftabuddin Ahmed Road, Bashundhara, Dhaka

TERMS OF REFERENCE for  
Resource Person for Training Course  
(Package No S-3)

1. **Background and General Descriptions**  
The Government of the Peoples Republic of Bangladesh has undertaken the Higher Education Quality Enhancement Project (HEQEP) with the support of the International Development Association (IDA). The University Grants Commission of Bangladesh is the implementing agency of the Project. The HEQEP will comprise of four components: (1) promotion of academic innovation in teaching, learning and research through an Academic Innovation Fund (AIF) allocating funds to universities on a competitive basis; (2) institutional capacity building at the University Grants Commission (UGC) and the universities; (3) connectivity capacity building for universities and research centers through the development of Bangladesh Research and Education Network (BdREN); and (4) support to the operation of the project implementation unit (HEQEPU). Under the HEQEP, the Sub-project, Pedagogical Development at Undergraduate and Master’s Level at Independent University, Bangladesh will engage Resource persons for conducting training course and seminar for pedagogical development for the faculty members of the university.

2. **Objectives of the Sub-project**  
The School of Liberal Arts and Social Sciences (SLASS), Independent University, Bangladesh is implementing a sub-project entitled Pedagogical Development at Undergraduate and Master’s Level under the HEQEP, UGC Bangladesh. The general objectives of the sub-project are:  
- Enhancement of pedagogical skills of the academic staff of all schools of the university.  
- Address practical concerns of classroom teaching practice as well as theoretical issues associated with tertiary level teaching.  
- Make a common general standard for all modules and courses that are being offered at the university and establish some assessment tools and mechanisms to maintain this standard.  
- Develop a platform so that faculties can exchange their classroom problems and find remedies.  
- Build a website to facilitate virtual interaction among teachers and students for developing the quality of teaching and learning environment.  
- Build a resource corner with related books, research monographs of (I)NGOs and renowned research institutions, peer-reviewed journals, and government policies/reports.  
- Develop a network to share knowledge and experience of other institutions.

3. **Objectives of the Assignment**  
The principal objective of engaging a resource person for training for the selected faculty members of the university is to build their professional skills in tertiary pedagogy. This training is especially
rewarding for the young faculty members at IUB who are already involved in teaching at tertiary level. It will be open for all faculty members of Independent University, Bangladesh. The resource person will explain the theoretical and technical knowhow of teaching skills in social sciences focusing local knowledge, as well as in other fields of studies and provide materials on pedagogical training at the tertiary phase.

4. **Scope of the Services Required**
The resource person will
- Conduct two days of training on pedagogy skills for tertiary level for the faculty members of IUB;
- Provide pedagogy modules to the participants; and
- Demonstrate incorporating real life issues and relevant techniques in particular.

5. **Counterpart Support**
The Sub-Project, “Pedagogical Development at Undergraduate and Master’s Level” at Independent University, Bangladesh will provide office space, logistics and institutional support and will assist the resource person for carrying out the training program.

6. **Reporting Arrangement**
The resource persons will report directly to the Sub-project Manager (SPM) of the Sub-project.

7. **Expected Outputs**
- The resource person will train up young faculty members with the rules and procedures of both undergraduate and master level teaching skills;
- The resource person will provide guidelines in order to incorporate approaches of real life issues;
- The resource person will supervise the faculty members and identify the weaknesses of skills regarding student handling of the faculty members of Independent University Bangladesh; and
- The resource person will recommend further steps needed to enrich the existing teaching capabilities of young faculty members of IUB.

8. **Qualifications and Experience**
The resource person will preferably be holding an administrative position in a globally renowned academic institution and some exposure of pedagogy. He will be required to possess the following:
   a) Minimum Ph.D. degree from any reputed university.
   b) Minimum 10 years of relevant experience.
   c) Institutional training / exposure to the field of pedagogy development.
   d) Work experience in any reputed university, government agencies, development agencies or NGOs will be given priority.
   e) Prior experience as research trainer/facilitator is taken as an additional quality.

9. **Duration of Service**
Recruiting the resource persons is completely a part-time hiring; The estimated duration of the assignment is 2 days. The expected commencement of the assignment is April 19, 2016 (14 hours over two days). However, the duration of the assignment may be increased or reduced according to the requirement of the sub-project.
10. Selection Criteria

Individual Consultants will be selected following the procurement rules applicable for the sub-project on the basis of their academic background, relevant working experience and their relevant expertise for the assignment.
Application Submission

[Location: dd/mm/yy]

To:
The Sub-Project Manager
Sub-Project: Pedagogical Development at Undergraduate and Master's Level (CP - 3357)
School of Liberal Arts and Social Sciences (SLASS)
Independent University, Bangladesh

Dear Sir

I am hereby submitting my Application to provide the consulting Services for External Peer Review in strict accordance with your Request for Application dated [dd/mm/yy].

I declare that I was not associated, nor have been associated in the past, directly or indirectly, with a Consultant or any other entity that has prepared the design, specifications and others documents.

I further declare that I have not been declared ineligible by the Government of Bangladesh on charges of engaging in corrupt, fraudulent, collusive or coercive practices.

I understand that you are not bound to accept any Application that you may receive.

I remain,

Yours sincerely,

Signature

Print name
Address:
Tel:

Attachment:
# Curriculum Vitae (CV) of the Applicant

1. **PROPOSED POSITION FOR THIS PROJECT:**
   
   [From the Terms of Reference, state the position for which the Consultant will be engaged.]

2. **NAME OF PERSON:**
   
   [state full name]

3. **DATE OF BIRTH:**
   
   [dd/mm/yy]

4. **NATIONALITY:**
   
   :

5. **MEMBERSHIP IN PROFESSIONAL SOCIETIES:**
   
   [state rank and name of society and year of attaining that rank].

6. **EDUCATION:**
   
   [list all the colleges/universities which the Applicant attended, stating degrees obtained, and dates, and list any other specialised education of the Applicant].

7. **OTHER TRAINING:**
   
   [indicate significant training since degrees under EDUCATION were obtained, which is pertinent to the proposed tasks of the Consultant].

8. **LANGUAGES & DEGREE OF PROFICIENCY:**
   
<table>
<thead>
<tr>
<th>Language</th>
<th>Speaking</th>
<th>Reading</th>
<th>Writing</th>
</tr>
</thead>
<tbody>
<tr>
<td>e.g. English</td>
<td>Fluent</td>
<td>Excellent</td>
<td>Excellent</td>
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9. **COUNTRIES OF WORK EXPERIENCE**

10. **EMPLOYMENT RECORD:**
    
    [starting with present position list in reverse order [every employment held and state the start and end dates of each employment]]

    [The Applicant should clearly distinguish whether as an "employee" of the firm or as a "Consultant" or "Advisor" of the firm].

    [The Applicant should clearly indicate the Position held and give a brief description of the duties in which the Applicant was involved].

    | EMPLOYER 1 | FROM: [e.g. January 1999] | TO: [e.g. December 2001] |
    |------------|---------------------------|-------------------------|
    | EMPLOYER 2 | FROM:                     | TO:                     |
    | EMPLOYER 3 | FROM:                     | TO:                     |
EMPLOYER 4 (etc)  FROM:  TO:

11 WORK UNDERTAKEN THAT BEST ILLUSTRATES THE CAPABILITY TO HANDLE THIS ASSIGNMENT  
[give an outline of experience and training most pertinent to tasks on this assignment, with degree of responsibility held. Use about half of a page A4].

12 COMPUTER SKILL

CERTIFICATION  
[Do not amend this Certification].

I, the undersigned, certify that (i) I was not a former employee of the Client immediately before the submission of this proposal, and (ii) to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Signature

Print name

Date of Signing

dd / mm / yyyy
**Indicative Remuneration & Expenses**

The Consultant should provide an indication of the remuneration as per the format shown below. This will not be used for evaluation of the Consultant’s Application but solely for the purposes of Application Negotiations to be held. Finally, after negotiation Remuneration & Reimbursable will be part of fixed lump-sum amount as per agreed deliverable in the contract.

(1) **Remuneration**

<table>
<thead>
<tr>
<th>Rate</th>
<th>Staff Time</th>
<th>Total (Tk)</th>
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<tbody>
<tr>
<td><em>Lump Sum</em></td>
<td>03 Days</td>
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(2) **Reimbursable (as applicable)**

<table>
<thead>
<tr>
<th>Rate per unit</th>
<th>Total unit</th>
<th>Total Amount (Tk)</th>
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<tbody>
<tr>
<td>(a) Air Travel Costs (Economy Class)</td>
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<td>(b) Other Travel Costs in Bangladesh</td>
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<td>(c) Other Expenses: <em>Accommodation and local hospitality</em></td>
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<td></td>
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<td>Sub-total</td>
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**CONTRACT CEILING (1) + (2)**