

**Government of the People's of Bangladesh**  
Office of the Project Director  
Wildlife Conservation and Habitat Development in Bangladesh  
Ban Bhaban, Agargoan, Dhaka.

Memo No.22.01.0000.101.06.18.734

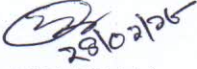
Date: 24.01.2018

**Request for Expression of Interest (EOI)**  
for Selection of Local Consultant (Training Coordinator).

Bangladesh Forest Department under the Ministry of Environment & Forest has been implementing a project named "**Wildlife Conservation and Habitat Development in Bangladesh**" funded from government development budget. For coordination & supervision of the training programs of the project a Training Coordinator will be employed as per the terms and condition as mentioned in project document. The title, expected duration and commencement, qualification and experiences of individual national consultant is given below:

Position and duration	Scope of works	Qualification and Experiences
<b>Training Coordinator</b>  24 (Twenty four) man-month	<p>The Training Coordinator will work under the direct control and supervision of the Project Director. He/She will perform the following duties and responsibilities.</p> <ul style="list-style-type: none"><li>▪ Preparation of training course materials.</li><li>▪ Preparation of training schedules.</li><li>▪ Selection of the trainee for different training program.</li><li>▪ Selection of the resource person.</li><li>▪ Prepare and submit the training evaluation reports to full satisfaction of the authorities.</li></ul>	<p>a) Minimum Academic Qualification: Post graduate degree in Conservation Biology/Wildlife/Wildlife Ecology/Natural Resource Management/Forestry/Zoology. Candidate having Phd in any field of conservation biology will be preferred.</p> <p>b) Minimum 15 years Experience in Wildlife Conservation and Management.</p> <p>c) Having publications on wildlife conservation, management and experience in conducting training programs will be an added advantage.</p> <p>d) Excellent analytical and communications skills and ability to write clearly and concisely</p> <p>e) Strong interpersonal skills and ability to work effectively in a team-based environment and under tight time constraints</p> <p>f) Ability to provide the full range of operational assistance with independent responsibility</p> <p>g) Demonstrated ability to carry out research and analytical tasks and to contribute to resolution of sector and country issues</p> <p>h) Ability to build effective working relations with Client's and colleagues</p> <p>i) Computer literacy in MS office</p> <p>j) Fluency in English and Bangla</p>

1. The interested candidates are collected detailed TOR from Project office or form the website: <http://www.bforest.gov.bd>.
2. The Consultant will be selected using the Public Procurement Rule 2008 and Quality and Cost Based Selection method will be followed.
3. Interested consultant must provide documents in support of their experience and qualifications demonstrating that they are fully qualified to perform the services along with the EOI.
4. The Project Director now invites eligible applications from the Bangladeshi for the service mentioned above Interested applications is requested to submit application with a cover letter. Application in duplicate in a sealed envelope and externally marked title of the Service must be submitted to the Project Director "**Wildlife Conservation and Habitat Development in Bangladesh**" Project within office hours by 8<sup>th</sup> February 2018. EOIs will be evaluated on the basis of qualifications and experience mentioned above.
5. The authority reserves the right to accept or reject any or all EOIs.

  
(Md. Jahidul Kabir)

Project Director

Wildlife Conservation and Habitat Development in Bangladesh

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