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Admission closing date 1st September for 2006 entry !!!

For further details please contact:

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### PROMOTION OF DEVELOPMENT AND CONFIDENCE BUILDING IN THE CHITTAGONG HILL TRACTS

Call for Expression of Interest from an International NGO

For

Technical backstopping under CHTDF-UNDP project in the Chittagong Hill Tracts

Project area : Three Hill Districts of Chittagong Hill Tracts

Duration : 1 (one) Year (October'06 – Sept'07)

Objectives of the CHTDF-UNDP Project :

The overall development objective of the project is to initiate elements of an enabling environment for peace and development in the CHT based on the will, needs, and active participation of the community people. The project envisages to categorically promote long-term stability by supporting high levels of institutional capacity and competence for effective policy development, planning, management, and cooperation; by active confidence building measures, and focusing on poverty reduction interventions especially for the remote and most disadvantaged groups.

The CHTDF - UNDP Project has five areas of intervention :

- 1) Institutional Capacity Building
- 2) Community Empowerment
- 3) Confidence Building
- 4) Region Wide Initiatives
- 5) Government-Donor collaboration and policy/program development

The Assignment :

In close collaboration with UNDP's CHT Development Facilities (CHTDF), the International Partner NGO will be expected to provide following support services for the period of one year with a possibility of extension:

1. Facilitate a Partnership Approach and Joint Action for Community Empowerment Initiative in the three Hill Districts in close coordination and partnership with CHTDF and local Partner NGOs (PNGOs).
2. Develop training plans, strategies and curriculum and conduct training on all aspects of facilitation, Community Empowerment and use of the Quick Impact Fund (QIF) for: a) PNGO staff members (19 NGOs, total of 230 staff members); b) National UN Volunteers; c) GoB Line Department staff members; d) Upazila Support Teams/Advisory Committees (16), Union Facilitation Committees (75) and other project specific support committees; and e) Para Development Committees (PDCs), a cumulative total of 1700 projects by end of 2006.
3. To enhance community management capacities and develop technical skills in approximately 500 villages in the 3 CHT districts: a) review existing CHTDF course and training materials; b) design training modules and materials on problem identification and analysis, management and leadership development, monitoring and evaluation, basic communication skills; c) conduct TOT courses for CHTDF, GoB and PNGO staff; d) conduct follow up training and refresher training.
4. To develop capacities of PNGOs: a) provide training to PNGO Executive Committee members on their roles and responsibilities; b) develop a training module on program communication and facilitation for the community based program staff of NGOs
5. To establish in-house resource trainer groups on non-formal participatory training methodology: a) review the ILO Community Based Training (CBT) methodology and adjust the contents to the needs of the CHT; b) develop training modules; and c) conduct TOTs for 100 trainers from GoB line departments, NGOs and CHTDF.
6. Provide Continuous overview, guidance, and technical backstopping to the Upazila, Union and Para level key development actors and stakeholders involved in Community Empowerment initiative and ensure that qualitative and quantitative targets are met.
7. Assist in supervision of and support to NGOs and address their strategic and practical capacity development needs.
8. Assist in the orientation and involvement of Traditional Leaders, Elected leaders (UP), and GoB Line Departments, primarily focusing on community empowerment process, sustainability of the projects and self-reliance of the participating communities and PDCs
9. Develop a system of continuous monitoring and reporting on progress, including identification of obstacles or shortfalls, and taking appropriate follow-up actions to ensure that quantitative and qualitative targets are met.

If the assignment is of interest to your agency, we would kindly request you to submit a proposal in sealed envelop marked "Expression of Interest for Technical backstopping under CHTDF-UNDP project in the Chittagong Hill Tracts" addressed to Deputy Resident Representative (Operations), UNDP, IDB Bhaban (18th Floor), E/8-A Begum Rokeya Sarani, Sher-E-Bangla Nagar, Dhaka-1207 on or before 10 September 2006 in three parts: a) technical services proposal that will include, among other things, details of how many staff members you would assign in the support of this assignment and b) financial proposal with detailed budget that will include the gross monthly salary for each staff, percentage of agency charges, etc and c) organizational profile to include your agency's background, mission, objective, organizational structure, core competencies, activities in the CHT (if any), human and physical infrastructure, training capacities and facilities, linkages and networks, etc. The UNDP reserves the right to accept or reject any offer without providing any reason whatsoever. Only the successful bidders will be contacted. Interested international NGOs may obtain Programme Document and other relevant materials from UNDP-CHTDF, IDB Bhaban (7th Floor), E/8-A Begum Rokeya Sarani, Sher-E-Bangla Nagar, Dhaka-1207; Tel: 8118600 Ext 2638.

Organizations with previous experience in Empowerment related activities and with previous experience in or exposure to working in the CHT, including any field level presence, will be given preference.

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### Job Opportunity

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The Chairman & President  
Asset Developments & Holdings Ltd  
91 Gulshan Avenue, Dhaka- 1212.



Note : Any effort to unduly influence the recruitment will be a reason for disqualification. Those who have applied within the last 6 months need not apply again. Applications will be kept strictly confidential.

## CAREER OPPORTUNITY

A regional inter-governmental organization invites applications from Bangladeshi nationals for the position of FINANCE OFFICER for its Headquarters located in Bangladesh (Dhaka).

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- Prepare budgets for operation of the organization;
- Prepare final and periodical statement of accounts including financial analysis and reports;
- Advise and develop financial control and other related matters;
- Ensure proper maintenance of cash-books, accounts ledgers and other records as appropriate;
- Supervise all budgetary, accounting and financial aspects of the Centre.

#### Qualifications and Experiences

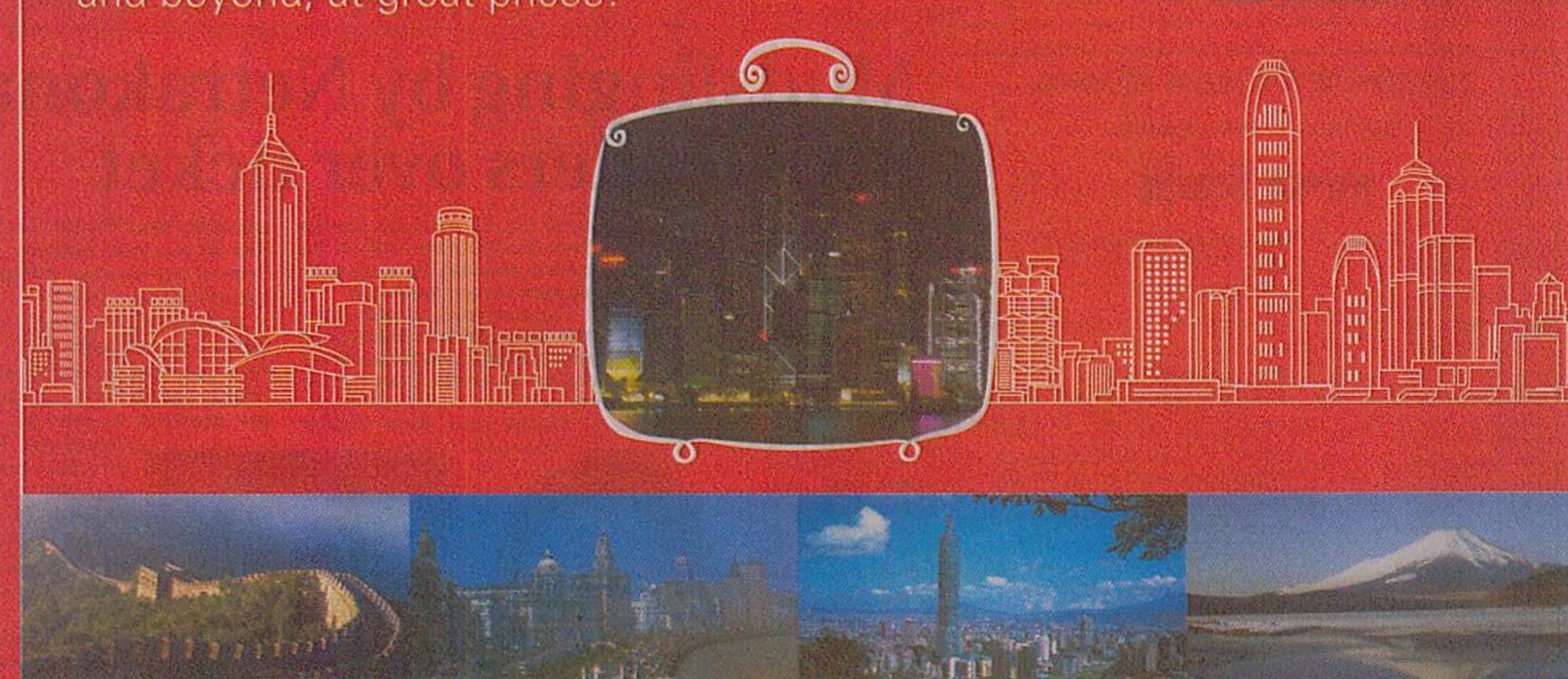
- M.Com or M.B.A. from any reputed university / institution;
- Minimum 7 years of experience in responsible position as Finance/ Accounts Officer in any public/UN bodies or international/multinational organization;
- Conversant in all common accounting software;
- Excellent communication skills in written and spoken English;
- Age should not be more than forty years.

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The interested candidates who fulfill the above requirements **ONLY**, forward their applications with recent CV mentioning detailed education and work experiences and other particulars along with a passport size photograph to the **Advertiser, GPO Box-2883, Dhaka-1000** latest by **10 September 2006**. Only shortlisted candidates shall be called for the interview. Any persuasion in this regard will disqualify the candidature.

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