



联合国
粮食及
农业组织

FOOD AND
AGRICULTURE
ORGANIZATION
OF THE
UNITED NATIONS

ORGANISATION
DES NATIONS
UNIES POUR
L'ALIMENTATION
ET L'AGRICULTURE

ORGANIZACION
DE LAS NACIONES
UNIDAS PARA
LA AGRICULTURA
Y LA ALIMENTACION

منظمة
الغذية
والزراعة
للأمم
المتحدة

পরিবেশ ও বন মন্ত্রণালয়	
উন্নয়ন প্রকল্প/BD/053/USA-014	
ডায়েরী নং	তারিখ
উপ-প্রধান (পরিকল্পনা)	০২.০৩.১৬
সিনিয়র সহকারী	
ব্যক্তিগত কর্মকর্তা	
অতিরিক্ত সচিব (প্রশাসন)	

**Application Announcement for On the Job Training in FAO-HQ, Rome, Italy
(Attachment program)**

I am pleased to inform you that the Food and Agriculture Organization (FAO) of the United Nations is supporting the implementation of the project "Strengthening the Environment, Forest and Climate Change Capacities of the Ministry of Environment and Forest and its Agencies" (MOEF support project) (GCP/BDG/053/USA) with the financial assistance of USAID.

As a means to enhance the technical capacity and knowhow in the MOEF and its agencies, FAO will be providing on the job training to up to three government officials in FAO Head Quarters in Rome, Italy for a period of up to 12 weeks. The objective of the training is to develop skills, knowledge and experience to help in successful development, completion, implementation and monitoring of the EFCC CIP, as well as facilitate the functions of the CIP monitoring unit in the MoEF. The attachment program may include 6-8 weeks of stay in the FAO HQ in Rome preceded and followed by 3-4 weeks mentoring in Bangladesh by a FAO counterpart staff. Post-training, the official is expected to support the EFCC CIP for at least 1 (one) year to realize the training effectiveness. Training cost, airfare and reasonable subsistence allowance for the attachment program will be funded from the project.

As per the decision of the Project Steering Committee held on 26th January 2016, one candidate will be chosen from each of the three agencies, viz., Ministry of Environment and Forests, Forest Department and Department of Environment. At least one of these participants is targeted to be a female.

The potential applicants should be at the mid-level of their career and must be at least 10 years from their retirement age on 1 July 2016. To apply, they will need to submit an application form and a letter of intent (both attached). The selection process may include a shortlisting, a written exam and a viva voce. Selection to the program will be neutral, impartial, and fully based on competence. A panel comprising representatives from the Government of Bangladesh, FAO and USAID will carry out the selection process.

The deadline for application to the program is 17 March 2016. The attachment may begin from April 2016 and the exact timing will take into account obligations of counterpart staff in FAO. All the details of the criteria of the candidate, the application procedure and application form are attached herewith and can also be found in the project's website (<http://sefocs-fuobd.org>).

We request you to kindly communicate this information to all concerned and we look forward to the active participation of your organization.

Yours sincerely,

Mike Robson
FAO Representative in Bangladesh

উপ-প্রধান এর দপ্তর-	
নং ৭(৩)১	তারিখ-০২.০৩.১৬
সিনিয়র সহকারী প্রধান- ৪	
স্বাক্ষরী প্রধান-	
ব্যক্তিগত কর্মকর্তা-	

Distribution:

- Secretary, Ministry of Environment and Forests, Bangladesh Secretariat, Dhaka.
- Chief Conservator of Forests, Forest Department, Ban Bhaban, Agargaon, Dhaka.
- Director General, Department of Environment, Paribesh Bhaban, Agargaon, Dhaka.

Copy for information:

- Additional Secretary (Dev.), Ministry of Environment and Forests and National Project Director, MoEF Support Project, Bangladesh Secretariat, Dhaka.
- PS to the Secretary, Ministry of Environment and Forests, Bangladesh Secretariat, Dhaka.
- Deputy Chief, Ministry of Environment and Forests, Bangladesh Secretariat, Dhaka.
- FAO Representative in Bangladesh, FAO Representation, House 37, Road 8, Dhanmondi R/A, Dhaka 1205.
- Deputy FAO Representative in Bangladesh, FAO Representation, House 37, Road 8, Dhanmondi R/A, Dhaka 1205.
- Mr. Colin Holmes, Environment Officer, Office of Economic Growth, USAID, Bangladesh, Madani Avenue, Baridhara, Dhaka 1212.

Strengthening the Environment, Forestry and Climate Change Capacities of the
Ministry of Environment and Forests and its Agencies (MoEF Support) Project in
Bangladesh

Concept Note: Professional attachment and Training at FAO-HQ

Background

The overall objective of the MoEF Support Project is: *To strengthen human and organizational capacity in the country to deliver more effective, coordinated, sustainable and country-driven investment programs in environmental protection, sustainable forest management and climate change mitigation and adaptation.* More specifically, the project will enhance the technical capacity of the MoEF and its staff in order for them to be able to develop and implement the Country Investment Plan (CIP) and required Environmental, Forestry and Climate Change related activities. The project intends to deliver short, medium and long-term pilot training programmes for technical capacity building both in-country and abroad.

In the context of the MoEF Support training programme, it is envisaged that up to three National Staff will be attached in FAO for up to three months (March - December 2016). *This would involve mentoring staff in technical work related to investment operations and functional and institutional development by a staff in FAO HQ.*

Objectives of the training at FAO-HQ

The overall objective of the training is to equip the participants with contacts and practical knowledge on tools/techniques to integrate environmental and sustainability concerns into strategic planning (CIP development). It is expected that through mentored activities, training sessions and discussions with leading practitioners in FAO HQ (e.g. Investment Centre, NRC, FOA, ESA, ESP), participants will gain knowledge of topics including climate finance, CIP development, M&E, budgeting etc. to enable them to effectively mainstream climate change and gender issues into all areas of development planning in their respective sectors (Forestry, Climate Change, Environment). Special attention may also be given to developing communication and presentation skills.

This training is result-oriented and the skills, knowledge and experience acquired are directly linked to the successful development, completion and implementation/monitoring of the Bangladesh EFCC CIP. Clear links will be made to the TOR on the "CIP monitoring unit".

Selection criteria and process

Participants should preferably be mid-level technical/policy staff, at least 10 years from retirement, in the Ministry/Agency and they should commit to support the EFCC CIP for at least 1 year. Tentatively, candidates will be selected from:

- MoEF (1 candidate)
- Forestry Department (1 candidate)
- Department of Environment (1 candidate)

At least one of the three candidates should be female.

Candidates that meet the above requirements will be selected on the basis of the qualifications, technical skills, and motivation. Candidates will be asked to submit a letter of intent describing their motivation; their learning objectives, their expectations, and how they plan to implement their learnings once back in Bangladesh. They should express their willingness to fill out evaluation during their stay in Rome and following their return. They will also indicate the timing of their availability.

Once selected, participants should be able to provide a letter from the head of the Ministry/agency stating that every effort will be made to ensure their engagement in CIP development, coordination and monitoring for one year after their return.

In addition, to assess the participants' understanding of a country investment plan in the EFCC sectors the selected trainees are requested to prepare a **short (max 3-4 pages) technical paper**. The paper will help participants to reflect on their understanding of the current status of CIP in their country, including:

- Their understanding of how the CIP will help Bangladesh
- Description of their areas of work and how this relates to the development of the CIP;
- The process (and technical areas) of CIP planning in which they are involved;
- Their perceived role in this process and/or key contributions they aspire to make and how they see the training to be of help in this;

A panel comprising representatives from the Government of Bangladesh, FAO and USAID will carry out the selection process. The panel will review the applications and interview the candidates. The selection panel will make its recommendation to the Secretary, MoEF for final decision and approval.

Expected learning outcomes

It is expected that participants will return to Bangladesh with:

- A concrete plan of activities that will directly support the development and implementation of the CIP (e.g., integrate a sub-program into the CIP, offer a training, complete an analytical piece (see table 3 below, etc.)
- Improved knowledge of CIP monitoring techniques and processes (e.g., CAADP)
- Advanced knowledge of key investment planning techniques for forestry, environment and climate change sectors
- More confidence to engage at country level with development partners to seize opportunities for collaboration and support for the CIP
- Improved ability to integrate sustainability, gender and climate change into planning and policy aspects of their respective area of work
- Improved ability to train other colleagues on a specific aspect of the CIP that is relevant to their position
- Improved ability to apply communication, analytical and presentation methods and skills

Activities

The three attachments will be in Rome during the period March – December 2016, seeking some partial overlap among their stay, where feasible. It is envisioned that the attachments will be involved in:

1. The development of a specific product with mentoring, as needed; ~ 40-50% of time. Possible topics include:
 - Climate finance and integrating agriculture in NAPs/NDCs (with NRC)¹
 - Forest and biodiversity (with the Forest and Landscape Restoration Mechanism)²
 - Watershed-related ecosystem services (with MAW ESB)³
 - Development of a program/sub-program to be integrated in the EFCC CIP

¹ See: <http://www.fao.org/climate-change/international-finance/en/>; <http://www.fao.org/climate-change/en/>; <http://www.fao.org/climate-change/programmes-and-projects/detail/en/c/328984/>; Julia Wolf, Nicholas Ross, Conrad George, Martin Frick.

² <http://www.fao.org/forestry/flrm/en/>, Doug McGuire.

³ <http://www.fao.org/about/meetings/world-forestry-congress/programme/special-events/water/en/>; Thomas Hofer

- Carry out a technical analysis of a EFCC topic, for example:
 - i. Economic assessment of alternative climate change adaptation options⁴
 - ii. Use of pre-fabricated houses in the recovery of flooded areas
 - iii. An assessment of the linkages between better natural resources/environmental management and vulnerability to climate change
 - iv. NRM and social protection
 - v. Assessing economic trade-offs and sustainability considerations on intensive agriculture/water availability/soil fertility
 - vi. Fuelwood use in brick making: the need for innovative solutions
 - vii. Soil fertility to strengthen climate resilience (benefits of conservation agriculture)
 - viii. Implications of the Right to Information for Environment Law Enforcement and Natural Resource Management
 - ix. Extent of inclusion of environmental issues in land administration reforms
 - Create an on-line training (see Turin – International Training Center at ILO – How to do an online training)
2. Trainings in hard and soft skills⁵ (e.g., CIP monitoring); ~ 20-30% of time
 3. Networking with FAO experts on topics of interest ~ 20% of time
 4. Organizing and making presentations; Visit other Rome-based UN agencies, if of interest ~ 10% of time
 - a. Organization and delivery of a presentation on a relevant topic of interest to a selected number of their colleagues in Bangladesh (video conference)
 - b. Plan to deliver at least two training programs to colleagues back in Dhaka on a relevant topic

On the basis of the participants' learning objectives and expectations for their three month work in FAO, and opportunities in HQ, a more detailed training programme will be prepared jointly with the selected trainees. The training program will allow for some flexibility to reflect individual interests, priorities and adjustments. While in Rome, the trainees will provide weekly updates on activities, learnings, and challenges/questions.

Tentative timeline:

Based on FAO HQ activities and commitments, the following sequencing is proposed:

1. MoEF officer to work on climate change issue (Start in March/April)
2. DoE Officer to work on watershed issue (Start in May/June)
3. FD officer to work on forest/biodiversity issue (Start in September)

Tasks	Timing*	Responsibility*
Seek agreement with PSC/GoB on selection criteria and process	January	PSC
Identification of Resources persons in FAO	February	Illias, Marco
Identification of candidates and selection of participants (criteria, panel, process)	February/March	PMU and MoEF
Spend at least one week with PMU to become familiar with tasks and challenges (pre-evaluation)		PMU/Marco
Design of core training programme (see annex 2) and materials (to be developed on the basis of what the persons would like to learn in FAO/ needs-assessment) ⁶	March	Marco, Illias

⁴ <http://www.fao.org/in-action/micca/en/>.

⁵ Participate in 3-6 trainings (in person and on-line), with mentoring from FAO staff. Training could include hard skills (e.g., CIP M&E, investment planning, project formulation, etc.) and soft skills (facilitation, communication, coaching, negotiation, management, etc.), depending on availability and interest). See annex 1.

Drafting of schedule/programme with participants	March	Marco, Illias
Organization of logistics (space, mentors, etc.)	March	Marco, Illias
Travel of first attachment	By end of March/early April	
In Rome (see also annex 2) <ul style="list-style-type: none"> • Adjustment of schedule and program • Delivery of on the job training • Joint definition of follow up activities once back in Dhaka • Final assessment of experience 		Illias as coordinator
Back in Dhaka (see also annex 2) <ul style="list-style-type: none"> • Presentation of experience to FAO and colleagues • two weeks in direct support of PMU (post-evaluation) • Implementation of activities planned 		

Annex 1. Map of relevant training material available through FAO and/or partners

Topic	Trainings available (see links in Stocktaking Inventory, Excel file attached)	Resource people (possible)	Dates available
Investment planning and operations (RF, LFA, etc)	RURALINvest CDPIP World Bank IFAD	Jacques/Gunther/TCI/Forestry staff	tbd
Results Based Management	IFAD CDPIP RBPCM	Jacques, Alberto, Cecilia, Gunther	tbd
Monitoring and Evaluation	RBPCM CDPIP IFAD	Alberto, Jacques, Marco	tbd
Climate Change	NCCPMW FAO NEPAD ADB	Marco, FAO staff, Olivera	tbd
Technical Sector Analysis, Forestry, Environment	FAO	Marco and colleagues	tbd
Cross cutting issues, gender, institutions	FAO IFAD	Sisto	tbd
Training of Trainers skills, facilitation, leadership/influence, coaching, management, communication	With OCP CDPIP	Marco/Sally/Cecilia/ Jacques/Gunther	tbd
Policy and Institutional Analysis	FAO MAFAP	Matta, Jean	tbd

⁶ Inventory of On-line training materials (CDPIP, RBPCM, Rural Invest, IFAD, UN, Bioversity, World Bank, UNREDD, etc.)

Annex 2: Zero draft program

DATE	Proposed Activities	Facilitator	Remarks
WEEK 1-2	In Dhaka: Orientation in the PMU to become familiar with tasks and challenges/ finalizing the details of attachment.		
WEEK 3-4	In Rome: Fine tuning of program/ discussion on available training materials/options Introduction to FAO Definition on area of focus for stay at HQ	Illias	Introductory sessions/discussions etc.
WEEK 5-6	Start with mentored self-guided work First training session e.g. RBM, ME, Planning, costing, RF etc Interviewing selected FAO staff in Forestry/ TCI/ESA etc. (questions to be elaborated) Networking with aim to get understanding of different approaches to focus area Participation at seminars like Climate change study circle	Resource persons	PPT presentations if required
WEEK 7-8	Self-guided work (continued) About one training session on hard or soft skills per week Continued networking, meeting with FAO experts and participation at training events, depending on availability Finalization of sub-programme (RF, LF, Activities, M&E plan, etc.), video conference/ presentation Document finalization, Presentation in FAO/	Resource persons	
Week 9-12	In Dhaka. Attachment in PMU to share knowledge, training colleagues, evaluation etc.	Marco	Concrete outputs

Application Form

1. Full name:									
2. Current position:									
3. Organization:									
4. Valid e-mail address:									
5. Mobile number:					Other contact number				
6. LANGUAGE SKILLS	READ		WRITE		SPEAK		UNDERSTAND		
	Easily	Not Easily	Easily	Not Easily	Easily	Not Easily	Easily	Not Easily	
ENGLISH	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BANGLA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7. If available (this is not mandatory, but will supplement your application), please share the results of your IELTS and/or TOEFL exam, including the date of the exam (s).

8. **COMPETENCE.** List here the specific competencies and skills you have that are relevant to investment programming/ project and programme design.

Competencies

Skills

9. **EDUCATION.** Give full details – N.B. Please give exact titles of degrees in original language. Please do not translate or equate to other degrees.

A. University or equivalent

NAME, PLACE AND COUNTRY Please give complete address	ATTENDED FROM/TO		DEGREES and ACADEMIC DISTINCTIONS OBTAINED	MAIN COURSE OF STUDY
	Month/Year	Month/Year		

B. SCHOOLS OR OTHER FORMAL TRAINING OR EDUCATION FROM AGE 14 (e.g., high school, technical school or apprenticeship)

NAME, PLACE AND COUNTRY Please give complete address	TYPE	YEARS ATTENDED		CERTIFICATES OR DIPLOMAS OBTAINED
		FROM	TO	

10. **EMPLOYMENT RECORD:** Starting with your present post, list in REVERSE ORDER every employment you have had. Use a separate block for each post.

A. PRESENT POST (LAST POST, IF NOT PRESENTLY IN EMPLOYMENT)

FROM	TO	EXACT TITLE OF YOUR POST: Senior Assistant Chief
MONTH/YEAR	MONTH/YEAR	

NAME OF EMPLOYER: _____ TYPE OF BUSINESS: _____

ADDRESS OF EMPLOYER: _____ NAME OF SUPERVISOR: _____

		NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU:	REASON FOR LEAVING
DESCRIPTION OF YOUR DUTIES (with a focus on the ones related to investment project design) (max 150 words)			
DESCRIPTION OF THE RESULTS ACHIEVED (max 150 words):			
B. PREVIOUS POSTS (IN REVERSE ORDER)			
FROM	TO	EXACT TITLE OF YOUR POST:	
MONTH/YEAR	MONTH/YEAR		
NAME OF EMPLOYER:		TYPE OF BUSINESS:	
ADDRESS OF EMPLOYER:		NAME OF SUPERVISOR:	
		NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU:	REASON FOR LEAVING
DESCRIPTION OF YOUR DUTIES AND RESULTS ACHIEVED(max 150 words)			
FROM	TO	EXACT TITLE OF YOUR POST:	
MONTH/YEAR	MONTH/YEAR		
NAME OF EMPLOYER:		TYPE OF BUSINESS:	
ADDRESS OF EMPLOYER:		NAME OF SUPERVISOR:	
		NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU:	REASON FOR LEAVING
DESCRIPTION OF YOUR DUTIES AND RESULTS ACHIEVED(max 150 words)			
11. Why are you applying for this training? (maximum 250 words)			
12. Please provide an explanation of how you intend to apply what you learned during this training upon return to your position. Please be specific (maximum 500 words)			
13. Final declaration and signatures (this section needs to be scanned and sent via e-mail together with the application form to Mahboob.Khuda@fao.org or the original has to be sent via mail to FAO Representation in Bangladesh, House 37, Road 8, Dhanmondi R.A., Dhaka 1207)			
I certify that the statements made by me are true and correct to the best of my knowledge and belief. I understand that any false statements or any required information withheld from this form may provide grounds for			

the withdrawal of any offer of scholarship.

Date: _____

Candidate's Signature: _____

Recommendation by the Supervisor:

Full name:

Function
(Signature)

Writing Sample

Submitted by:

Letter of intent

Name: _____

Designation/position: _____

Place of work: _____

Part 1: Letter of intent

1. Please describe your motivation to participate in this learning opportunity (as described in the attached concept note)
2. What are your main learning objectives?
3. From a job/professional perspective, what outcomes do you seek from participating in this learning opportunity?
4. How do you plan to bring your new knowledge and experience back to your position in Bangladesh?

Part 2: Areas of interest

5. Please provide a list of topics related to investment planning that you are interested in learning more about during your experience. Once you have made the list – please rank them in order of interest.

Part 3: Your involvement in investment planning for the environment, forests and climate change

Please describe succinctly (max 4 pages):

6. Your areas of work and how these relate to the development and coordination/monitoring of the Country Investment Plan;

7. The process (and technical areas) of CIP planning in which they are currently involved;

8. Your perceived role in this process, key contributions you aspire to make, and how you see the training to be of help in this;