



# Research, Training and Management (RTM) International

RTM Complex, 581, Shewrapara, Mirpur, Dhaka 1216, Bangladesh

Tel.: 8034814 (Hunting), Fax: 8034638, E-mail: rtm@rtm-international.org

## TERMS OF REFERENCE (ToR) for Individual Consultant

For

Conducting training on Monitoring and Reporting (tools development, data management, standard reporting, case story writing etc.) for Research, training and Management International (RTMI) Staff

### 1. GENERAL INFORMATION

<b>Post Title:</b>	Local/National Individual Consultant
<b>Duty Station:</b>	Dhaka and Cox's Bazar, Bangladesh
<b>Duration:</b>	6 Working days (within 15 March 2024 – 15 May 2024)

### 2. BACKGROUND / PROJECT DESCRIPTION

Research, Training and Management (RTM) International is a non-profit resource organization based in Dhaka, Bangladesh and has been providing high quality technical and professional support to government, private sector organizations and development partners in Bangladesh for the management, technical assistance, capacity building and research and evaluation including design, survey and evaluation of program initiatives.

RTM International is implementing the project 'To enhance advocacy and leadership capacities to promote gender, women's empowerment, GBV and social cohesion for Rohingya women and women-led organizations with the financial support from UN Women. RTM International aims to enhance the skills, knowledge, and competencies of its staffs both in HQ and Field Office across various approved thematic areas under this project. RTMI is going to employ a Consultant for a particular period as specified below.

### 3. FUNCTIONS/DUTIES TO BE PERFORMED BY THE CONSULTANTS

Under the direct supervision of the Executive Director of RTMI and with financial support from UN Women, the consultant is expected to undertake the following tasks:

- Prepare Training agenda and materials;
- Conduct training on Monitoring and Reporting (tools development, data management, standard reporting, case story writing etc.);
- Customizing training content to meet the specific needs and context of RTM International;
- Ensure training sessions are engaging, informative and aligned with adult learning principles; and
- Report Submission.

### 4. DELIVERABLES

- Training agenda, training plan, materials, lesson learned documents with recommendation and other relevant follow up
- Submission of training completion report



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## 5. PAYMENT

- After submission of final report with all the deliverables.

## 6. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

The Consultant will report to the Executive Director of RTMI.

## 7. QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONSULTANT

### Mandatory:

- Minimum Master's degree in a relevant field, such as International Development, Public Policy, Economics, Social Sciences, Statistics, or a related discipline;
- At least five years' work experience in Monitoring, Evaluation and Reporting;
- Proven expertise and experience in the respective training topics;
- Experience to conduct training on Monitoring and Reporting;
- Demonstrated ability to design and deliver effective training programs;
- Strong understanding of the humanitarian and development sectors;
- Excellent communication and facilitation skills;
- Ability to adapt training content to different audiences and contexts;
- Experience with self-assessment processes will be an advantage;
- Excellent writing skills in English.

### Competencies:

Ability to think strategically, develop initiatives as well as to provide innovative solutions and advice through learning.

### Language:

Strong spoken and written competence (Both Bangla & English)

## 8. CONFIDENTIALITY AND PROPRIETARY INTERESTS

The Individual Consultant shall not either during the term or after termination of the assignment, disclose or authorize the disclosure of any proprietary or information related to the consultancy service without prior written consent. Proprietary interests on all materials and documents prepared by the consultants under the assignment shall become and remain the property of RTMI.

## 9. How to apply

Interested and capable candidates should send their application documents to: [recruitment@rtm-international.org](mailto:recruitment@rtm-international.org) before or on **10th March 2024**.

The email subject line should read **"Consultant to conduct training on Monitoring and Reporting"**. Only relevant professional credentials should be attached with the application.