



Curriculum Vitae

NAME : **MD. RAKIB HOSSAIN, ndc**

IDENTITY (CURRENT) : Capacity Development and Training Coordination Expert
Capacity Development Resource Center (CDRC)
Asian Development Bank-Bangladesh Resident Mission

IDENTITY (Past in the Government) : Secretary (Retired) to the Government of Bangladesh
& Former Rector,
Bangladesh Public Administration Training Centre (BPATC)

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2. AREA OF EXPERIENCE

- Enabling organizations in Human Resources Development, Capacity Building & Training.
- Analyzing and assisting to develop policies on institutional streamlining, organizational structuring, capacity building and training both in country and global context.
- Leading the organization in managing and coordinating capacity development programs like organizing training, workshops, seminar, webinar, conferences etc.
- Guiding authority in training effectiveness context through progress-monitoring and evaluation of implemented programs.
- Evaluating of the training courses, and review & updating it for further efficacy in the line of country's development plans.
- Developing, guiding and supervising regular & core initiatives to produce knowledge documents for action research and policy implementation.
- Initiating of collaborative program with universities/institutions in research and training both at home and abroad.
- Guiding in preparation and validation of training curriculum; scrutinizing syllabus for particular programs/courses with the assistance of sector-experts, if necessary and also the implementation of the same to the befitting training programs/courses.
- Conducting Training Need Assessment (TNA) to develop & assist effective, focused and need based capacity development program; and developing 'Yearly Training Calendar' for effective and sustainable training management.
- Strengthening organizations/programs through career consultation and guidance.

3. WORK EXPERIENCE (SERVICE LENGTH): TOTAL 37 Years

- Worked as National Training Coordinator (from 16 November 2022 to 30 April 2024 in a regular position) and **Capacity Development and Training Coordination Expert** (from 1 May 2024 to till-to date with an *intermittent position*; contract end on 30 November 2025) of Capacity Development Resources Center (CDRC) of Asian Development Bank- Bangladesh Resident Mission (ADB-BRM).
- Worked as Independent Consultant (**Development Specialist**) with Ministry of Women and Children Affairs (with Joyeeta Foundation) from 16 May, 2022 to 30, October, 2022.
- Worked with Information Communication and Technology (ICT) Division as Independent Consultant (**Institutional/Organizational Specialist**) of Bangladesh Data Centre Company Limited (BDCCL) from 1 February 2022 to October 2022.
- Completed a consultancy work with Ministry of Women and Children Affairs (MSPVAW project financed by Denmark Government) as **Institutional/Organizational Specialist** from October 2021 to May 2022.
- Worked as Rector (**Secretary to the Government**), Bangladesh Public Administration Training Centre (BPATC) from August 2019 to May 2021.
- Worked as **Additional Secretary (Career Planning and Training-CPT)** in the Ministry of Public Administration (MoPA) from May 2016 to July 2019.
- Worked as Additional Secretary (**Planning and Renewable Energy**) in Power Division under Ministry of Power, Energy and Mineral Resources from February 2016 to May 2016.
- Worked as **Director-Commercial** (Joint Secretary) in Bangladesh Parjatan (Tourism) Corporation from November 2012 till January 2015.
- Worked as Joint Secretary (Field Administration) in the Ministry of Public Administration (MoPA) from February 2012 to November 2012.
- Worked as Deputy Secretary (Field Administration) in the Ministry of Public Administration (MoPA) from June 2010 to February 2012.
- Worked as Deputy Secretary (Development & JRC) in the Ministry of Water Resources from September 2006 to June 2010.
- Worked as Senior Assistant Secretary (Development) in the Ministry of Women and Children Affairs from November 2002 to January 2006.

- Worked as Senior Assistant Secretary (Institutions) in the Ministry of Social Welfare from June 2002-November 2002.
- Worked (on Lien) as Senior Development Officer/Senior Program Officer in Australian Agency for International Development (**AusAID**), Australian Embassy in Dhaka from **26 May 1997 to 25 May 2002**.
- Worked as Assistant Secretary/Senior Assistant Secretary in External Resources Division/Economic Relations Division (**ERD**) from 15 February 1988 to 25 May 1997.

4. WORK EXPERIENCE (AREA OF WORK)

Consultancies; and Working in Development Agency/Partners:

- **Asian Development Bank-Bangladesh Resident Mission (ADB-BRM):** Currently I have been engaged in a consultancy with ADB-BRM as **Capacity Development and Training Coordination Expert** for the Capacity Development Resource Center (CDRC), a new window of BRM to facilitate government officials with all its training and capacity development endeavors. I have been assigned to play key roles in achieving the following milestone results:
 - Conducted two **Training Needs Assessment (TNA)** in 2023 and 2024 consecutively. Training has been pursued from January 2023; and regular programs are implemented by CDRC team focusing the recommendation of TNA.
 - Developed a BRM Annual Training Calendar (ATC)-2023, ATC-2024 and ATC-2025.
 - Developed an Indicative Action Plan for 2024 to 2026 in pinpointing the activities of CDRC for proper management of the program and budget.
 - Played a crucial role to make the government, particularly ERD to take on board with ADB-CDRC and its continuation in government's capacity building endeavors.
 - Coordinated the implementation of capacity development **training courses** under twinning arrangement held at the National Academy for Planning and Development (**NAPD**) in 2024 and on-going training program for **2025**.
 - Assisted BRM Sector colleagues from CDRC side in organizing training/workshops/seminars in the areas of gender, climate change, social safeguard, environmental safeguard, occupational safety, disbursement, and procurement and so on following Annual Training calendar (ATC).
 - Assisted Sectoral colleagues in facilitating overseas training/workshops/seminars for government officials organized by ADB HQ and others.

- Liaised with ERD and also with line ministries for collecting nomination, and subsequent process of overseas training/workshops/seminars for government officials organized at ADB HQ and other places.
 - Assisted CDRC Team in Technical Assistance (TA) Mission and Mid-Term Review Mission (MTR) to make related meeting/liaison/Report/Aide Memoire with the government counterparts.
 - Initiated to sign Agreement/MOUs with strategic and collaboration partners (government and non-government) for providing support for other thematic trainings.
 - Assisted team to establish twinning arrangement with the frontier institutions, universities, think-tanks both in Bangladesh and abroad, particularly with Harvard University of USA, UN University in Japan, Civil Service College, Singapore, and so on.
- **Ministry of Women and Children Affairs (MoWCA):** Completed a consultancy as Independent Consultant (Development Specialist) from 16 May, 2022 to 30, October, 2022 for “Designing and Developing for Partnership Approach for Working with Women Entrepreneur Associations (WEAs) and Individual Women Entrepreneurs (IWEs)” for **Joyeeta Foundation (JF)**- a ‘*Women Entrepreneurship Development Window*’ of MoWCA.
 - The consultancy identifies that present modality of doing business ought to be remodeled in achieving the objectives of JF that has been set for women entrepreneurship development. Under this consultancy, a new partnership business approach for JF with WEAs and IWEs and its operation roadmap has been **modeled** for its all current and future entrepreneurial installations.
 - **Information Communication and Technology (ICT) Division:** Completed a Consultancy as Institutional/Organizational Specialist from 1 February 2022 to October 2022 with ICT Division for its specialist 4-tier Data Centre named Bangladesh Data Centre Company Limited (BDCCL) which was established with the assistance of Chinese government. This consultancy **contributed** to the institutional innovation/support in public sector enterprises. The outcome of the consultancy includes:
 - preparation of a realistic Organogram for all professional/employees;
 - Preparation of Recruitment and Service Rules; and
 - Capacity Development & Training Policy; and
 - Policy on Incentive, Welfare and Remuneration Packages.
 - **Ministry of Women and Children Affairs (MoWCA):** Completed a consultancy with Ministry of Women and Children Affairs under Denmark Government finance from October 2021 to May 2022 in Human Resources Management and integration of the Multi-sectoral Program on Violence Against Women (MSPVAW) project to revenue set

up. The assignment contributed in considering the importance of integration of MSPVAW as NCGA, a new wing of DWA which has been seen a **major success** through this independent consultancy. The outcome of the Consultancy includes:

- Developed an Organogram with creation of new Wing named **National Centre for Gender Affairs (NCGA)** under the Department of Women Affairs (DWA).
- Prepared a draft Recruitment/Subsidiary Recruitment Rule and obtained Government **sanction on** vital posts (other posts are being processed phase wise)
- **Australian Agency for International Development (AusAID):** Worked as Senior Development Officer/Senior Program Officer with a responsibility to deal with the matter related to food aid, education, disaster and flood management, refugee issue, environmental management, women & gender issue and so on. The worked involved with the Economic Relations Division (ERD) and Ministry of Foreign Affair (MOFA) directly, and as well bilaterally with the ministries concerned such as Ministry of Finance, Ministry of Education, Ministry of Health and Family Welfare, Ministry of Food etc.
 - The five-year long assignment was covered both government and non-government organizations/NGOs, civil societies, other foreign development partners through Local Consultative Groups (LCGs), Local Government, District Administration, and also grass root people through Small Scale Funding. Participated actively in the LCG (Food), LCG (Environment) and LCG (Water) and LCG (Governance) and as well attended regular weekly meeting with UNHCR on the issue of Rohingya refugee repatriation and rehabilitation.
 - The notable tasks achieved during the tenure are co-funding to UNICEF assisted education project (**IDEAL Project**), WFP assisted program on assistance to Chittagong Hill Tracts immediate to signing of Peace Accord on 2 December 1997, rehabilitation issue of Rohingya refugees; formulation and initial funding to Comprehensive Disaster Management Program (CDMP), management assistance to flood emergency of 1998 flood and so on.

Public Sectors:

1) Bangladesh Public Administration Training Centre (BPATC):

- a) Performed as Rector (Secretary to the Government) for all academic (both training and research) activities and looked after all administrative and development works. The compulsory trainings such as Foundation Training Course (FTC) for the entry level officials of all BCS cadres; Advance Course on Administration and Development (ACAD) for Deputy Secretaries, Senior Staff Course (SSC) for Joint Secretaries, Policy Planning and Management Course (PPMC) for Additional Secretaries; and Policy

Dialogue for Secretaries/Senior Secretaries are being conducted by BPATC where Rector plays the following lead roles:

- i) to guide the faculties in preparation and validation of training curriculum; scrutinizing syllabus for particular courses and implementation the same to the concerned training courses.
 - ii) to evaluate all completed training courses and to review it for further efficacy according to country's need and global context.
 - iii) to give leadership in coordinating all trainings held at BPATC and its affiliated institutions; and
 - iv) to initiated the collaborative program with universities/institution in research and training both at home and abroad.
- b) Supervised the key research work taken by the faculties; and overseen all research projects/initiatives run by Research and Consultancy (R&C) Wing. The notable research projects are in the area of Governance, SGD implementation, Climate Change, Effectiveness of Training, Education (Policy) and so on. These endeavored a number of '**knowledge documents**' for future academic and policy implementation. Further, played vital role to lead to organize International Conference on Public Administration and Development (ICPD) particularly the 7th ICPD) held on 5-7 February 2020 that was applauded for the physical presence of adequate number of international participants/scholars.

2) Ministry of Public Administration (MoPA):

a) **Additional Secretary in the Career Planning and Training (CPT) Wing:** The notable tasks attained:

- Organize all core training conducted by BPATC, BIAM, BCSAA, NAPD etc. including the foreign part of training like FTC, ACAD, PPMC.
- Signing MOUs with foreign universities/Institutions of Australia, USA, China, South Korea, Hongkong, India, Thailand. And also visited (attended) various foreign universities/institutions for consultation/negotiation in conducting training program in their Institutions/Universities.
- Formulation of Career Planning Policy, updating of Public Administration Training Policy (PATP) and matters related to National Training Council (NTC),
- Training and career record management through Public Administration Computer Centre (PACC).

b) Performed the responsibility of **Project Director** of "**Strengthening Government through Capacity Development of the BCS Cadre Officials Project**" that provided Master's level overseas scholarships for the BCS officials. The project also accommodates short-term foreign training for the cadre officials to the reputed

USA (including Harvard University, Duke University) and Australian universities (Macquarie University, Deakin University, Central Queensland University etc.)

3) Power Division: Persuaded as Additional Secretary (Planning and Renewable Energy) to achieve the better implementation of all development projects in order to maximize power production, expansion of renewable energy sources, capacity building of transmission, and increase efficiency of distribution of electricity. The notable footprints are:

- Performed the responsibility of Chair of Joint Working Group (JWG) with India on Renewable Energy;
- Launched Power Sector Master Plan (PSMP) with JICA.
- Regularly involved in administering HRM in Power Development Board (PDB), REB, DESCO, DESA and other power generation Companies;
- Performed as a Board Member of DESA and involved in the training program of PDB, DESCO, DESA etc.

4) Ministry of Water Resources: Persuaded all development projects as Deputy Secretary (Development) and as well, responsible for Joint River Commission (JRC) with India. The notable footprints are:

- Involved regularly in administering and organizing seminar, symposium and workshop related to trans-boundary water issues, impact of environment on flood, cyclone, drought, and climate change organized by Centre for Environmental and Geographic Information Services (CEGIS), Institute of Water Modelling (IWM), Water Resources Planning Organization (WARPO), Bangladesh Water Development Board (BWDB) etc.
- Involved in Twinning Mission with Netherlands Water Board and BWDB in mutual action research and policy consultation. Gained a vast experience in visiting all important water structure of Netherlands and Malaysia; and participated a program in the International Institute of Social Studies (ISS) at The Hague.
- Worked with the JRC technical team both in Bangladesh and India including a noteworthy participation in the 37th JRC Meeting held in New Delhi in 2010 as delegation's focal officer.
- Participated in different inquiry and inspection team/committee such as water sur-charge review team on Teesta Barrage irrigation catchment, and a counter-environmental study on Indian river-interlinked project and so on.

5) Ministry of Women and Children Affairs (MoWCA):

Worked as Senior Assistant Secretary (Development) that contributed to the activities related to Department of Women Affairs (DWA), Jatiyo Mohila Sangstha (JMS) and Bangladesh Shishu Academy (BSA) and contributed in implementation of UN-CEDAW, CRC, Beijing PFA and other issues related to women and children. As well, involved in

administering HRM in DWA, JMS, BSA. Performed as Deputy Project Director of the Project named “**Multi-Sectoral Program on Violence against Women (MSP-VAW)**”.

- The notable achievement of the implementation during that period were implementation mechanism of One Stop Crises Centre (OCC) in Dhaka, establishment of OCC in Rajshahi, DNA lab in DMCH etc. and also a number of **policy documents** developed on women empowerment and VAW.

6) Economic Relations Division: Worked in Economic Relations Division (ERD) in two terms as Senior Assistant Secretary and involved in

- negotiating and signing of agreement for foreign assistance (both grants/loans and technical assistance) with development partners like UN agencies and Developed Countries.
 - Preparation of Documents/Brief for and participated in Joint Economic Commission (JEC)/Joint Commission (JC)/High Level Consultation (HLC) with development partners both in Bangladesh and respective country.
 - Organize foreign missions/delegations to Bangladesh and accompanied/guided them in project/site visits to various districts to get effective foreign assistance.
 - Organized inter-ministerial meeting, and as well consultation meeting with counterpart foreign development partners to shape up the negotiation process to get a quick and timely signing of the agreement.
 - Actively involved in and with ERD during both devastating 1988 flood and 1998 flood respectively on relief and rehabilitation program.
- Further, I worked with ERD's Aid Effectiveness project and participated as a member of steering committee from Ministry of Public Administration. **Involved both in preparation of Module and conducting session on Aid effectiveness training program run by Institute of Public Finance (IPF) for the young officials** and also led a delegation to Deakin University with the IPF participants, and also assessed and reported back the academic and logistic strengths of the foreign organizers in order to shape up the foreign part of the training (While I was Additional Secretary, CPT, MoPA).

6. IMPORTANT OVERSEAS TRAINING ATTAINED:

- Senior-level training, Harvard University (Harvard Kennedy School), USA.
- Training on Negotiation, Duke University, USA.
- Capacity Development Program, Wolverhampton University, UK.
- Project Management Course, Nordic Agriculture Academy, Denmark.
- Monitoring and Evaluation Training, AusAID, Australia.
- Change Management, ISS, Netherlands.
- Mid-level Training program, Macquarie University, Australia

- Mid-level Training program, Deakin University, Australia
- Management Training program, Central Queensland University, Australia
- Capacity Development Program, AIT, Thailand

7. EDUCATION QUALIFICATION

- Masters in Strategy and Development Studies (MSDS) from Bangladesh University of Professionals in 2015.
- Master's in Public Administration (MPA) from University of Canberra, Australia in 1993.
- M.Sc. in 1983 and B.Sc. in 1982 from Department of Zoology, University of Dhaka securing the 5th and 2nd position respectively.
- HSC in 1979 and SSC in 1977 from Notre Dame College, Dhaka; and HIA High School, Narayanganj respectively under Dhaka Education Board.

8. KNOWLEDGE DOCUMENTS, RESEARCH & PUBLICATIONS

- Supervisor and Member, Research Team, titled "Organizational Culture and Development in Public and Defense Training Institutions: A Comparative Analysis, 2023, BPATC
- Chief Supervisor/Advisor, Research Team, research title "Administrative Reforms: Past Review and Current Practices in Bangladesh", 2022, BPATC.
- Co-author of the Research titled "Achieving Sustainable Development Goals in Bangladesh: An Organizational Gap Analysis". 2020, BPATC
- Co-author of the Research titled 'Assessing Civil Officers' Knowledge and Capacity on APA, CC, GRS, NIS and RTI to Ensure Good Governance for Better Public Service Delivery in Public Administration in Bangladesh', P4D & BPATC. 2020.
- Advisor of the Research titled "Regulatory and Institutional framework for sustainable use of coastal and marine resources: A Comparative Analysis between Bangladesh and Australia" 2020.
- Supervisor of the Research titled "An assessment of the socio-economic effects of climate change in the tea producing areas of Bangladesh", 2021
- Advisor of the Research titled "Exploring the Training Spectrum: A Case of 60-Hours Long Training in a Year for the Public Servants of Bangladesh" 2021
- Lead Researcher of the Research titled "A study on motivation to transfer of training: A case of Selected Training Organizations", 2021
- Chief Advisor of the Research titled "Are Incentive Packages Promoting Innovation? A Study on Bangladesh Public Administration", 2021
- Guide and supervision of preparing a detailed "Action Plans for implementation of SDG in Narayanganj District", published in 2020 (in Bangla).

ACADEMIC THESIS/RESEARCHS (Unpublished)

- Empowerment of Women in the Process of Development: Problem and Prospects of the Ministry of Women and Children Affairs, Bangladesh University of Professionals

(BUP) & National Defence College, Bangladesh, October 2015. [Thesis of Master of Strategic and Development Studies, MSDS]

- Local Government Reforms in Bangladesh: A Comparison in three Regimes from 1972-1990, University of Canberra, Australia, August 1993. [Thesis of Master's in Public Administration, MPA]
- Studies of Physio-chemical Factors of Water & Growth of *Penaeus Monodon* (Tiger Shrimp), Fabricius, 1798, University of Dhaka, 1983. [Thesis of Master of Science, M.Sc.]

9. Other Contributions

- Organized an International Conference titled “7th International Conference on Public Administration and Development” held on 5-7 February 2020.
- Chairman, BIAM Research Consultancy Board in 2019-2021.
- Editor-in-Chief of Bangladesh Journal of Public Administration, Volume 28, Number 1, Number 2, and Number 3 of 2020.
- Regular session speaker in the training institutions like- BPATC, BCSAA, BIAM, NAPD, ICMH, BARD, RDA, TSC, NATA and so on.

10. Member of Academic, Professional and Social Bodies:

- Dhaka University Alumni Association
- Australian Alumni Association Bangladesh
- JICA Alumni Association Bangladesh
- Dhaka University Zoology Alumni Association
- Notre Dame College Alumni Association
- Bangladesh Administrative Service Association
- Officers' Club Dhaka
- Narayanganj Officers' Forum