



Terms of Reference (ToR)
of
Training & Digital Learning Specialist
for PKSF Training Center (PTC)

1. Background

The Palli Karma-Sahayak Foundation (PKSF), the apex development organization established by the Government of Bangladesh, has been working for more than three decades to achieve inclusive and sustainable poverty reduction through employment generation. PKSF collaborates with more than 200 Partner Organizations (POs) throughout the nation, providing an extensive array of financial and non-financial services to over 20 million members.

In alignment with PKSF's Strategic Plan (2025–2030), focusing on Risk Management, Employment Creation, and Capacity Enhancement—PKSF has developed the PKSF Training Center (PTC) at PKSF Bhaban-2 into a modern, digitally-enabled learning hub. This facility features smart classrooms, multimedia studios, digital content development resources, libraries, and an AI-supported Learning Management System (LMS). PKSF envisions that the PTC will evolve into a Center of Excellence for capacity development, digital learning innovation, and knowledge exchange.

The objective is to modernize PKSF's training ecosystem by integrating an AI-driven Learning Management System (LMS), immersive learning technologies, and open-access digital resources, thereby enhancing PKSF's outreach both nationally and internationally. Furthermore, the Center will facilitate vocational and skills-based training programs, including courses in information technology and caregiving, to assist low-income individuals in accessing employment opportunities that align with the demands of both domestic and international industries.

The PTC will serve PKSF officials, PO staff, practitioners, entrepreneurs, youth, women, rural communities, scholars, and development professionals. To support this transformative agenda, PKSF seeks a highly qualified and forward-thinking Training and Digital Learning Specialist with expertise in instructional design, digital learning systems, pedagogy, capacity development, and institutional strengthening.

2. Name of the Position

Training & Digital Learning Specialist

3. Duty Station

The incumbent will be stationed in Dhaka, with occasional field visits to PKSF's Partner Organizations (POs) and community-level training sites across the country. The role may also require remote collaboration through digital platforms and PKSF's Learning Cloud Network.

4. Employment Duration

This is a contractual position for an initial period of 03 (three) years, subject to annual renewal based on satisfactory performance, achievement of innovation milestones, and measurable impact indicators aligned with PKSF's Strategic Plan 2025–2030.



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5. Roles, Responsibilities, and Key Tasks

A. Strategic and Institutional Development

- Ensure that all training strategies, curricula, and operational plans are aligned with PKSF's **Strategic Plan 2025–2030**, including the pillars of Risk Management, Employment Creation, and Capacity Enhancement.
- Translate PKSF's strategic priorities into actionable training initiatives, capacity development pathways, and digital learning programs.
- Develop a multi-year strategic roadmap to position the PTC as a **Center of Excellence** in training and digital learning.
- Lead institutional development efforts, including the creation of standard operating procedures (SOPs), governance mechanisms, and quality assurance frameworks.
- Prepare annual and multi-year training action plans that directly support PKSF's institutional priorities.
- Build partnerships with national and international training institutes, universities, development organizations (e.g., UNDP, World Bank, ADB), and private sector entities.
- Monitor progress against strategic training targets and provide periodic updates to PKSF senior management, identifying progress, gaps, and strategic implications.
- Ensure that all training programs contribute to sustainable employment generation, institutional resilience, and innovation.
- Work with PKSF program divisions to ensure that project-level training interventions are designed and delivered in alignment with PKSF's broader strategic framework.

B. Training Design and Innovation

- Conduct Training Needs Assessment (TNA) among PKSF officials, PO staff, and other participants to identify competency gaps and emerging learning needs.
- Use TNA results to design competency-based, demand-driven, and future-oriented curricula.
- Integrate modern learning technologies—such as LMS platforms, mobile learning, interactive multimedia, simulations, and AI-enabled tools—into PKSF's training ecosystem.
- Develop blended, hybrid, and fully online learning programs following internationally recognized instructional design standards.
- Create flexible, multi-tiered learning pathways tailored to the needs of diverse audiences, including field personnel, managers, youth, women, entrepreneurs, and grassroots communities.
- Ensure all content is inclusive, culturally appropriate, gender-sensitive, and accessible to underserved groups.
- Continuously refine curricula based on research, learner feedback, and learning analytics.



C. Capacity Building and Facilitation

- Train and mentor PKSF trainers and facilitators in modern pedagogical approaches and digital facilitation techniques.
- Coordinate with PKSF's program divisions to design specialized training packages based on sector needs.
- Conduct Training of Trainers (ToT) programs and maintain a certified pool of high-quality trainers.
- Promote a culture of continuous learning, innovation, and professional development across PKSF and its POs.

D. Monitoring, Evaluation, and Quality Assurance

- Establish a comprehensive training quality assurance framework with measurable indicators and continuous improvement mechanisms.
- Apply recognized evaluation models (e.g., the Kirkpatrick Model) to assess training effectiveness, behavioral change, and on-the-job application.
- Use LMS analytics and data-driven insights to monitor learner engagement, course completion, and skill acquisition.
- Prepare periodic evaluation reports with evidence-based recommendations for management decision-making.

E. Knowledge Management and Research

- Document and disseminate best practices, case studies, research insights, and success stories from PKSF's capacity development initiatives.
- Develop digital learning resources such as toolkits, microlearning modules, video tutorials, and applied research outputs.
- Design and implement pilot initiatives in blended (class room & online) and AI-enabled learning.
- Ensure optimal utilization of training resources and disseminate research findings and learning analytics.
- Represent PKSF in national and international capacity development networks and knowledge-sharing events.

F. Financial and Business Operations

- Develop and implement a business plan for the PKSF Training Center to ensure that all regular, special, and digital training operate at least at the breakeven level, without operational loss, and in compliance with PKSF's financial policies;
- Prepare and periodically update the approved course fee and service charge structure for PKSF officials, POs, and external clients, ensuring full cost coverage of trainer fees, logistics, ICT/digital platforms, and facility use.
- Conduct course-wise costing, demand forecasting, and breakeven analysis before launching training programs.



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- Prepare financial and utilization reports—covering cost recovery, facility usage, and LMS analytics—and recommend strategies for efficiency and sustainability.

6. Academic Qualifications

- Candidates must hold a Master's degree in a relevant field, such as Curriculum and Instructional Technology, Educational Technology, Development Studies, Business Administration, Economics, or a related discipline, from a recognized university. Additionally, they should have achieved at least two First Divisions/Classes or an equivalent CGPA throughout their academic career.
- Having 3rd Division/Class or equivalent CGPA in any examination will incur ineligibility.
- First Class (or equivalent CGPA) will be determined based on the candidate's regular academic degrees (considering the first four degrees only).
- A Ph.D. or professional certification in Training, Instructional Design, Organizational Learning, Digital Education, or Educational Technology is an advantage.

7. Experience & Required Skills

❖ Required Experience and Skills:

- At least 15 years of progressively responsible experience in training, digital learning, capacity development, or instructional design, including a minimum of 7 to 10 years of leadership experience in reputable national or international organizations.
- Experience in adult learning, instructional design, and modern training methodologies is mandatory.
- Strong proficiency with digital learning platforms (e.g., LMS, Moodle, MS Teams, Zoom) and familiarity with e-learning authoring tools.

(Please Provide detailed information while submitting application)

❖ Preferred Skills and Competencies

- Experience in blended, digital, and AI-enabled learning program design.
- Ability to manage large-scale training operations, including budgeting, planning, and staffing.
- Experience working with donors, development partners, or public institutions.
- Strong analytical skills using AI tools, behavioral insights, and learning analytics.
- Excellent leadership, communication, facilitation, and interpersonal skills.
- High proficiency in Bangla and English with strong documentation and reporting skills.
- Commitment to inclusivity, gender equity, accessibility, and ethical standards.

8. Age Limit

The candidate must be 45+ years of age on the last date of application. Exceptionally qualified candidates outside this range may be considered.

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9. Salary and Other Benefits

- The monthly consolidated salary is BDT 2,60,000/- (Two Lakh Sixty Thousand)
- Other admissible benefits including annual salary increment, festival allowance, Bangla Noboborsho allowance, mobile allowance, group insurance, Severance Allowance, etc. will be provided as per the policy of PKSF.
- The salary and other admissible benefits are inclusive of all taxes imposed by the Government of Bangladesh. All applicable taxes will be deducted at source in accordance with government rules.

PKSF is an equal opportunity employer committed to recruiting the most qualified individuals without discrimination based on race, religion, gender, disability, or any other legally protected characteristic.

3. Salary and Other Benefits

- The monthly standard salary will be fixed at 25,000 Tk.
- Once adjustable family dependent salary will be fixed according to the family size.
- No hospital allowance, medical allowance, travel allowance, telephone allowance will be provided as per national tariff.
- The salary and other adjustable benefits are inclusive of all taxes imposed by the Government of Bangladesh. All applicable taxes will be deducted at source in accordance with government rules.

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