

MINUTES OF THE MEETING
BETWEEN
THE KOREA INTERNATIONAL COOPERATION AGENCY OF
THE REPUBLIC OF KOREA
AND
STATISTICS AND INFORMATICS DIVISION,
MINISTRY OF PLANNING OF
THE GOVERNMENT OF THE PEOPLE'S REPUBLIC OF
BANGLADESH
ON THE IMPLEMENTATION OF
MULTI-YEAR CAPACITY DEVELOPMENT PROGRAM

The Korea International Cooperation Agency (hereinafter referred to as "KOICA"), a governmental agency under the Ministry of Foreign Affairs and Trade, was founded in 1991 to implement the government's grant aid and technical cooperation programs. Since its establishment, capacity development programs have been one of its significant aid-delivery schemes to share Korea's development experiences and best practices with partner countries.

In line with its efforts to enhance the effectiveness and efficiency of technical cooperation, KOICA has developed a multi-year capacity development program "Capacity Building and Empowerment Program for Bangladesh Bureau of Statistics" (hereinafter referred to "the Program") to facilitate it, inter alia, to discharge its mandate as stipulated by Statistics Act 2013 and National Strategies for the Development of Statistics (NSDS). The Program will be country demand-driven, tailored to different country circumstances and stages of development. For its successful implementation, KOICA and Statistics and Informatics Division (hereinafter referred to as SID, the entity within the Government of Bangladesh which provides strategic guidance as well as ensures supervision and oversight of the functions of Bangladesh Bureau of Statistics), Ministry of Planning have agreed upon the terms of this Minutes of Meeting as established by the attached terms of reference.

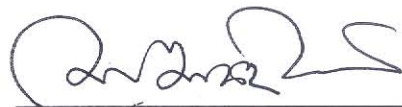
This Minutes of Meeting is intended to create a framework for cooperation between the two sides and is not intended to create any legal obligations under the international law. Cooperative activities under this Minutes of Meeting will be conducted in accordance with the applicable laws, regulations, and procedures of both sides and will be subject to the availability of appropriate funds and personnel on each side.

Signed in duplicate in Bangladesh on the 10th day of July, 2013 in the English language and will come into effect from the date of signing.



Ms. Kim Bok-Hee
Resident Representative

For the Korea International Cooperation
Agency
of the Republic of Korea



Md. Azizur Rahman
Additional Secretary

For the Statistics and Informatics
Division (SID)
Ministry of Planning
of The People's Republic of
Bangladesh

Attachment: Annex 1. Terms of Reference (TOR)

Annex 2. Process of the Program

Annex 3. Logical Framework

Annex 4. The 1st Year Tentative Course Outline

(Annex 1)

Terms of Reference (TOR)
on the Program Formulation and Implementation of
“Capacity Building and Empowerment Program for Bangladesh Bureau of
Statistics”

1. Outline of the Program

1.1. Title

The Program is titled the “**Capacity Building and Empowerment Program for Bangladesh Bureau of Statistics**”

1.2. Participating Country

The participating country for this program is Bangladesh

1.3. Partner Structure of the Program

1.3.1. Korean Party:

1.3.1.1. Executing Agency: Korea International Cooperation Agency

1.3.1.2. Implementing Agency: Daelim University College

1.3.2. Bangladesh Party:

1.3.2.1. Executing Agency: Statistics and Informatics Division

1.3.2.2. Implementing Agency: Bangladesh Bureau of Statistics

1.4. Objectives

1.4.1. To share knowledge and experiences in Korea’s economic development and foster statistical capacity development in Bangladesh.

1.4.2. To strengthen statistical capacity for establishing accurate economic and social development strategy through improved National Statistical

1.5. Duration of the Program Implementation

The duration of the Program implementation shall be a total of three (3) years from the date when the Program is initiated in 2013 through 2015, while invitation programs for capacity development will be conducted on an annual basis for a couple of weeks or more reflecting the needs for capacity development as specified in the yearly workshop.

1.6. Course Outline of the Training Program for 3 years

1.6.1 Number of Participants

Forty five (45) persons will participate in the three year courses.

1.6.2 Course outline

The course outline of 3 years training is as the following table and the major training agenda will be decided 2 months before implementing each year's program through mutual consultation.

Month / Year	Course Period	Target Group	Focusing Area	Major Training Agenda
October / 2013	14 days	Management & Working Level	Agricultural and Fishery Census	<ul style="list-style-type: none">• Leadership development training for management level• Result-based management and Performance management• Agricultural and Fishery Census<ul style="list-style-type: none">- Research Methods- Sample Design- Survey Methods- Data Analysis- Data Dissemination and Presentation• Action Plan Workshop• For detail training contents, refer to Annex 4. Tentative Course Outline

Month / Year	Course Period	Target Group	Focusing Area	Major Training Agenda
October / 2014	14 days	Management & Working Level	Survey Methodology & Data Processing	<ul style="list-style-type: none"> • Leadership development training for management level • Result-based management and Performance management • Statistical Survey Methodology <ul style="list-style-type: none"> - Sample Design - Geographic Information System - Advance data management - Accessing and Managing Big Data - Time Series Data Analysis and Practice • Action Plan Workshop
October / 2015	14 days	Management & Working Level	Environmental statistics	<ul style="list-style-type: none"> • Leadership development training for management level • Result-based management and Performance management • System of Environmental-Economic Accounting (SEEA) <ul style="list-style-type: none"> - Natural resources accounting (water, energy, land, etc.) - Environmental statistics, indicators and accounting - Green GDP • Action Plan Workshop

1.7. Qualifications of Participants

Training participants should have the following qualifications:

- (a) Holds Bangladesh nationality;
- (b) Be regular officials of SID and BBS; and
- (c) Have experiences in relevant area with Statistics at least 5 years for working level.
- (d) Have 10 years of working experience in the Government office for management level.

In considering the suitability of prospective candidates, KOICA may consider the following:

- (e) Good communication skill in English;

- (f) Basic skill to use computer (MS Office, etc.); and
- (g) General knowledge about statistical field.

KOICA would prefer to select female officials if there is any possibility.

2. Undertakings of the Respective Parties

2.1. KOICA shall:

- 2.1.1. Provide financial support and logistics for the Program participants:
 - 2.1.1.1. A round-trip flight ticket for each participant
 - 2.1.1.2. Accommodations and meals
 - 2.1.1.3. Per diem and other assistance according to KOICA's policy
- 2.1.2. Design and implement the Program to meet capacity developing needs in consideration of general and specific requirements of the partner country.
- 2.1.3. Prepare the detailed yearly program in consultation with the partner country.
- 2.1.4. Give final approval to the list of Program participants through consultation with the partner organizations.

2.2. Statistics and Informatics Division(SID) on behalf of the Government of the People 's Republic of Bangladesh shall:

- 2.2.1. Serve as the focal point of the Program by designating an official as the contact point for consultation and coordination regarding the preparation and implementation of the Program.
- 2.2.2. Offer its full support in selecting qualified participants prior to its commencement.
- 2.2.3. Fully cooperate, in line with the provided "Logical Framework" of the Program, in responding to the policy recommendations and Action Plan submitted by the participants upon the completion of the Program and further cooperates in disseminating the lessons learned from the Program to the government agencies concerned.

2.3. The Participants of the Program shall:

- 2.3.1. Submit the Country Report (Country Case Study) according to the Country Report guidelines prior to its commencement.
- 2.3.2. Take part in the Program activities in a very positive and active manner and abide by KOICA's policy on the Program in order to maximize the results of the Program.
- 2.3.3. Build an "Action Plan" during the Program and submit course improvement recommendations and suggestions to their own organizations after the Program.

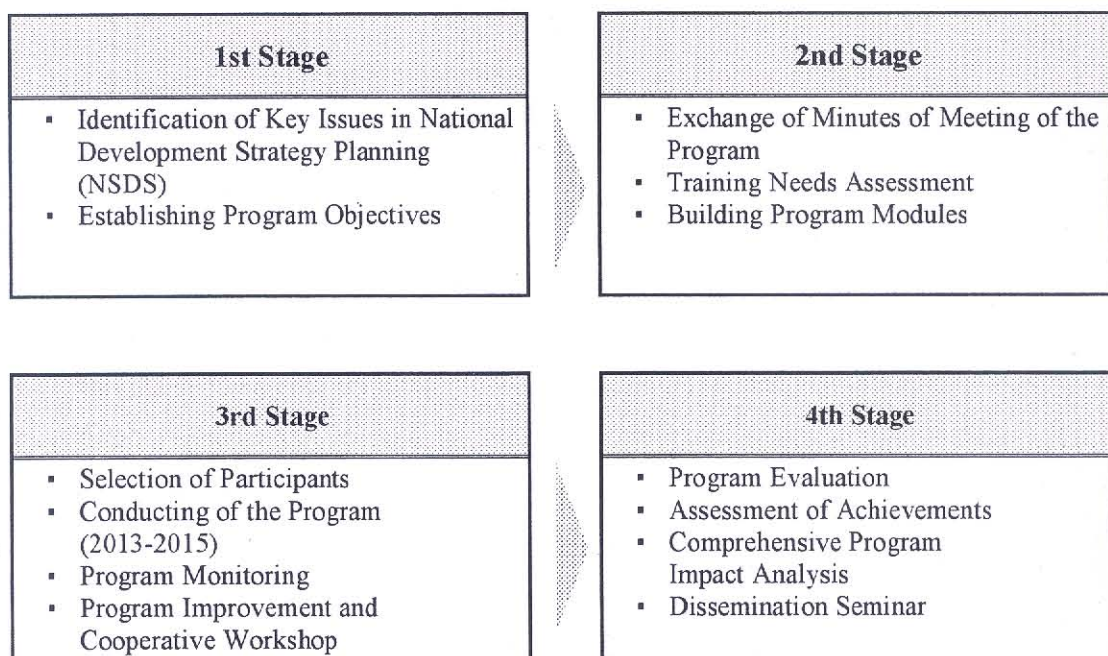
3. Program Monitoring & Evaluation

- 3.1. For Results- based Management of the Program, both sides will cooperate in the monitoring and evaluation of the program, and will conduct a Comprehensive Program Impact Analysis in terms of changes in knowledge, attitudes and practice of the program participants during and after the Program.
- 3.2. It is our sincere request to the Partner Organization (head or supervisor of the participants) monitors and informs KOICA of any behavioral or attitude changes or enhanced motivation towards assignments and work by participants.

4. Terms of Effect

- 4.1. This MM will remain in effect for three (3) years.
- 4.2. This MM may be amended by the mutual consent of the parties concerned.

Process of the Program



(Annex 3)

Logical Framework

☐ Program Title: **Capacity Building and Empowerment Program for Bangladesh Bureau of Statistics**

☐ Period: 2013-2015 (3 years)

☐ Partner Country: Bangladesh

Level	Input	Tools	Output		Measures for Assessment/Evaluation
			Quantitative	Qualitative	
National	<ul style="list-style-type: none"> <Host Country> Budget Consumed Number of Personnel Involved Hours Spent Number of Institutions Involved <Partner Country> Number of Participants Number of Institutions Involved Hours Spent Administrative Support 	<ul style="list-style-type: none"> Program Implementation Lectures Country case studies Action Plans 	<ul style="list-style-type: none"> Affected People by the Dissemination Seminar Degree of Technology Transfer Newly Benchmarked Systems from Korea 	<ul style="list-style-type: none"> Promotion of National Development Plan 	<ul style="list-style-type: none"> Document of National Development Strategic Plan (NSDS) Feedback by the Ministry of Planning
Organizational	<ul style="list-style-type: none"> <Host Country> Number of Programs Number of Experts Dispatched Budget Consumed Hours Spent <ul style="list-style-type: none"> - Planning - Implementation - Evaluation - Follow-Up <Partner Country> Number of Participants Hours Spent <ul style="list-style-type: none"> - Program Participation - Administrative Support 	<ul style="list-style-type: none"> Program Implementation Examination of Action Plan Review of Organizational Performance Strategy 	<ul style="list-style-type: none"> Result-based Organizational Capacity 	<ul style="list-style-type: none"> Better Statistical skills Management Skills 	<ul style="list-style-type: none"> Feedback by local statistical offices. Self-Evaluation by Each Ministry and Government
Individual	<ul style="list-style-type: none"> <Host Country> Hours Spent <Partner Country> Hours Spent for Program Participation 	<ul style="list-style-type: none"> Lectures Experiments Study Visits to Related organizations Meeting with Host Country's stakeholders Exposure to Host Country's Environment 	<ul style="list-style-type: none"> Result-Oriented Managerial Capacity Result-Oriented Personal Competency 	<ul style="list-style-type: none"> Change of Attitude Enhanced Motivation Improved Managerial Competency Absorptive Capacity 	<ul style="list-style-type: none"> Feedback Provided by Supervisors Performance Evaluation Satisfactory Survey of Participants

(Annex 4)

The 1st Year Tentative Course Outline

Course Title	Capacity Building and Empowerment Program for Bangladesh Bureau of Statistics
Course Description	<ul style="list-style-type: none">• For the Management level, this course provides leadership development training for conducting Census and Surveys.• For the working level, this course provides statistical methodology from data collecting to data processing in Fishery, livestock and agriculture statistics.• The course will be composed of lectures, workshop and on-site visit.
Duration	14 days
Prerequisites	<ul style="list-style-type: none">• Good communication skill in English• Basic skill to use computer (MS Office, etc.)• General Knowledge about Statistics field
Qualifications of Trainees	<ul style="list-style-type: none">• Own Bangladesh nationality currently• Be regular officials of SID and BBS• 5 years experiences in Statistics field for working level• 10 years working experience in Government office for management level
Course Contents for Management Level	<ul style="list-style-type: none">• Steps involved in conducting censuses and surveys<ul style="list-style-type: none">- Planning, organizing, staffing, coordinating, budgeting and etc.- Human resource management- Techniques for development of policy related indicators and data requirement to bridge data gaps• Strategy for Socio Economic Development of Korea• Apprehension of immediate future challenges• Result-based and performance-based management capacity building• Contemporary thoughts on statistics and methodologies of Census and Survey along with benchmarked systems of Korea• Other subjects related to leadership development will be covered
Course Contents for Working Level	<ul style="list-style-type: none">• Agricultural and Fishery Census This course will cover Statistical methods from data collection to data dissemination related to the following surveys.<ul style="list-style-type: none">- The farmhouse economy survey- The economic survey- The fishing industry production trends survey- The fishes form tendency survey- The agricultural and stockbreeding products production cost survey- The domestic livestock tendency survey- The agriculture, forestry and fishing industries survey- Other relevant subjects will be covered

*For 2nd and 3rd year's training contents will be decided before implementing each year's training program through mutual consultation.