

# Course Content

## Preparatory course work

Session No	Topic Title	Training hour
<b>P1.01</b>	Basic Statistics & introduction of quantitative tools.	<b>1h</b>
<b>P1.02</b>	Measures of Central Tendency-Mean, Median, Mode, Geometric Mean.	<b>1h</b>
<b>P1.03</b>	Basic concepts of probability and normal distribution.	<b>1h</b>
<b>P1.04</b>	Measures of Dispersion-Range, Mean Deviation, Variance Standard Error	<b>1h</b>
<b>P1.05</b>	Index Number : Types, Techniques and uses	<b>1h</b>
<b>P1.06</b>	Correlation, Regression and their use in social science research	<b>1h</b>
<b>P1.07</b>	Application of straight lines for marginal concepts analysis.	<b>1h</b>
<b>P1.08</b>	Introduction to Differentiation & Integration.	<b>1h</b>
<b>P1.09</b>	Introduction to Statistical Package of Social Sciences (SPSS) & Defining SPSS – Functions, scope and usage of statistical analysis in business, economic and social sciences;	<b>1h</b>
<b>P1.10</b>	Creating and editing data files; Managing data files, Exporting to word and acrobat; Importing Text Files and Spreadsheets Importing data from Excel.	<b>1h</b>
<b>P1.11</b>	Variable Types, Coding Variables, Value Labels, Working with Missing Values, Copying Variable Frameworks	<b>1h</b>
<b>P1.12</b>	Frequencies, bar charts, histograms, percentiles. Measures of central tendency, variability, deviation from normality, size and stability	<b>1h</b>
<b>P1.13</b>	SPSS Syntax Introduction, Report Interpretation	<b>1h</b>
<b>P1.14</b>	Practice on SPSS Syntax Introduction and Report Interpretation	<b>1h</b>
<b>P1.15</b>	SPSS Exercise	<b>2h</b>
<b>P1.15</b>	Research Proposal Writing	<b>2h</b>

## PART –A:

### Module-1: Fundamentals of Economics

#### Objective:

- To understand basic concepts and theories of micro and macro economics;
- To introduce trainees to an understanding of the domain of economics as a social theory;
- To introduce to the main analytical tools which are used in economic analysis;
- To introduce to the main conclusions derived from economic analysis and to develop participants' understanding of their organizational and policy implications

Session Code	Existing Topic	Training hour
1.01	Introduction to Economics: Historical Evolution to the discipline and contemporary issues	2h
<b>Microeconomics</b>		
1.02	The Theory of Consumer Behaviour: rationality, utility, indifference curves, utility maximisation, demand functions, substitution and income effects, substitutes and complements, demand elasticity, consumer surplus.	2h
1.03	The Theory of the Firm: technology and production functions, returns to scale, the law of diminishing marginal return, isoquants and isocost lines, cost functions, profit maximisation, the distinction between the long and the short run, fixed and variable costs, behaviour of the firm in the long and in the short run, the firm's supply function.	2h
1.04	Markets: demand and supply, equilibrium, competitive industry (the competitive firm, entry and exit, short-run and long-run equilibrium, some comparative statistics), monopoly (the firm, monopoly and competitive equilibrium compared), natural monopoly, monopolistic competition (differentiated products, the firm's behaviour, the role of entry), oligopoly (interdependence, game theory, reaction functions).	2h
1.05	Factors Market: demand and supply of labour (utility maximisation and the supply of labour, profit maximization and the demand for labour), monopsony, factors affecting labour market equilibrium (unions, immigration), returns to factors of production, economic rent, the income	2h

<b>Session Code</b>	<b>Existing Topic</b>	<b>Training hour</b>
	distribution, the Gini coefficient and Lorenz curves.	
<b>1.06</b>	Coordination and Welfare: general equilibrium, horizontal and vertical equity, allocative and Pareto efficiency, market failures, externalities, Coase theorem, government interventions, public goods, incidence of a tax.	<b>2h</b>
	<b>Macroeconomics</b>	
<b>1.07</b>	Aggregation: the problem of aggregation, value added and the $NNP=Y$ identity, depreciation, the circular flow of income, real and nominal GDP	<b>2h</b>
<b>1.08</b>	The Goods Market: actual and potential output, consumption, investment, aggregate demand, income determination, equilibrium, the multiplier, consumption and taxation, the government budget, automatic stabilisers (the financing of government), aggregate demand and equilibrium (IS), the multiplier and taxation, the role of fiscal policy, the paradox of thrift, imports and exports, the multiplier in an open economy.	<b>2h</b>
<b>1.09</b>	Money and Banking: the role of money, real balances, the liquidity preference approach and the demand for money (liquid assets), commercial banks and the supply of money (banks and the various multipliers), central banks and monetary control, equilibrium in the money market (LM).	<b>2h</b>
<b>1.10</b>	General Equilibrium: the IS-LM model, monetary and fiscal policies in a closed economy.	<b>2h</b>
<b>1.11</b>	Prices, Inflation and the Phillips Curve: Keynesian and classical assumptions regarding wages and prices, aggregate supply in the long-run and the short-run, the effects of exogenous demand and supply shocks, inflation targeting, the Taylor rule, the quantity theory of money, the Phillips Curve in the long-run and the short-run, stagflation and the role of expectations, costs of inflation	<b>2h</b>
<b>1.12</b>	Unemployment: types of unemployment, voluntary and involuntary unemployment, causes of unemployment, private and social costs, hysteresis	<b>2h</b>
<b>1.13</b>	Exchange Rate Determination and the Money Sector: exchange rate regimes, the balance of payments, the foreign	<b>2h</b>

Session Code	Existing Topic	Training hour
	currency market, capital mobility, the rate of interest and the price of foreign currency, the effects of fiscal and monetary policies under fixed and floating exchange rates with and without capital mobility.	
	Training hour	26h

## Module-2: Development Economics

### Objectives

- To have basic knowledge about economic development;
- To have knowledge on economic development in Bangladesh;
- To acquire knowledge on theories and model of development;
- To understand sustainability of development.

Session Code	Existing Topic	Training hour
2.01	The Meaning of Economic Development: Definitions and Interpretations of Economic Development, Various Dimensions, Key Aspects, Milestones in Development Thinking, Major Debates	2h
2.02	A history of poverty, development and inequality Colonialism and development: The relationship between colonialism and development: impact of various factors on development and poverty reduction in the post-colonial world. Economic growth, inequality and development: The relationship between economic growth, inequality and development. How and why economic growth can reduce or raise inequality; political, economic and social causes and consequences of high levels of inequality.	2h
2.03	Measuring Development: The Challenge, Development Indicators and their Compatibility, The Human Development Index, Some Structural Characteristics of LDCs and DCs	2h
2.04	Cross-country differences and macro models of development: Concept and measurement of economic development and the characteristics of developing countries. Models of economic growth and development including endogenous growth theories and multiple equilibrium models and their potential in explaining income disparities across countries.	2h

Session Code	Existing Topic	Training hour
2.05	The Growth Game: The Economics of Growth: Capital, labour, technology; The historical record: Kuznet's Six Characteristics of Modern Economic Growth	2h
2.06	Classical and Neo-Classical Theories of Growth and Development: Balanced and Unbalanced Growth, Rostow's Stages of Growth, Harrod-Domar Growth Model, The Lewis Theory of Development, The Solow Neoclassical Growth Model, The New Growth Theory	2h
2.07	Alternative Theories: Structural Change and Patterns of Development, The International Dependence Revolution	2h
2.08	Starting Economic Development: Big Push, New Institutional Economics	2h
2.09	Economic Performance of Bangladesh since Independence: Growth strategies and pattern of growth	2h
2.10	Rural Development in Bangladesh: Case study on the Role of LGED, Bangladesh	2h
<b>Training hour</b>		<b>20h</b>

### Module-3: Economy of Bangladesh

#### Objective:

- To understand basic issues in Bangladesh economy;
- To have a working knowledge on the economic history of Bangladesh and recent trends.

Session Code	Existing Topic	Training hour
3.01	Overview of Bangladesh of Economy	2h
3.02	Economic history of Bangladesh Part- I (Mayura, Gupta Empire to 1757) Part- II (1757-1971) Part- III (1971- present day)	4h
3.03	Political and economic thoughts of Bangabandhu	2h
3.04	Monetary & Fiscal Policies: Bangladesh Perspective	2h
3.05	Trade policy of Bangladesh	2h
3.06	Industry and agriculture in Bangladesh	2h
3.07	National Income Accounting	2h
3.08	Understanding the economics of health and education sectors in Bangladesh	2h

Session Code	Existing Topic	Training hour
3.09	Public Private Partnership: Bangladesh Perspective	2h
3.10	Energy and Food Security: Understanding the Links	2h
3.11	Demographic Dividend: Opportunity and Challenges for Bangladesh	2h
	<b>Training hour</b>	<b>24h</b>

#### Module-4: Development planning

##### Objectives:

- To have knowledge on planning process;
- To have knowledge of relation between planning and development.

Session Code	Existing Topic	Training hour
4.01	Planning & Development: Concept, Types & Relationship	2h
4.02	Various approaches to planning including; systems and rational theory, critical theory and Marxism, neo-liberal planning, pragmatism, planners as advocates, modernity and collaborative	2h
4.03	Context, Need and Stakeholder Analysis	2h
4.04	Planning process and legislative framework in Bangladesh	2h
4.05	Role and Responsibilities of Planning Commission, ERD and Line Ministries in Formulation of Plans in Bangladesh.	2h
4.06	Rationale of development Planning and evolution of Planning in Bangladesh	2h
4.07	Development Plans: Short, Medium, Long-term, Central, Indicative Planning and Planning in Mixed Economy	2h
4.08	Local level planning and Integration of UP & UZP Planning.	2h
4.09	Preparation of Annual Development Program (ADP) and Its impact on Development & AMS	4h
4.10	Achievements of Five Year Plans and implementation of the 8th Five Year Plan	2h
	<b>Training hour</b>	<b>22h</b>

### Module-5: Financial Management Objectives:

- To understand the relationship between budgeting, policy, and performance;
- To understand the impacts of Government budgetary decisions; and
- To explore methods of enhancing effectiveness of Government Policy decisions through budget auditing, monitoring and control.

Session Code	Existing Topic	Training hour
5.01	Financial Management in Bangladesh	2h
5.02	Audit and Accounts Rules & Procedures of Bangladesh	2h
5.03	Bangladesh Financial and Treasury Rules	2h
5.04	Preparation of Budget with MTBF	2h
5.05	Fund Release Procedure	2h
5.06	Delegation of Financial Power of Development Project	2h
5.07	Budgeting in Bangladesh: Various aspects, Ibas++, BACS (Budget Accounting Classification System)	2h
	<b>Training hour</b>	<b>14h</b>

### Module-6 :International Economic Relations of Bangladesh Objectives:

- To understand external economy of Bangladesh from the perspective of Economic Globalization and regional economic integration;
- Understand the international policy framework for economic development and external economic relations.

Session Code	Existing Topic	Training hour
6.01	Understanding the link between the development of the international economy and the growth of national economies: The International Relations and Development (IRD) perspective	2h
6.02	Economic Globalization and Bangladesh	2h
6.03	Regional Economic Relations: SAARC, ASEAN, BIMSTEC and other actors	2h
6.04	International Policy Framework for Economic Development	2h

Session Code	Existing Topic	Training hour
6.05	The global financial system: the international capital market, foreign exchange markets and related institutions.	2h
6.06	Development Partners and their role in Development	2h
6.07	Foreign Direct Investment	2h
6.08	International Labour Market: Understanding Remittance, International Labour Law and other critical issues.	2h
6.09	Foreign aid, grant and loan: Context, content and implications	2h
6.10	Multinational corporations: Multinational production and foreign investment in a global economy; The rise of the global firm; Power shift? State-firms relations in flux; Governing global firms: national and international rules.	2h
6.11	Economic Diplomacy	2h
6.12	Global Recessions/Financial Crisis: Lessons for Bangladesh	2h
	Training hour	24h

### Module-7: Project Management Objectives:

- To have knowledge on the process of project management;
- To understand the content, context and implications of a project in a comprehensive manner.

Session Code	Existing Topic	Training hour
7.01	Fundamentals of Project Management	2h
7.02	Project Management in Bangladesh: Contemporary and historical issues	2h
7.03	Governance Issues in Project Management	2h
7.04	Financial Issues in Project Management	2h
7.05	Managerial issues in Project Management: Motivation and Human Relations, Leadership and Team Building, Conflict Management.	2h
7.06	Total Quality Management & Time Management	2h
7.07	Project Management in Africa, Latin America, Asia and the Pacific	2h
	Training hour	14h



**Module-8: Preparation of Project Documents Objectives:**

- To be able to prepare project documents;
- To acquaint the participants with the tools and techniques of formulation appraisal, of development projects in order to improve their analytic competence.

<b>Session Code</b>	<b>Existing Topic</b>	<b>Training hour</b>
<b>8.01</b>	Project Planning	<b>2h</b>
<b>8.02</b>	Explanation of Project Cycle	<b>2h</b>
<b>8.03</b>	Logical Framework in Project Formulation, Goal/Objective oriented project planning	<b>4h</b>
<b>8.04</b>	Project Appraisal: Concept and Methodology	<b>2h</b>
<b>8.05</b>	Derivation of Cash Flow	<b>2h</b>
<b>8.06</b>	Demand Forecasting and Market Feasibility Study	<b>2h</b>
<b>8.07</b>	Discounting Technique	<b>2h</b>
<b>8.08</b>	Financial Appraisal	<b>2h</b>
<b>8.09</b>	Economic Appraisal	<b>2h</b>
<b>8.10</b>	Technical and Social Appraisal	<b>2h</b>
<b>8.11</b>	Sensitivity and Risk Analysis	<b>2h</b>
<b>8.12</b>	Socio-cultural and political considerations in Project Preparation	<b>2h</b>
<b>8.13</b>	Initial Environmental Examination (IEE), Environmental Impact Assessment (EIA) and Environmental Management Plan (EMP)	<b>2h</b>
<b>8.14</b>	Government project formulation tools & documents: PCP, DPP/RDPP & TPP/RTPP.	<b>2h</b>
<b>8.15</b>	Project Scope Management (WBS/PBS)	<b>2h</b>
<b>8.16</b>	Project Approval Procedure	<b>2h</b>
<b>8.17</b>	Earned Value Management (EVM), Application of Project Management Software	<b>08 h</b>
<b>8.18</b>	Project Implementation Technique (CPM and PERT)	<b>2h</b>
<b>8.19</b>	Disaster Impact Assessment (DIA) & Disaster Risk Informed Plan (DRIP)	<b>2h</b>
	<b>Training Hour</b>	<b>46 h</b>

## Module-9: Development Administration

### Objectives:

- To strengthen the knowledge base of participants in modern and more Sophisticated methods and techniques of implementation, monitoring and evaluation with emphasis on impact assessment of development projects.

Session Code	Existing Topic	Training hour
9.01	Development Administration: Concepts and Issues	2h
9.02	Bangabandhu's Thoughts on Development Administration: Bangladesh Perspective	2h
9.03	State and the process of development: Infrastructure and its impact on development; globalization and its limits. Taxation and development, informal economy and tax evasion.	2h
9.04	Implementation, Monitoring , Evaluation: Key Concepts and issues	2h
9.05	Role and responsibility of IMED in Monitoring and Evaluation of Development Projects	2h
9.06	IMED Forms	2h
9.07	Project Completion Procedure and Preparation of PCR	2h
9.08	Understanding the development relevance of NGOs, MFIs and civil society organizations: Perspective of Development Administration	2h
9.09	Analytical narratives on development failure: why do some countries 'de-develop'? The cases of Venezuela, Zimbabwe and Pakistan; cross-country evidence of development failure.	2h
9.10	Analytical narratives on development success: why do some countries succeed? Can their success be replicated? The cases of China and Botswana; cross-country evidence of development success.	2h
9.11	Application of Artificial Intelligence in Development Administration	2h
	<b>Training Hour</b>	<b>24h</b>

**Module-10: Public Procurement: National and International Perspectives Objective:**

- To enable participants to properly plan their procurement activities and to effectively execute operations for acquisition of goods, construction of works and recruitment of consultants following the Public Procurement Rules 2008 and more generally in accordance with best international practices in public procurement.

<b>Sessio n Code</b>	<b>Existing Topic</b>	<b>Training hour</b>
<b>10.01</b>	Public Procurement Reform, Main Provisions, Procurement Process (Introduction to PP; DIMAPPP launching; Public Procurement Reforms, Authorities, System; Steps in Procurement Cycle; Risks factors; Procurement Competencies)	<b>2h</b>
<b>10.02</b>	Procurement Process, Methods, Standard Procurement Documents (Procurement and Contract Strategies; Procurement Methods; Procurement Process in different methods; Standard Procurement Related Documents; Delegation of Financial Power, Approval Procedure)	<b>2h</b>
<b>10.03</b>	Procurement Planning and further steps in Procurement Process (Procurement Planning; Public Procurement Committees; Advertisement; Framework Contracts; Complaints & Appeals)	<b>2h</b>
<b>10.04</b>	CM and Tools and best practices to deliver Public Procurement (Contract Management and Dispute Resolution; Procurement Post Review; Procurement Ethics; Introduction to e-GP)	<b>2h</b>
<b>10.05</b>	Tools and best practices to deliver Public Procurement (Procurement Practices by Major Development Partners; Sustainable Public Procurement)	<b>2h</b>
<b>10.06</b>	Procurement of Goods (Goods procurement process for National competitive Tendering (NCT); Preparation of Tender Data Sheet (TDS) & Technical Specifications; Technical Specifications & Schedule of Requirement) (Introducing Tender Forms for Goods; International Goods Procurement, INCOTERMs, Domestic Preference, Inventories; Goods Quotation Document, Quotation Process; General Conditions of Contract (GCC); Particular Conditions of Contract (PCC)) (Tender Opening & Evaluation Preliminary, Technical, Financial Evaluation, Post-Qualification)	<b>3h</b>
<b>10.07</b>	Procurement of Works (Works Procurement Process (NCT) Instruction to Tenderers; Tender Data Sheet (TDS); Tender Forms; International Competitive Tender	<b>3 h</b>

Session Code	Existing Topic	Training hour
	Document, JVCA) (Pre-Qualification process, Pre- Qualification Document; General Conditions of Contract (GCC); Particular Conditions of Contract (PCC)) (Bill of Quantities (BOQ); Tender Evaluation Works, Tender Opening, Preliminary, Technical, Financial Evaluation, Post- Qualification; Least Cost Combination in evaluation for multiple Lots) (Risks in Works Contracts, Mitigation process, Insurance issues; Price adjustments; Contract Forms; Exercise on Contract Documents; Contract Award, Performance and Closing, Works Contracts; Administration & Management)	
<b>10.08</b>	Procurement of Consultancy Services-1 (Methods for Procurement of Intellectual & Professional Services; Expression of Interest (EOI), Preparation of TOR; Review/Evaluation of EOI & preparation of Shortlist; Request for Proposal; Proposal Data Sheet (PDS)) Procurement of Consultancy Services-2 (Evaluation of Proposals: Technical, Financial, Combined Evaluation; Negotiations, Approval, Signing, Completion of the Process; General Conditions of Contract (GCC) (Lump Sum & Time based); Particular Conditions of Contract (PCC))	<b>2h</b>
	Training hour	18 h

#### **Module-11: Development (Infrastructural) works in Bangladesh Objectives:**

- To have managerial and administrative ability to implement public works;
- To have elementary engineering knowledge about public works.

Session Code	Existing Topic	Training hour
<b>11.01</b>	Construction Materials: Building and Communication Networks (Blocks, sand and stone: Characteristics, classification, test, standards and use. Cement type, standards and use; Steel: type and use; Timber: type, preservation and use. Color and paint; Plumbing and Fitting materials; Road construction materials: Kacha and Pucca road, Pre-work estimation: Engineer's estimates)	<b>2h</b>
<b>11.02</b>	Workmanship of work: Building and Communication Networks (Stages of Construction: Building, roads and	<b>2h</b>

Session Code	Existing Topic	Training hour
	culverts Unit price and measurement of Construction works Brick and mortar work; R.C.C. Works: Concrete mix, rod binding, formwork, casting; Plastering works; Curing; Paint & varnish Sanitary & water supply; Electrical works; Tendering process of Civil & Electric works)	
	Standards and specifications (Bangladesh National Building Code and FAR (Floor Area Ratio) Site selection and Soil Investigation; Pile types and Pile Load Test Embankment, retaining wall and boundary wall: salient features and measures Foundation: types and choice of foundation Base and sub-grade preparation of pavements; Flexible and Rigid Pavements: Specifications and viability Culvert: types and selection)	2h
<b>Environmental issues and Safety Measures</b>		
11.03	Measures for environmental hazards: earthquake, salinity, river erosion, flash flood; Protective measures to landslide; Mitigation of Environmental pollution; Safety measures during construction	2h
<b>Quality control</b>		
11.04	Quality control aspect: Building construction; Quality control aspect: Road construction; Quality control aspect: Bridge/Culvert construction;	2h
11.05	Measurement Book: entry, checkup	2h
11.06	Land use policy and physical infrastructure development	2h
11.07	Field Visits of an Infrastructural Project and a Communication Related Project	2h
	Training hour	14h

## Module-12: Project Document Reviews

Development Reports, Project Document (DPP, TPP, PCR) Review of a completed project, ERD Hand Book, 8<sup>th</sup> Five Year Plan & Delta Plan.

## Module- 13 : English Language Skill Development

### Evaluation and Marks

English Speaking test on Development Administration -10

### Objectives

After the completion of this module, the participants will be able to use English more proficiently during conversation.

<b>Session Code</b>	<b>Topic</b>	<b>Training Hr</b>
13.01	Introduction to Listening skills	2
13.02	Listening Practice	2
13.03	Pronunciation	2
13.04	Pronunciation Practice	2
13.05	Introduction to Speaking Skills	2
13.06	Speaking practice	2
13.07	Speaking presentation	2
	<b>Total Hr</b>	<b>14h</b>