

## Resume of Rashd-E-Matina



- 01 PROPOSED POSITION** : **Education Expert**  
**02 NAME OF EXPERT** : **Rashd-E-Matina**  
**03 CURRENT RESIDENTIAL ADDRESS** : **Address** : Flat no- B5, Queens Garden Homes,15, New Eskaton Road, Eskaton, Dhaka  
**Phone/Fa** : +88-01845261164  
**E-mail** : [rematina369@gmail.com](mailto:rematina369@gmail.com)  
**04 DATE OF BIRTH** : 18 March 1969 **CITIZENSHIP** : Bangladeshi  
**05 EDUCATION:**

- ✓ M.Phil (Justification of Maths Curriculum-BEHTRUWC- project), IER, University of Dhaka, 2014
- ✓ M.Sc. in Zoology (Fish & Fisheries), University of Dhaka, 1995
- ✓ M.Ed. in Science & Mathematics Education, IER, University of Dhaka, 1992
- ✓ Bachelor of Education (B.Ed), Jessore Teachers Training College, Rajshahi University, 1991
- ✓ Bachelor of Science, Eden Mohila College, University of Dhaka, 1989

**06 MEMBERSHIP IN PROFESSIONAL ASSOCIATIONS:**

- ✓ 15<sup>th</sup> BPDM Research Club as a Co-convener

**07 OTHER TRAINING:**

- ✓ TOT and Basic Training on Play Lab Curriculum of Early Childhood Development (ECD), BIED, BRAC University,
- ✓ Training on Leadership and People Management (In Bangladesh), MDF Asia Training and Consultancy, 2018
- ✓ Anji Play Lab Visit (In China), Organized by BRAC International and BIED, BRAC University, 2017
- ✓ Training on Lobby and Advocacy (In Bangladesh), MDF Asia Training and Consultancy, 2017
- ✓ *An International Training Course on Monitoring and Evaluation (In Sri Lanka)*, MDF Asia Training and Consultancy, 2016
- ✓ Training for Core Trainers (Life skill Based Basic Education for Urban Working Children), UNICEF, 2008
- ✓ Training of Trainer on Disability, Voluntary Health Services Society (VHSS) with the assistance of the Royal Danish Embassy, Dhaka, 2002
- ✓ Training on Speech Therapy, SAHIC with the assistance of ELISE SCHMIDT from Germany, 2002
- ✓ Training of trainer as a Master Trainer, Directorate of Non-Formal Education (DNFE) with the assistance of steps Towards (STD), Danida Bangladesh & UNICEF, 1999
- ✓ Course on Family Life Education, DNFE with Danida Bangladesh, 1999
- ✓ TOT on Child Rights Convention (CRC), COMMUNICA with DNFE and UNICEF, 1999
- ✓ Early Childhood Development training, ECD- Cell a unit of Gonosahajjo Sanstha (GSS), 1998
- ✓ Maths Key Stage-1 Training (Child Education), GSS & with LIZ RANSFORD, Leeds University UK., 1997
- ✓ Teaching Learning Development course (Child Education), GSS and Educationist Dr. A. K. JALAL UDDIN, 1997

**08 COUNTRIES OF WORK EXPERIENCE:**

Bangladesh and visit to Sri Lanka, Tanzania, Uganda and China in order to meet the official demands regarding my duties and responsibilities.

**09 LANGUAGES [FOR EACH LANGUAGE INDICATE PROFICIENCY]:**

Language	Speaking	Reading	Writing
Bangla	Good	Good	Good
English	Good	Good	Good

**10 WORK UNDERTAKEN THAT BEST ILLUSTRATES CAPABILITY TO HANDLE THE TASKS ASSIGNED**

**Name of assignment or project:** Covid-19 School Sector Response (CSSR) Project

**Month and Year:** July 2022 to 15<sup>th</sup> December 2022, **Location:** Dhaka

**Client:** Bangladesh Institute of Development Studies (BIDS)

**Main project features:** Student Learning Assessment and Recovery (SLAR) Research Study

**Positions held:** External Consultant (Education)

**Activities performed:**

Work in the "student Learning Assessment and Recovery (SLAR) Research Study" under the Covid-19 School Sector Response (CSSR) Project, Directorate of Primary Education in Bangladesh, as an External Consultant of BIDS. My responsibilities are include:

- Preparing the assessment instruments (multiple sets), assessment guideline, and evaluation sheets;
- Preparing the training module, training guideline and conducting training sessions;
- Contribution to the analysis of data and writing up of the report; and others responsibility
- Report writing

**Name of assignment or project:** Out of School Children Project, PEDP-4 ( 2.5 Component)

**Month and Year:** Oct 2019 – December 2021, **Location:** Dhaka

**Client:** Institute of Education and Research (IER) Dhaka University (Specialized Agency) (Bureau of Non-Formal Education, Ministry of Primary and Mass Education)

**Main project features:**

**Positions held:** Curriculum and Material Development Specialist

**Activities performed:** Support to the Second Chance Education (SCE) unit to develop accelerated education model syllabus and materials as per requirement of the program on the basis of NCTB; Develop, design different training manuals for teachers, Upazilla Program Coordinators and other staffs; Identify and provide input and feedback to the revision of the curriculum and development of resources for professional development and capacity building; Oversee the technical aspects of material production, especially printing, ensuring that all electronic files are made print ready and conduct review and editing of printing proof; Support to the M&E team in analyzing results of summative assessments and integrate result into program improvement

**Name of assignment or project:** ECD

**Month and Year:** Dec 2016 - Oct 2019, **Location:** Dhaka

**Client:** BRAC Institute of Educational Development, BRAC University (BIED-BRAC University)

**Main project features:**

**Positions held:** Education Specialist (ECD)

**Activities performed:** Acknowledging Local Government about the importance of ECD play Lab curriculum; Organizing different types of meetings and presentations based on Play lab model; Maintaining continuous effective communication with the Government officials of Directorate of Primary Education (DPE) for the implementation of Play Lab Curriculum; Conducting training for the Government Pre-primary school teachers and organized different activities for the opening of Play Lab in the Govt. Pre-Primary schools; Developing and designing ECD Play Lab Curriculum (1-5years old children), Training Manual, providing training etc.; Developing and designing ECD Parenting Curriculum (0-5 years children's parents), Training Manual, providing training etc.; Organizing different activities (training, monitoring, center visit etc) with BRAC Education Program (BEP) and Initiative for Social Development (ISD) to scale up the play lab model

**Name of assignment or project:**

**Month and Year:** Feb 2016 - Dec 2016, **Location:** Dhaka

**Client:** BIED-BRAC University

**Main project features:**

**Positions held:** Project Coordinator (Nobodhara School)

**Activities performed:** Coordinating, Supervising and Monitoring field operation activities of the ELC, Pre-primary, Primary & Secondary Group as well as two Nobodhara School of Banasree and Uttara Campus and also curriculum development team; Suggesting interactive, participatory, sequential pedagogical approaches and instructional methods to create an encouraging and inviting learning environment inside the classroom; Planning coordination among the team for building and sharing activities among

field staffs; Taking part in decision making with the Programme Head and Implement the initiative for the betterment of the Nobodhara Programme; Monitoring the project staffs and sharing feedback to them regarding their responsible task; Editing language and activities; Managing, organizing and conducting teaching-learning methods for the capacity development of the Nobodhara teachers; Regular school visit for providing technical guidance; Taking necessary steps against urgent issues; Conducting the recruitment process of the BRAC Nobodhara School teachers; Developing training module for the respective teachers as well as programme participants; Finalizing and approving all kinds of School supplies.

**Name of assignment or project:** **IMPROVEMENT EARLY GRADE READING**

**Month and Year:** Jun 2015 - Feb 2016, **Location:** Dhaka

**Client:** USAID

**Main project features:**

**Positions held:** **Project Coordinator**

**Activities performed:** Developing and designing programme activities; Managing and facilitating training module for the development; Designing workshop for the need analysis of materials development, teaching learning activities for students and teachers through the pedagogical approach; Supervising project staffs and monitoring their activities along with updating; Processing documentation; Conducting Baseline survey and end line assessment for effectiveness of the intervention.

**Name of assignment or project:** **Professional Development Team**

**Month and Year:** Aug 2013 - Jun 2015, **Location:** Dhaka

**Client:** IED-BRAC University

**Main project features:**

**Positions held:** **Material and Training Specialist**

**Activities performed:** a) Revised and developed Activity based Secondary Science Text book, work book and Teachers guide (Grade 6 - Grade8); b) Edited modules of ToT manual for TRPs & TCs and handout of the modules of ToT & Teachers manual; c) Assisted team to finalize the manual for printing; d) Observed the ToT to quality ensures of team and training Facilitation; e) Facilitated the ToT for Training Resource persons (TRPs) & training coordinators (TCs) of ROSC-II project. TCs are from different upazilas and TRPs from various institutions as Dhaka University IER, Rajshahi University IER, Teachers Training colleges and others are more renowned figure in education development fields; f) Prepared training report to the IED BRAC U and WORLD BANK) Provided technical support as per quality improvement; h) Observed Teacher's training of ROSC-II project at different Districts which conducted by TCs and TRPs and prepare report; i) Designed and developed refreshers training course for TCs and TRPs ROSC-II project; k) Reviewed NCTB primary Book. A collaboration work with DFID, IED-BRAC U and NCTB; l) Developed Secondary Science Book (Grade 6 and Grade 7) for Nobodhara Secondary School of IED BRAC University.

**Name of assignment or project:** **(DPEd-Program)**

**Month and Year:** Jan - Mar 2012, **Location:** Dhaka

**Client:** UNICEF

**Main project features:**

**Positions held:** **National Consultant - UNICEF (DPEd-Program)**

**Activities performed:** As a Writer-cum-Academic Reviewer (Editor) in Bangla: Improved the course outline of Bangla on PTI-Instructors Guideline and Resource Book; Rewrote and edited of that Diploma in Primary Education (DPEd) Courses Materials; Supported to the DPEd-School Based Training for master trainers; Facilitated and supervised the School Based Training for master trainers; Developed Manual on the DPEd-School Based Training.

**Name of assignment or project:** **Each Child Learns (ECL)**

**Month and Year:** Apr - Aug 2011, **Location:** Dhaka

**Client:** **Asian Development Bank (ADB)/ Directorate of Primary Education (DPE)**

**Main project features:**

**Positions held:** **National Consultant**

**Activities performed:** Conducted classroom on Bangla and Maths subjects through activity based learning to ensuring that **Each Child Learns (ECL)** from class two and three; Improved the teaching and learning quality by developing and sequencing pedagogical approaches to ensure children's differentiated learning needs both Bengali and Mathematics; Ensured capacity Building for the resource team e.g. Education Officer, ATEOs, URC-Instructors, Head Teachers and Teachers; Developed Activity Based Learning Materials and training modules on Bangla and Mathematics.

**Name of assignment or project:** Training Material Development

**Month and Year:** Sep 2010, **Location:** Dhaka

**Client:** NETZ-Bangladesh

**Main project features:**

**Positions held:** Consultant

**Activities performed:** Under NCTB curriculum Developed training curriculum, manual and training materials.

**Name of assignment or project:** Early Grade Reading

**Month and Year:** May - Jul 2010, **Location:** Dhaka

**Client:** Room to Read Bangladesh

**Main project features:**

**Positions held:** Consultant

**Activities performed:** **Framework development-** a framework has developed for reading instruction mapping. In this regard a checklist has developed.

**Literature Review-** researcher has to reviewed and studied curriculum, instructional plan, teaching-learning materials other research studies related reading instruction of some NGOs of clear understanding on the Bangla teaching learning practice of those NGOs

**Field visit-** it was related to understand the approach and collected relevant information

**Report-** prepared a report based on recommendation to Room to Read Bangladesh Literacy Program

**Name of assignment or project:** Education Programme

**Month and Year:** May - Jul 2009, **Location:** Dhaka

**Client:** Dhaka Ahsania Mission/ UNDP

**Main project features:**

**Positions held:** Senior Material Developer (Consultant)

**Activities performed:** Under NCTB curriculum Developing training curriculum, manual and training materials; Designing and executing training for master trainer; monitoring officer and community facilitators for partner organizations

**Name of assignment or project:** BASIC EDUCATION FOR HARD-TO-REACH URBAN WORKING CHILDREN

**Month and Year:** Nov - Dec 2008, **Location:** Dhaka

**Client:** CARE-Bangladesh

**Main project features:**

**Positions held:** Training Consultant

**Activities performed:** Imparted training for teachers & Supervisor of the partner NGOs; Prepared training report to the authority.

**Name of assignment or project:** BASIC EDUCATION FOR HARD-TO-REACH URBAN WORKING CHILDREN

**Month and Year:** Sep 2004 - Nov 2008, **Location:** Dhaka

**Client:** UNICEF

**Main project features:**

**Positions held:** Curriculum and Material development specialist and Core Trainer

**Activities performed:** Analyzing and developing need-based curriculum and instructional leaning materials for the students; Facilitate to develop education strategy and develop life skill-based education Curriculum and Materials; Developed Training Manuals, designing and executing training Program for Master Trainer, Supervisor and Teacher; Planned and implemented monitoring tools and technique and demonstration the best practices.

**Name of assignment or project:** Training

**Month and Year:** Aug 2001 - Sep 2003, **Location:** Dhaka

**Client:** Bangladesh Pratibandhi Kallyan Somity (BPKS)

**Main project features:**

**Positions held:** Training Coordinator

**Activities performed:** Designing, organizing and conducting training and arranging workshop with primary school teachers to develop infrastructures for easy access of disable children in school; Mobilized community members with Influential social personnel like teachers, Imam, and Elite person for easy access of disable children in school; Preparing & developing training modules for the staff and beneficiaries; Preparing plan, supervising, monitoring, and implementation and reporting the overall progress to the authority.

<p><b>Name of assignment or project:</b> Education Department  <b>Month and Year:</b> Aug 2000 - Jul 2001, <b>Location:</b> Dhaka  <b>Client:</b> Center for Mass Education in Science (CMES)  <b>Main project features:</b>  <b>Positions held:</b> <u>Program Organizer</u>  <b>Activities performed:</b> Supervising, monitoring and evaluate the implementation of the programs; Arranging training course on education teaching technique, Gender &amp; Reproductive Health education; Maintaining liaison with other organizations. Representing own organization in GO and NGO's meeting.</p>
<p><b>Name of assignment or project:</b> PLCHD-2, HTR-1  <b>Month and Year:</b> 1999 – 2002, <b>Location:</b> Dhaka  <b>Client:</b> Directorate of Non-Formal Education (DNFE)  <b>Main project features:</b>  <b>Positions held:</b> <u>Master Trainer</u>  <b>Activities performed:</b> Imparted training for teachers &amp; Supervisor of the partner NGOs; Prepared training report to the authority.</p>
<p><b>Name of assignment or project:</b> Education Programme  <b>Month and Year:</b> Apr 1996 - Aug 1999, <b>Location:</b> Dhaka  <b>Client:</b> Gonosahajjo Sanstha (GSS)  <b>Main project features:</b>  <b>Positions held:</b> <u>School Supervisor</u>  <b>Activities performed:</b> Developing monthly, quarterly and annual action plan and submit the report to the line manager; Supporting teachers inside class rooms and supervising their teaching to ensure effective child centered methods inside the class rooms; Assisting the students to acquisition their learning and helping teachers to develop weak students; Preparing the training modules and materials for both teachers and students; Developing curriculum &amp; education materials, such as teachers guide book, teaching learning aids for teacher and students; Conducting monthly refresher training for teachers</p>

#### 11. Publications: Books/Modules/Training Manuals/Resource Books

	Name of Publications	Publishers	Year
a.	<b>Accelerated Education Model Syllabus (Class 1-3) and 6 Instructional Teachers Guide including Club Day:</b> These materials developed for the teachers of 'Out of School Children Programme, PEDP-4'. These syllabuses developed according to the NCTB Curriculum and Text Book.	Bureau of Non-Formal Education (BNFE)	<b>2020, 2021</b>
b.	<b>Developed Basic Training Manual</b> for Teachers and Supervisors and <b>ToT Manual</b> for programme managers and Upazilla programme Coordinators (UPCs) for Out of School Children Programme, PEDP-4'.	Bureau of Non-Formal Education (BNFE)	<b>2020, 2021</b>
c.	<b>Developed Training Manual for Humanitarian Play Lab:</b> This manual develops on play lab curriculum model for Rohingya Community. <b>Developed Children Story Book:</b> Cchuye Dekhi ( ছুয়ে দেখি)	BRAC IED	<b>2018, 2019</b>
d.	<b>Rewrite and Editing:</b> Play Lab Curriculum Models, Training Manuals (for Bangladesh, Tanzania and Uganda)	BIED BRAC University	<b>2016, 2017</b>
e.	<b>Developed Teachers guide and Training Manuals on math for TEVT project:</b> The consultant was hired by Save The Children and the product used by UCEF Bangladesh	Save The Children	<b>2016</b>
f.	<b>Developed Parent Education manuals</b> for Parents of different ages Children (0-12 months, 1-3 yrs, 3-5yrs)	BIED BRAC University	<b>2017</b>
e.	<b>Rewrite and Editing:</b> Text Book, Work Book for Students and teachers guide For Nobodhara teachers in IED BRAC University	BIED BRAC University	<b>2014</b>

f.	<b>Rewrite and Editing:</b> For Diploma in Primary Education (DPed), PTI-Instructors Guideline (Bangla) and Resource Book (Bangla) has to be modified and finalized.	National Academy for Primary Education (NAPE)	<b>2013</b>
i.	NCTB curriculum based (Class Five) teachers training manual NETZ-Bangladesh ( <b>Training Manuals</b> )	NETZ- Bangladesh	2010
j.	NCTB curriculum based (Class Four) TOT manual and teachers training manual for UNDP CHTDF project of Dhaka Ahsania Mission ( <b>Training Manuals</b> )	Dhaka Ahsania Mission	2009
k.	<b>(Heshe Khele Gonith Shikhi) Six</b> text books for the learners. ( <b>Books</b> )	Bureau of Non- Formal Education, Ministry of Primary and Mass Education	2004 -2008
l.	(Mojar Mojar Gonith) Eight supplementary books for the learners ( <b>Books</b> )		
m.	<b>Five hundred</b> Maths extension cards for the learners ( <b>Cards</b> )		
n.	<b>Six</b> Teachers guide note (Maths) for the teachers. ( <b>Resource Books</b> )		
o.	One methodology hand book for the teachers. ( <b>Resource Books</b> )		
p.	<b>Six</b> training manuals for Teacher. ( <b>Training Manuals</b> )		
q.	Five training manual and one guide book for Supervisor ( <b>Training Manuals</b> )		
r.	<b>Arsenic</b> , Published by the Directorate of Non-Formal Education (DNFE) ( <b>Books</b> )	Directorate of Non-Formal Education, Ministry of Primary and Mass Education	1999

Signature



Date of Signing

05 / 07 / 2023