



PALLI KARMA-SAHAYAK FOUNDATION (PKSF)

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Recovery And Advancement of Informal Sector Employment (RAISE) Project

Terms of Reference of Field Coordinator

For the Project Implementation Unit (PIU) under "Recovery and Advancement of Informal Sector Employment (RAISE)"

Basic Information

Name of the Position	: 'Field Coordinator'
Number of Position	: 01(One)
Age	: Max. 60 Years
Experiences	: Min. 10 Years Professional Experience
Monthly Consolidated Salary	: BDT 80,000 per month. The final salary package will be determined based on the candidate's qualifications, relevant experience, proven track record and organization's approved policies and regulations.
Project Duration	: 4 Years (Up to June 2030)
Duty Station	: Extensive Field visit is required across the Project sites

Background

"(Insert the name of PO)" is implementing the 'Recovery and Advancement of Informal Sector Employment (RAISE)' Project under the Additional Financing phase, implemented by the Palli Karma-Sahayak Foundation (PKSF) with support from the World Bank, aims to enhance employment opportunities, entrepreneurship development, and economic inclusion for low-income youth and microentrepreneurs. The project aims to enhance employment and income-generating opportunities for low-income youth through skills development, apprenticeship programs, entrepreneurship promotion, access to finance, and other livelihood support interventions. The project places particular emphasis on women, disadvantaged groups, and climate-vulnerable communities, thereby fostering inclusive economic growth and sustainable livelihoods across Bangladesh.

The RAISE Project is being implemented nationwide through selected Partner Organizations (POs) of PKSF. As a Partner Organization of PKSF, "(Insert the Name of PO)" is responsible for implementing the project within its designated operational area in accordance with the project objectives and implementation guidelines.

To ensure effective implementation of the project and achievement of its intended outcomes, "(Insert Name of PO)" invites applications from qualified, experienced, and motivated professionals for the following project positions under the RAISE Project. The detailed Terms of Reference (ToR) for the positions are provided below.

Field Coordinator-1 Position

The Field Coordinator is responsible for the overall management of the project at the Project Implementation Unit (PIU) level. S/he will work under the direct supervision of the Executive Director of the organization.

Major Responsibilities

- Plan and implement outreach and intakes program through community engagement, field visits &, interviews in consultation with respective officials of PKSF;
- Ensure enrolment process, conduct training activities, apprentices' graduation, ensure employment and track project participants' progress & report training outcomes;

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- Prepare training plan, assess training effectiveness and take feedback from program participants & stakeholders regarding specific program;
- Organize dialogue, meeting, workshop, seminar, and other outreach programs with key stakeholders and facilitate training on various programs in time;
- Monitor project activities for ensuring quality of the program along with Environmental and Social Safeguard issues, Grievance Redress Mechanism (GRM) of the project and address them accordingly;
- Prepare monthly, quarterly and half yearly progress reports and submit to PKSf in time;
- Coordinate with microfinance team of the partner organization and Project Management Unit (PMU) of PKSf;
- Ensure timely and accurate entry, updating, and management of project data in the RAISE CMS and other designated information management systems; and
- Perform any other tasks assigned by the management.

Educational and other Qualifications

- Master's degree in any discipline from a government-approved university;
- Candidate having a Master's degree in Business Administration, Management, Accounting, Finance, Economics, Development Studies, Social Work, Sociology, English, Political Science, Anthropology, Environmental Science, Agriculture, Fisheries will be given preference;
- Candidate holding a B.Sc. degree in Engineering (CSE, EEE, Civil, Mechanical) from a recognized university will also be preferred;
- More than one 3rd Division/Class in any examination will not be accepted;
- Training in Project Management/Entrepreneurship Development will be treated as extra quality;
- Experience in managing microcredit operations and implementing skills development projects;
- Experience in implementing development projects funded by PKSf is strongly preferred;
- Should have Good operating skills in Microsoft Office package;
- Proficiency in Data management tools is highly preferable; and
- Should have excellent communication and report writing skills both in Bangla and English.

Experience

- Minimum 10 years of experience including 5 years relevant experience in the development organization.
- Preference shall be given to individuals with prior experience in working under PKSf's RAISE Project, along with demonstrated skills, professional competence, and a strong reputation.

Age Limit: Maximum 60 years.

Work Station: (PO's working area); extensive field visit is required.

Salary and Allowances:

- Monthly consolidated salary **BDT 80,000 (Eighty Thousand) per month**. Other admissible benefits (Festival Bonus, Bangla Noboborsho Allowance, Mobile Allowance etc.) as per Organization policy; and
- Salary and other admissible benefits (if any) are inclusive of all applicable taxes as imposed by the Government of Bangladesh. All relevant taxes will be deducted at the source as per Government rules.

"Qualified female candidates and eligible internal staff of the PIU-RAISE are strongly encouraged to apply."(Insert the name of PO) the authority reserves the right to cancel one or any applications at any stage of the recruitment process.

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