Social Development Foundation (SDF)
B-STRONG Project
Job description of the following personnel

At Cluster Level:

1. Positions: Cluster Coordinator
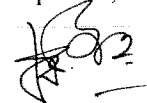
Key responsibilities:
- Responsible for overall performance of the assigned cluster for implementing project activities;
- Lead a multi-disciplinary team at cluster level for successful implementation of project activities for achieving the intended project objectives;
- Oversee formation and functionality of community institutions and ensure proper fund utilization (IDF, RF, CWF, OTG, etc.).
- Ensure capacity building of the cluster staff and beneficiaries through providing training on Community Operations Manual (COM) along with different thematic aspects of the project in cooperation with respective district team;
- Ensure carrying out information, education and communication campaign at village level to build knowledge and understanding of the communities on project activities, its implementation process, benefits for their economic upliftment etc. using communication materials such as leaflets, handouts, video documentary etc.;
- Ensure formation of functional village institutions i.e. Gram Parishad, Gram Samiti, Village Credit Organization, Social audit Committee etc. involving potential beneficiaries;
- Ensure data entry into the Loan Management System (LMS) and MIS by the Community Resource Persons properly;
- Ensure formation of producer groups and develop rural entrepreneurs fund by the regional team in cooperation with respective district team;
- Ensure establishment of Community Society (CS) as Second Tier Institutions involving all project villages and beneficiaries and disbursement of funds to CS as planned;
- Review and monitor performance of all cluster staff and recommend for next course of actions;
- Ensure management of attendance, leaves, disciplinary actions etc. for cluster staffs;
- To ensure achievement of all indicators as set in the results framework and submit quarterly, annual and on-call reports to all stakeholders as needed;
- Facilitate various visits of World Bank, GoB officials, SDF Management as planned;
- Any other responsibilities assigned by SDF management.

Education:
- Master's degree in any subject.
- SSC & equivalent/HSC & equivalent: At least 2nd Division/GPA 2.00 on scale of 5.00.
- Bachelor's/Master's or equivalent: At least 2nd Division/GPA 2.25 on scale of 4.00 and GPA 2.813 on scale of 5.00.

Experience:
- Preference will be given to candidates with experience in implementing activities such as identifying project beneficiaries, group formation & organizational development, support to

employment creation, credit activities, livelihoods development etc. for the poor & extreme poor in development projects. Have good analytical skill on report writing and would support SDF Management to take proper decisions in the right time.

- Ability to work as part of a diverse team of professionals to achieve the objective of SDF.
- Ability to handle multiple tasks and meet tight deadlines;
- A working knowledge of standard computer software packages including email; and
- Ability to communicate effectively and respectfully with rural communities.

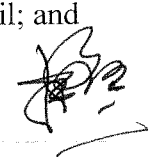## 2. Positions: Cluster Facilitator (General)

Key responsibilities:
- Ensure capacity building of the beneficiaries through providing training on different thematic aspects of the project;
- Ensure carrying out information, education and communication campaign at village level to build knowledge and understanding of the communities on project activities, its implementation process, benefits for their economic upliftment etc. using communication materials such as leaflets, handouts, video documentary etc.;
- Ensure training the beneficiaries on Community Operations Manual (COM) and other guidelines in all selected villages and subsequent distributions of the same in cooperation with the respective regional team;
- Ability to preparation, submission and implementation of quarterly and annual implementation plans by involving beneficiaries;
- Skill to ensure formation of functional village institutions i.e. Gram Parishad, Gram Samiti, Village Credit Organization, Social audit Committee etc. involving potential beneficiaries;
- Assist directly to beneficiaries to receive and utilize project funds such as Institutional Development Fund (IDF), Revolving Fund (RF), Construction Works Fund (CWF), other funds etc. as applicable;
- Assist DEO to data entry of GS Activities including the Loan Management System (LMS) and MIS by the Community Resource Persons properly;
- Ensure formation of producer groups and develop rural entrepreneurs loan by the regional team in cooperation with respective regional team;
- Ensure establishment of Community Society (CS) as Second Tier Institutions involving all project villages and beneficiaries;
- Ensure proper disbursement of funds to CS as planned;
- Ensure achievement of all indicators as set in the results framework and submit quarterly, annual and on-call reports to all stakeholders as needed;
- Any other responsibilities assigned by SDF management.

Education:
- Bachelor's degree in any subject.
- SSC & equivalent/HSC & equivalent: At least 2nd Division/GPA 2.00 on scale of 5.00.
- Bachelor's/Master's or equivalent: At least 2nd Division/GPA 2.25 on scale of 4.00 and GPA 2.813 on scale of 5.00.

Experience:
- Preference will be given to candidates with experience in implementing activities such as identifying poor & extreme poor, providing capacity building training and experienced in employment creation including skill development in development projects.
- Ability to work as part of a diverse team of professionals to achieve the objective of SDF.
- Ability to handle multiple tasks and meet tight deadlines;
- A working knowledge of standard computer software packages including email; and
- Ability to communicate effectively and respectfully with rural communities.

3. Positions: Cluster Facilitator (Environment & Social)

Key responsibilities:
- Responsible for building capacity of Sub-Project Committee (SPC), constituted for implementing small-scale construction works at village level, and extending all out cooperation to the project beneficiaries to enable them to assess infrastructural damage and vulnerability analysis, prioritization and implementation of infrastructure sub-projects, post construction operation and maintenance etc.;
- Train the beneficiaries particularly the Sub-Project Committee members on participatory method of survey, design, estimation, specification, quality of materials, construction management and supervision.;
- Assist directly communities to carry out environmental screening for prioritization of infrastructure sub-projects and livelihood activities;
- Ensure achievement of all indicators as set in the results framework and submit quarterly, annual and on-call reports to all stakeholders as needed;
- Ensure quality implementation of infrastructure sub-projects as per approved design maintaining quality, standard and importantly considering environmental and social aspects;
- Provide regular reports/updates to the Cluster Coordinator and RM/RO, Environment & Social (ES) and assist SPC in preparing implementation completion reports;
- Any other responsibilities assigned by SDF management.

Education:
- Diploma Engineering (Civil) degree/B.Sc. Engineering (Civil).
- SSC & equivalent/HSC & equivalent: At least 2nd Division/GPA 2.00 on scale of .00.
- Bachelor's/Master's or equivalent: At least 2nd Division/GPA 2.25 on scale of 4.00 and GPA 2.813 on scale of 5.00.

Experience:
- Preference will be given to candidates with experience in construction work, environment & environmental protection related activities.
- Ability to work as part of a diverse team of professionals to achieve the objective of SDF.
- Ability to handle multiple tasks and meet tight deadlines;
- A working knowledge of standard computer software packages including email; and
- Ability to communicate effectively and respectfully with rural communities.

4. Positions: Cluster Facilitator (MEL & MIS)

Key responsibilities:
- Undertake regular field trips to identify and document key processes.
- Prepare and submit field visits and regular progress reports to the Specialist/RM (MEL & MIS);
- Assist RM/RO to design and implement mechanisms for feeding back information from the field in a useful and timely manner;
- Assist to prepare module, plan and implement a monitoring, evaluation and learning training program for project staff.
- Assisting in conduction of evaluate Field Performance, Process Monitoring and Impact Consultant performance on regular basis
- Actively act in participating in the workshops seminars supervision missions and meeting.
- Check and monitor data quality and ensure all project level information is properly captured/updated in time.
- Responsible for entering data in the system related to Participatory Identification of Poor (PIP), monthly progress of project activities and other relevant information into MIS;
- Ensure to entry and update of youth database, information pertinent to skill development training and employment on a regular basis;
- Generate report from MIS (Village Matrix, Key Milestone etc.) on monthly basis and prepare demand based village reports as needed and maintains MIS related documents for future reference;
- Ensure data quality control and validation through visiting B Strong project villages source of information
- Ensure necessary maintenance of different ICT related equipment such as computer, printer, scanner, modem, laptop etc.;
- Provide handholding training, guidance and technical assistance to the Community Resource Persons (CRPs) to operate Loan Management System (LMS) at village level;
- Track unresolved issues/problems faced by CRPs during data entry and inform to respective management for timely solutions;
- Submit regular quarterly, annual and on-call reports to the Cluster Coordinator as required;
- Any other responsibilities assigned by the SDF Management.

Education:
- Bachelor's degree in any subject. Must have completed at least six-month course in computer operations.
- SSC & equivalent/HSC & equivalent: At least 2nd Division/GPA 2.00 on scale of 5.00.
- Bachelor's/Master's or equivalent: At least 2nd Division/GPA 2.25 on scale of 4.00 and GPA 2.813 on scale of 5.00.

Experience:
- Preference will be given to candidates with experience in MEL and data entry work in MIS software in development projects.
- Ability to work as part of a diverse team of professionals to achieve the objective of SDF.
- Ability to handle multiple tasks and meet tight deadlines;
- A working knowledge of standard computer software packages including email; and
- Ability to communicate effectively and respectfully with the targeted communities.