

# Social Development Foundation (SDF)

## B-STRONG Project

### Job description of the following personnel

#### At HQ Level:

#### 1. Position : Specialist (Institution, Capacity Building and Youth Employment)

##### Key Responsibilities:

##### *Institution & Capacity Building*

- Provide support for ensuring proper implementations of institution development activities both community & staffs;
- Develop strategies/guidelines for second generation institutions and coordinate the second tier institution development activities;
- Assesses training needs of SDF staff, partners, and targeted communities;
- Develop training plan, materials and strategies based on the Community Operational Manual (COM);
- Design & development of demand driven training courses;
- Prepare training modules on project activities along with the relevant materials;
- Ensure the effective use of innovative methods/techniques in training delivery;
- Prepare & maintain database of training institutes and resource persons;
- Prepare an annual training plan and monitor its timeline and effectiveness;
- Conduct trainings as per the annual plan;
- Prepare and submit quarterly/annual report on institution & capacity building activities for World Bank and SDF with key outcomes and agreed action; and
- Travel to field visit regularly to work with field teams and communities.

##### *Youth Development & Employment Promotion*

- Implement youth and employment strategies;
- Support regional and cluster teams to promote youth livelihoods;
- Link with skill training providers, employers, and labor markets;
- Train field staff on employment programs and guidelines;
- Mobilize unemployed youth, especially from flood-affected families;
- Develop and share materials on skills and employment opportunities;
- Produce and distribute employment promotion content;
- Help create youth forums and connect them with job opportunities;
- Arrange exposure visits in-country or abroad;
- Strengthen the Livelihood and Employment Thematic Group;
- Identify wage and self-employment options with communities;
- Support job fairs, youth festivals, and similar events; and
- Promote youth-parent meetings and cluster-level youth activities.
- Perform any task assigned by SDF Management.



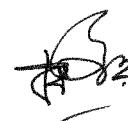
## **Required Education and Experiences**

### **Education:**

- A successful candidate should have Master's degree in any subject from a reputed university.
- SSC & equivalent/HSC & equivalent: At least 2<sup>nd</sup> Division/GPA 2.00 on scale of 5.00.
- Bachelor's/Master's or equivalent: At least 2<sup>nd</sup> Division/GPA 2.25 on scale of 4.00 and GPA 2.813 on scale of 5.00.

### **Experience:**

- Minimum 10 (ten) years of work experience in Institution, Capacity Building & Youth Employment activities in development projects;
- Have good analytical skill on report writing and would support SDF Management to take proper decisions in right time.
- Ability to work as part of a diverse team of professionals to achieve the objective of project;
- Excellent written and verbal communication skills in Bengali and English;
- 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 region team, cluster team and communities



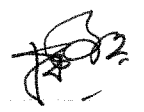
## 2. Position: Specialist (Community Finance and Livelihoods)

### *Community Financing & Microfinance*

- Implement community financing (revolving fund) and help set up community institutions to manage funds;
- Guide district and cluster teams on savings, bookkeeping, internal lending, and fund management;
- Maintain strong knowledge of community finance and microfinance rules and regulations;
- Ability in preparing baseline data on microfinance activities, MFIs, and beneficiaries in the area;
- Support to field team for conducting needs assessment survey on microfinance in project areas;
- Promote savings mobilization and strengthen capital among community groups;
- Monitor internal lending activities and report regularly collect from RC/RM and submit to the Project Director;
- Coordinate with regional and cluster team for ensuring community organizations on savings and credit operations;
- Liaise with other micro-credit agencies and adapt SDF's financing model to community needs;
- Provide timely reports and updates to the Project Director;
- Carry out any additional duties assigned by SDF management.

### *Livelihood Development*

- Design and develop a livelihoods promotion strategy with communities, producers, market actors, and service providers;
- Prepare a skill development plan based on community needs;
- Help communities access potential market opportunities;
- Develop and share training materials on market analysis and skills, and integrate them into the COM;
- Assist Project Director to build partnerships with government, NGO, and private training institutes;
- Establish linkage among communities with market actors and service providers in sectors like agribusiness, finance, fisheries, livestock, etc.;
- Train regional, district, and cluster teams on livelihood activities;
- Develop and distribute livelihood promotional materials;
- Play key role to support teams in implementing livelihood strategies as per the COM;
- Actively leading region teams to form and manage producer groups and Economic Activity Federations;
- Assist to arrange exposure visits within and outside the country;
- Directly engage for identifying innovative and profitable IGAs and support demonstration and replication;
- Facilitate adoption of IGAs by rural poor households;
- Organize workshops, trade fairs, and seminars at national and local levels;
- Documentation and share learning events and case studies regularly;
- Submit regular reports and updates to concerned authorities;
- Perform any task assigned by SDF Management.



### 3. Specialist (Environment & Social)

#### Key responsibilities:

- Prepare and review designs, estimates, and technical specifications for small scale rural infrastructure.
- Ensure compliance with project standards, national codes, and environmental norms.
- Oversee field-level construction to ensure quality, safety, and timely completion.
- Guide site engineers, contractors, and community groups; verify BOQs and materials.
- Conduct environmental screenings and integrate mitigation measures.
- Monitor safeguards as per government and donor requirements.
- Conduct site visits, enforce standards, and document technical compliance.
- Approve work stages and provide technical solutions.
- Train field teams and community institutions on construction and environmental practices.
- Coordinate with local authorities and project teams.
- Prepare or review technical inputs for tenders, cost estimates, and specifications.
- Ensure compliance with procurement procedures.
- Support O&M planning with communities.
- Promote climate-resilient and eco-friendly construction practices.
- Train field staff and communities on social risk management (gender, SEA/SH, tribal populations, voluntary land donation, and land purchase).
- Support implementation of the Gender and SEA/SH Action Plan.
- Collect and analyze gender-disaggregated and ethnicity-wise data.
- Consult target communities, including women and tribal populations, about sub-projects and adopt appropriate mitigation measures.
- Review social screening information for applicability of ESMF and other World Bank ESF documents.
- Support regional and cluster offices in running and reporting project GRM, ensuring compliance with SEA/SH and labor-related GRM provisions.
- Perform additional tasks, duties, or assignments as directed by SDF Management.

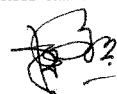
#### Education:

- Bachelor of Science in Civil Engineering/Civil & Environmental Engineering;
- 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.

#### Experiences:

Minimum 10 (ten) years of work experience in construction, environment & environmental protection including 5 (five) years in development projects.

- Have good analytical skill on report writing and would support SDF Management to take proper decisions in right time.
- Ability to work as part of a diverse team of professionals to achieve the objective of SDF.
- Excellent written and verbal communication skills in Bengali and English;
- 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 region team, cluster team and rural communities.

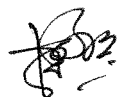


**Education:**

- Master's degree in Commerce/Business Education/Business Administration.
- 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:**

- Minimum 10 (ten) years of work experience in community finance & livelihoods activities in development projects.
- Have good analytical skill on report writing and would support SDF Management to take proper decisions in right time.
- Ability to work as part of a diverse team of professionals to achieve the objective of SDF.
- Excellent written and verbal communication skills in Bengali and English;
- 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 region team, cluster team and rural communities.



#### **4. Position: Specialist (MEL& MIS)**

The *Specialist, Monitoring, Evaluation, Learning & Management Information System (MEL&MIS)* is responsible for overseeing the tracking of project inputs, outputs, processes, constraints, learning, and evaluations in alignment with the Project Development Objectives (PDO). The position reports directly to the Project Director and involves frequent field travel (approximately 50%) to assess strengths, weaknesses, bottlenecks, and outcomes of project activities.

##### **Major Responsibilities**

- Track key performance indicators aligned with the PDO;
- Design and update monitoring methodologies, tools, and the Annual Implementation Plan (AIP);
- Supervise monitoring activities at regional, district, and community levels;
- Conduct village grading and performance assessments;
- Coordinate baseline village communities, follow-up, impact evaluations, and thematic studies;
- Review and refine survey tools and instruments;
- Analyze field findings and provide feedback at district, regional, and national levels;
- Prepare timely monitoring reports for management decision-making;
- Consolidate field inputs into Quarterly Progress Reports and AIP updates;
- Update and evaluate activities with the Results Framework quarterly and share with SDF Management and the World Bank;
- Improve monitoring formats, systems, and mechanisms;
- Work with the MIS team to integrate indicators and tracking tools;
- Support ICT-based monitoring platforms and tools, including LMS and women's empowerment scorecards;
- Ensure systematic use of MIS and related reporting mechanisms;
- Train and guide sector, regional, and district teams on monitoring and feedback processes;
- Liaise with field teams and external agencies for data collection and reporting;
- Support sector teams in developing work plans informed by monitoring results;
- Identify lessons learned and best practices for wider dissemination;
- Document case studies and learning events;
- Support thematic documentation and internal impact assessments.

##### **Key Deliverables**

- Monitoring issues under PMA addressed with periodic progress updates.
- Annual Implementation Plan (AIP) and Quarterly Progress Reports submitted on time with acceptable quality.
- Effective use and support of MIS and Loan Management System (LMS).
- Monitoring reports prepared with actionable recommendations for management.
- Baseline, follow-up, impact, and thematic studies completed with quality reports.
- Village grading conducted and reported as per guidelines.
- Results Framework updated quarterly and submitted to SDF and the World Bank.
- Monitoring workshops conducted on schedule with timely reporting.
- Documentation of lessons learned, case studies, and best practices submitted.
- Internal impact assessments and study reports completed as required.



**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:**

- Minimum 10 (ten) years of work experience in project monitoring, evaluation & MIS activities in development projects funded by the World Bank or other donors or bilateral development partners of the Government of Bangladesh;
- Have good analytical skill on report writing and would support SDF Management to take proper decisions in right time.
- Ability to work as part of a diverse team of professionals to achieve the objective of SDF.
- Excellent written and verbal communication skills in Bengali and English;
- 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 region team, cluster team and rural communities.



## **5. Position: Specialist (Finance & Accounts): 01 nos.**

### **Key Responsibilities:**

- Thorough knowledge of financial rules and regulations of GoB, IDA, and other donor agencies;
- Prepare periodic budgets and process payments against approved budgets;
- Ensure fund disbursement in compliance with SDF regulations, internal controls, and quality standards;
- Verify all payment vouchers to ensure claims comply with SDF financial rules and donor requirements;
- Support the Regional Program Director in implementing program activities;
- Maintain all books of accounts and vouchers accurately and preserve them properly;
- Ensure timely payment of utility bills, office rent, and other operational expenses;
- Maintain safe custody of cheque books and other financial instruments;
- Reimburse petty cash to districts/clusters on time and maintain accurate accounting records;
- Ensure compliance with Tax and VAT deductions, deposit deducted amounts to the treasury, and issue relevant certificates;
- Prepare and compile periodic financial statements;
- Reconcile balances with SDF HQ, regional offices, clusters, and landlords as applicable;
- Participate in planning, programming, and budgeting activities;
- Assist the Finance Manager at SDF HQ in processing withdrawal applications and IUFRs.

### **Education:**

- Master's degree in Accounting / Finance / Business Administration and CA (CC)/CMA (1200 number) pass.
- SSC & equivalent/HSC & equivalent: At least 2<sup>nd</sup> Division/GPA 2.00 on scale of 5.00.
- Bachelor's/Master's or equivalent: At least 2<sup>nd</sup> Division/GPA 2.25 on scale of 4.00 and GPA 2.813 on scale of 5.00.

### **Experiences:**

- Minimum 10 (ten) years of work experience in finance & accounts management in development projects /donor funded projects.
- Have good analytical skill on report writing and would support SDF Management to take proper decisions in right time.
- Ability to work as part of a diverse team of professionals to achieve the objective of SDF.
- Excellent written and verbal communication skills in Bengali and English;
- 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 region team, cluster team and rural communities.





## 6. Position : Specialist (Internal Audit)

### Key Responsibilities :

- Prepare audit programme, conduct the field work at region, cluster or community levels and submit report to the Managing Director/Project Director. The internal audit report should also include recommendations to minimize the irregularities found in course of the audit;
- Appraise progressively the soundness, adequacy and application of the internal control systems at the region, cluster and community levels;
- Ascertain the extent to which the system of internal control ensures compliance with the SDF's policies and procedures and state laws and regulations. Ascertain that the system of internal control promotes the efficient and effective use of resources;
- Ascertain that the system of internal control operates to ensure that the assets of the different offices in regions, clusters are properly controlled and safeguarded from losses arising from fraud, irregularity or corruption.
- Report any violation in observing the International Accounting Standards/International Financial Reporting Standards (IAS/IFRS), Bangladesh Financial Reporting Standards (BFRS), International Standards on Auditing (ISA), Bangladesh Standards on Auditing (BSA) by any entities of the SDF.
- Liaise with both the external auditors and Foreign Aided Project Audit Directorate (FAPAD) audit team during their proceedings.
- Follow up the internal audit report/findings of the external/FAPAD audit and recommend appropriate action to resolve/settle the objection;
- Confirm compliance with laws, regulations and Government/World Bank guidelines for SDF activities;
- Visit different location of SDF operation to conduct internal audit which includes the checking and verification of the proper maintenance of bill vouchers, registers and documents at the village level institutions and B-STRONG community societies etc.
- Review the status of the adherence of the statutory policies like VAT, Income Tax deduction, attaching revenue stamps, use of requisite stamp papers on contract documents etc.
- Any other assignment given by the management of SDF.

### Education:

- Master's degree in Commerce and CA (CC)/CMA (1200 number) pass.
- SSC & equivalent/HSC & equivalent: At least 2nd Division/GPA 2.00 on scale of 5.00.
- Bachelor's/Master's or equivalent: At least 2<sup>nd</sup> Division/GPA 2.25 on scale of 4.00 and GPA 2.813 on scale of 5.00.

### Experiences:

- Minimum 10 (ten) years of work experience in audit related work including 5 years in development projects.
- Have good analytical skill on report writing and would support SDF Management to take proper decisions in right time.
- Ability to work as part of a diverse team of professionals to achieve the objective of SDF.
- Excellent written and verbal communication skills in Bengali and English;
- 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.



## **7. Position : Manager (Finance & Accounts)**

### **Key Responsibilities:**

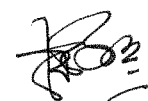
- Thorough knowledge of financial rules and regulations of GoB, IDA, and other donor agencies;
- Prepare periodic budgets and process payments against approved budgets;
- Ensure fund disbursement in compliance with SDF regulations, internal controls, and quality standards;
- Verify all payment vouchers to ensure claims comply with SDF financial rules and donor requirements;
- Support the Regional Program Director in implementing program activities;
- Maintain all books of accounts and vouchers accurately and preserve them properly;
- Ensure timely payment of utility bills, office rent, and other operational expenses;
- Maintain safe custody of cheque books and other financial instruments;
- Reimburse petty cash to districts/clusters on time and maintain accurate accounting records;
- Ensure compliance with Tax and VAT deductions, deposit deducted amounts to the treasury, and issue relevant certificates;
- Prepare and compile periodic financial statements;
- Reconcile balances with SDF HQ, regional offices, clusters, and landlords as applicable;
- Participate in planning, programming, and budgeting activities;
- Assist the Finance Manager, HQ in processing withdrawal applications and IUFRs.

### **Education:**

- Master's degree in Accounting / Finance / Business Administration.
- SSC & equivalent/HSC & equivalent: At least 2nd Division/GPA 2.00 on scale of 5.00.
- Bachelor's/Master's or equivalent: At least 2<sup>nd</sup> Division/GPA 2.25 on scale of 4.00 and GPA 2.813 on scale of 5.00.

### **Experiences:**

- Minimum 7 (seven) years of work experience in finance & accounts management in development projects /donor funded projects.
- Have good analytical skill on report writing and would support SDF Management to take proper decisions in right time.
- Ability to work as part of a diverse team of professionals to achieve the objective of SDF.
- Excellent written and verbal communication skills in Bengali and English;
- 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.



## **8. Position: Manager (Human Resource)**

### **Key responsibilities:**

- Manage most aspects of Human Resources / Personnel functions such as maintaining person orienting new employees, obtaining and / or completing all personnel – related documents;
- Work closely with departments, increasingly in a consultancy role, assisting line managers to understand and implement SDF policies and procedures;
- Maintain personnel records and complete employee documentation.
- Coordinate recruitment: prepare job ads, shortlist candidates, arrange tests/interviews, and issue appointment letters/contracts.
- Administer onboarding and orientation for new staff and support placements, transfers, promotions, and re-designations.
- Maintain and update the HR database and prepare periodic HR reports and manpower plans.
- Advise departments on HR policies, procedures, and employment laws.
- Address grievances, support disciplinary processes, and promote equality and diversity.
- Plan and coordinate staff training, including inductions and needs assessments.
- Support HR planning and workforce strategy in consultation with management.

### **Education:**

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

### **Experiences:**

- Minimum 07 (seven) years of work experience in HRM related activities in development projects;
- Have good analytical skill on report writing and would support SDF Management to take proper decisions in right time.
- Ability to work as part of a diverse team of professionals to achieve the objective of SDF.
- Excellent written and verbal communication skills in Bengali and English;
- 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.



## **9. Position: Assistant Manager (Procurement)**

### **Major Responsibilities**

- Manage the full procurement cycle in line with World Bank rules and national laws.
- Prepare and update procurement plans in STEP and use e-GP where applicable.
- Ensure compliance with PPR 2008 and World Bank guidelines using methods like QCBS, CQS, NCB, ICB, and RFQ.
- Draft and review bidding and contract documents and maintain records for audit and post-review.
- Coordinate with the World Bank for no-objections, clearances, and contract approvals.
- Work with PMU, regional teams, and evaluation committees to support smooth implementation.
- Identify and address procurement risks while ensuring transparency and integrity.
- Train staff and field teams on STEP, PPR, and World Bank procurement procedures.

### **The Specific Tasks to be performed are:**


- Prepare, upload, and update procurement plans and activities in the STEP system.
- Track approvals, timelines, and contract implementation status through STEP.
- Conduct procurement using the e-GP portal where applicable.
- Ensure alignment between e-GP requirements and World Bank procedures.
- Apply the Public Procurement Rules (PPR 2008) and World Bank Procurement Regulations/Guidelines.
- Ensure correct use of procurement methods (QCBS, CQS, NCB, ICB, RFQ, Direct Selection, etc.).
- Prepare and review bidding documents, RFQs, REOI, RFPs, bid notices, bid evaluation reports, and contracts.
- Maintain complete procurement documentation for audit and post-review.
- Coordinate with the World Bank for prior/post review, no-objection requests, and contract approvals.
- Communicate with PMU, regional teams, and evaluation committees.
- Identify procurement risks and apply mitigation measures.

### **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 2<sup>nd</sup> Division/GPA 2.25 on scale of 4.00 and GPA 2.813 on scale of 5.00.

### **Experiences:**

- Minimum 05 (five) years of work experience in procurement and STEP, e-GP, PPR-2008 & PPSD related activities in development projects;
- Have good analytical skill on report writing and would support SDF Management to take proper decisions in right time.
- Ability to work as part of a diverse team of professionals to achieve the objective of SDF.
- Excellent written and verbal communication skills in Bengali and English;
- 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.



## **10.Position : Assistant Manager (Administration)**

### **Key responsibilities:**

- Oversee office management, logistics, and security systems to support overall SDF operations.
- Ensure timely provision of administrative services and logistics based on project requirements.
- Conduct needs assessments to plan for equipment, resources, and operational improvements.
- Maintain and update inventory of all SDF assets.
- Oversee vehicle management, fuel tracking, leave administration, and legal compliance as per policies.
- Coordinate Board meetings and facilitate communication between Board members and the Managing Director.
- Prepare and implement plans based on administrative procedures and decisions.
- Represent SDF at meetings, hearings, and forums to present information and safeguard institutional interests.
- Act as liaison with the Ministry of Finance, World Bank, departments, and partner agencies to resolve issues and ensure smooth communication.
- Participate in meetings, conferences, and information-sharing platforms.
- Attend internal meetings to communicate unit priorities and updates.

### **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 2<sup>nd</sup> Division/GPA 2.25 on scale of 4.00 and GPA 2.813 on scale of 5.00.

### **Experiences:**

- Minimum 07 (seven) years of work experience in administration in development projects;
- Have good analytical skill on report writing and would support SDF Management to take proper decisions in right time.
- Ability to work as part of a diverse team of professionals to achieve the objective of SDF.
- Excellent written and verbal communication skills in Bengali and English;
- 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.

