

Social Development Foundation (SDF)

B-STRONG Project

Job description of the following personnel

At Regional Level:

1. Responsibilities of Regional Coordinator

The Regional Coordinator (RC) will report to the Project Director and be responsible for overseeing field-level performance. The RC will manage day-to-day project implementation at the national level and support the PD in achieving the Project Development Objective and result targets. The role includes providing supervision and guidance to Regional and District Teams, with at least 50% of time spent in the field. The RC will lead and coordinate a core team of functional specialists to ensure effective implementation, monitor progress, identify bottlenecks, and recommend corrective actions to the PD.

The Key Responsibility:

- **Coordinate and monitor** all program units at the regional and cluster level, ensuring their effective performance.
- **Ensure delivery** of quarterly and annual implementation plans on time and as per targets.
- **Serve as custodian** of the Community Operational Manual and other community-level guidelines.
- **Guarantee quality and compliance** with CDD implementation processes, village development cycles, service standards, and risk reduction measures.
- **Lead bottom-up planning**, track outputs, village ratings, milestones, and results, and report progress and issues to the Managing Director.
- **Oversee the performance** of regional and cluster level program and the Capacity Building Cell.
- **Institutionalize community-to-community capacity building**, including establishing and supporting Community Professional Centers.
- **Strengthen and scale up second-generation community institutions** to ensure sustainability and expansion.

The Specific Tasks to be performed are:

- Provide guidance and day-to-day support to national, regional, district, and field teams.
- Oversee village development and risk reduction cycles, including mobilization, fund access, agreements, milestones, and exit processes.
- Plan and manage project rollout across villages according to schedules.
- Lead participatory planning for annual implementation with field, district, and regional teams.
- Build technical and program capacities of SDF staff at all levels.
- Coordinate implementation with appraisal, monitoring, regional, district, and field teams.
- Liaise with government agencies, NGOs, and partners to ensure smooth implementation.



- Update and share the Community Operational Manual and guidelines biannually with PD and SDF approval.
- Conduct field visits to identify issues and ensure quality implementation.
- Report findings and village ratings in a timely manner.
- Provide technical assistance and oversee capacity-building activities for staff and communities.
- Monitor implementation, resolve deficiencies, and escalate key issues to the MD and World Bank.
- Manage external process monitoring and implement corrective actions.
- Organize monthly learning and sharing meetings to improve program quality.
- Support the establishment and sustainability of Community Professional (CP) Centres.
- Promote and develop federations of Gram Samitis, Producer Groups, and Economic Activity Groups.
- Assist the Project Director with reporting and official assignments.

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.

Experiences:

- Minimum 10 (ten) years of work experience in development projects (among them 7 years of experience working in a higher position in poverty alleviation program/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.



2. Position : Regional Manager (Institution, Capacity Building and Youth Employment)

Core Responsibilities:

- Planning & implementations of institution development activities;
- Support to RC and assess training and capacity-building needs of SDF staff, partners, and communities.
- Develop training strategies, curricula, materials, and modules aligned with the Community Operational Manual.
- Introduce innovative training methods and coordinate with training specialists and service providers.
- Maintain a database of training institutions and resource persons and coordinate capacity-building programs.
- Prepare and implement annual training plans and monitor training effectiveness.
- Conduct field visits (approx. 15 days/month) to support staff and communities.

Youth & Employment Functions:

- Assist in assessing training and capacity-building needs of staff, partners, and communities.
- Support the development and updating of training strategies, curricula, and modules based on the COM.
- Coordinate with training specialists, service providers, and IEC teams to prepare and adapt training materials.
- Help maintain and update the database of training institutions and resource persons.
- Assist in preparing annual training plans and tracking implementation and quality.
- Provide logistical and coordination support for training delivery and field visits.
- Support documentation of training outcomes, learning, and reports.
- Assist in planning and organizing youth events, job fairs, exposure visits, and forums.
- Coordinate documentation of case studies, learning notes, and reporting to HQ.
- Support organization of workshops and meetings at national and local levels.

Other Duties:

- Provide administrative, logistical, and technical assistance to the Specialist at HQ.
- Perform any additional tasks assigned by the Specialist or Senior 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:

- Minimum 07 (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 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



3. Position: Regional Manager (Community Finance and Livelihoods)

Key responsibilities- Community Finance:

- Assist in implementing community financing (revolving funds) and support community institutions in fund management.
- Support district/cluster teams on savings mobilization, bookkeeping, internal lending, and revolving fund operations.
- Help compile baseline information on MFIs and beneficiaries in the project area.
- Assist in conducting microfinance need assessments.
- Promote savings mobilization and support strengthening of JGs.
- Monitor and follow up on savings, internal lending and revolving fund operations and submit updates to the Regional Coordinator.
- Coordinate with community institutions on savings and credit matters.
- Liaise with other microfinance agencies to adapt SDF's community financing model.
- Prepare regular updates/reports for the Regional Coordinator.
- Carry out any other assigned tasks by SDF Management.

Key Support Responsibilities – *Livelihoods*

- Assist in implementing livelihoods promotion strategies in coordination with communities and local stakeholders.
- Help prepare and deliver skill development strategies and materials.
- Support identification of market linkages and income-generating opportunities.
- Assist in establishing partnerships with training institutes, employers, and service providers.
- Facilitate capacity building for regional, district and cluster teams.
- Support functioning of producer groups, federations, youth forums, and economic activity groups.
- Assist in organizing training, exposure visits, fairs, and workshops at regional/district levels.
- Prepare and support dissemination of promotional and information materials.
- Help document case studies, learning notes, and prepare regular reports.
- Perform any additional responsibilities assigned by the Regional Manager or SDF management.

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 07 (seven) 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 rural communities.

4. Position: Regional Manager (Environment and Social)

Key Responsibilities

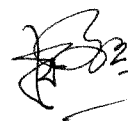
- Assist Regional Coordinator and Specialist to the National team to review and prepare designs, cost estimates, and technical specifications for rural infrastructure.
- Ensure adherence to national standards, environmental requirements, and project guidelines.
- Oversee field-level construction for quality, safety, and timely delivery.
- Guide contractors, site engineers, and community groups; verify BOQs and materials.
- Help to conduct environmental screenings and integrate mitigation measures.
- Monitor safeguard implementation as per government and donor standards.
- Conduct regular site visits and ensure compliance with technical standards.
- Approve work stages and resolve field-level issues.
- Train field staff and community institutions on environmental and construction practices.
- Coordinate with local authorities and project teams.
- Review technical inputs for tenders, estimates, and specifications.
- Ensure compliance with procurement procedures.
- Support community O&M planning.
- Promote eco-friendly and climate-resilient infrastructure 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 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 7 (seven) years of work experience in construction, environment & environmental protection including 4 (four) years in development projects;
- Excellent interpersonal and team working skills and a high degree of computer literacy are preferred.
- Good English and presentational skills.



5. Position: Regional Manager (MEL & MIS)

Reports to the Project Director and Specialist, MEL & MIS to ensure alignment with PDOs. Requires extensive field engagement (around 50%) to assess progress, challenges, and outcomes.

Core Responsibilities

- Track PDO-related performance indicators.
- Develop monitoring tools, methodologies, and the Annual Implementation Plan (AIP).
- Analyze field data and provide feedback at all levels.
- Support sector teams in preparing work plans.
- Improve monitoring systems, formats, and reporting mechanisms.
- Design and review survey tools for baseline and evaluation studies.
- Coordinate village grading, reviews, and monitoring workshops.
- Work with MIS to integrate indicators and data systems.
- Document lessons learned and best practices.

Key Tasks

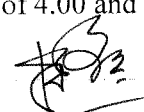
- Implement monitoring frameworks and reporting systems.
- Organize quarterly monitoring workshops.
- Coordinate with field teams and external agencies.
- Consolidate field reports and ensure timely action.
- Supervise monitoring at regional, district, and community levels.
- Develop tools for tracking inputs and outputs.
- Build staff capacity on monitoring and feedback.
- Support MIS data integration across project components.
- Contribute to ICT-based platforms and scorecards.

Deliverables

- Follow up on project monitoring observations and provide regular progress updates.
- Ensure timely and quality submission of the Annual Implementation Plan (AIP) and Quarterly Progress Reports (QPR).
- Support the Management Information System (MIS) and ensure effective use of the Loan Management System (LMS).
- Prepare monitoring reports to guide management decision-making.
- Conduct and deliver baseline, impact, and follow-up studies.
- Complete and report village grading results.
- Update the Results Framework quarterly and share with relevant stakeholders.
- Organize workshops and ensure timely reporting of outcomes.
- Document lessons learned and case studies for knowledge sharing.
- Conduct internal assessments and studies 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.



Experiences:

- Minimum 07 (seven) years of work experience in project monitoring, evaluation & MIS 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.



6. Position: Regional Manager (Finance & Accounts)

Key Responsibilities:

- Well conversant with financial rules and regulations of GoB, IDA and donor agencies.
- Formulate periodic budget and make payments against approved budget
- Ensure fund disbursement in compliance with SDF regulations, internal control, and quality control.
- Check all disbursement vouchers that payment claims are in accordance with SDF financial rules as well as Donor agencies as the case may be.
- Support Regional Program Director in implementing program activities.
- Maintain all pertinent books of accounts, vouchers and preserve in good condition
- Ensure timely payment of all utility bills, office rent etc and processing of all payments.
- Safe custody of cheque and other financial documents.
- Ensure timely reimbursement of petty cash to district / clusters and make appropriate accounting
- Compliance of Tax, VAT deduction at source and deposit deducted money to the treasury as per rule and issuance of tax, VAT certificate to the party / staff
- Preparation of periodic financial statements and compile periodic financial statements
- Reconciliation of periodic balances with SDF HQ, region, clusters, landlord where applicable
- Participate in planning, programming and budgeting
- Assists Finance Manager, SDF HQ for processing of 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 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 07 (seven) years of work experience in finance & accounts management including four 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: Regional Manager- Team Leader (Appraisal & Monitoring)

Key responsibilities:

- To receive, register and perform desk appraisal of fund proposal in a team.
- To prepare appraisal schedule and inform concerns as per appraisal guideline
- To ensure presence of Community Professional and their suitable accommodation during appraisal schedule
- Ensure timely appraisal of fund proposal for disbursement of funds to village institutions as earmarked in the annual implementation plan
- To arrange logistics for field appraisal
- To ensure timely field appraisal along with team members as per schedule
- To conduct field appraisal discussing in the Gram Parishad meeting.
- To check formation of Village Organizations as per Community Operational Manual (COM) and their effective functioning
- To check Institutional Development and timely meetings of all the committees and its book keeping
- Share key appraisal lessons with the cluster teams and management to take necessary actions to improve the situation if necessary.
- To submit appraisal report in prescribed format to Managing Director electronically and later on through courier in time
- To keep an appraisal database in a prescribed format
- To allow casual leave of team members and keep the documents.
- To appraise performance of team members
- To recommend amount of Village Development Fund for release of Fund (Amount, date and village.
- Monitor improvement of the feedback given to the village institutions after a certain period of time to ensure quality of the fund use by the village institutions and community society
- To prepare monthly report on Appraised village.
- To keep liaison with the Regional Coordinator and National Level assigned person.

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 07 (seven) years of work experience in project monitoring, evaluation 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.



8. Positions: Assistant Regional Manager (Appraisal & Monitoring)

Key responsibilities:

- Review and appraise fund proposals focusing on livelihoods, construction and community finance aspects.
- Conduct desk and field appraisals, verifying feasibility, estimates, and sustainability of proposed activities.
- Identify traditional and innovative livelihood opportunities and advise communities accordingly.
- Check accuracy of financial records, expenditures, and milestone achievements for fund release.
- Evaluate implementation effectiveness of livelihood, finance, and infrastructure sub-projects.
- To check effectiveness of livelihood planning detailed in the fund proposals during field appraisal.
- Share key appraisal lessons with the cluster teams and management to take necessary actions to improve the situation if necessary.
- Ensure timely appraisal of fund proposal for disbursement of funds to village institutions as earmarked in the annual implementation plan
- Monitor improvement of the feedback given to the village institutions after a certain period of time to ensure quality of the fund use by the village institutions and community society
- Recommend measure to reduce the rejection rate during appraisal
- To verify estimates of different expenditure planned in the fund proposals and its practicability
- To verify expenditures incurred by the different committees and its proper justification while checking milestones for releasing subsequent instalment of fund proposals
- Review O&M plans for accuracy and sustainability.
- Assess potential environmental impacts of sub-projects and develop mitigation plans.
- Oversee investments with higher environmental risks and recommend environmental indicators for monitoring community impacts.
- To perform any task assigned by the Team Leader in a team or individually

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 05 (five) years of work experience in project monitoring, evaluation 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, HR & Admin

Key responsibilities:

Human Resource:

- 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.
- Administer payroll and keep staff records updated.
- 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.

Administration:

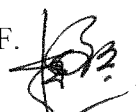
- Assist HQ in managing operational activities through supervisors, ensuring efficient daily operations and compliance with administrative laws and policies.
- Assist in coordinating and monitoring SDF programs, office management, and security systems.
- Assist in committee and task force functions, including procurement, evaluation, and other assigned sub-committees.
- Ensure timely provision of administrative services and logistics based on project needs.
- Represent SDF in public hearings (if needed), committees, or task forces to present information and support organizational interests.
- Manage leave policies, vehicle arrangements, fuel records, and other legal compliance matters.
- Maintain SDF assets, updated inventories, and required logistics.
- Support the Regional Director as needed.

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 03 (three) years of work experience in HRM & Admin 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.

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