



Canada



Empowered lives.
Resilient nations.

Terms of Reference (ToR)

Title and Reporting Structure

Title : Program Coordinator
Supervisor : Chief Executive Officer, HDC
Duty Station : RHDC
Duration of Contract : 1 year

Description of the Work Assignment:

UNDP has long term partnership with HDCs to implement SID-CHT project activities through LOA. At present WGEES, CHTWCA, CCRP & AFSP components are being implemented by HDCs in three hill districts. Each component has its own outcome and human resources under HDCs. The focal person of HDC so far has been engaged for the management of the LOA activities. The project coordinator position is an addition to the present structure to coordinate the components and bring synergies at the field. Project coordinator should be responsible for effectively implementing & reporting of both donor & GOB funded components.

Key Responsibilities/ Functions:

The main objective of creation of this position is to enhance programme implementation under HDC. Under the direct supervision of Chief Executive Officer of HDC and LoA focal person s/he will be responsible to play overall coordination, planning, monitoring, reporting and quality assurance of SID-CHT, UNDP components being implemented under LoA with HDCs. S/he will keep regular communication with relevant district team of SID-CHT and guide his/her team at HDC in achieving targets and results following the guidelines agreed.

Management of project implementation:

- S/he will be responsible for initiating speedy internal process of HDCs for the execution of LoA and GoB funded activities
- S/he will be responsible for timely organizing of the PIC meeting and timely sharing of the approved meeting minutes
- S/he will ensure Speedy Process of project activities' advance and advance settlement.
- S/he will be responsible for ensuring project procurement, hiring of human resources as per GoB rule.
- S/he will be responsible for overall coordination of all LoA and GoB related activities and synergy among components.

Reporting:

- S/he will be responsible for timely submission of quarterly narrative reports, annual report, closing report, asset report and all other project required reports.
- S/he will be responsible for timely submission of Financial Expenditure report and fund request along with other relevant documents

Monitoring and Documentation:

- Budget monitoring & shadow budgeting
- Progress monitoring through regular field visits (30%)
- Documentation, photo gallery, Case study, knowledge management and dissemination of reports



Canada



Empowered lives.
Resilient nations.

Training & capacity Building

- Perform Training needs assessment for project staffs
- Mentor the project staffs.
- Arrange training/workshop for the capacity building of project staffs

Measurable Performance Indicators:

- Timely Quarterly narrative report & FACE submitted
- Timely financial expenditure report submission
- Timely advance process and its settlement
- Number of PIC held & meeting minutes prepared
- Procurement done as per plan
- All HR on board
- shadow budget maintenance of all LoA and GoB funded activities

Skills and Competencies:

- Teamwork and lead the team effectively towards achieving the objectives
- Good interpersonal and coordination skills with ability to handle multiple activities
- Good report writing and budgeting skill
- Experiences in working with partnership approach
- Experience in working with CHT Local institutions.
- Plans, prioritizes and delivers tasks on time
- Excellent knowledge of project monitoring and evaluation
- Displays sensitivity and adaptability on cultural diversity, gender, religion, race, nationality and age
- Demonstrates openness to change and ability to manage complexities
- Ability to travel to the remote places

Required Qualifications and Experience:

Education:	Masters in any relevant discipline from a reputed University.
Experience:	<ul style="list-style-type: none"> • Minimum 7 years managerial experiences in development sector in CHT. Preference will be given to the candidates having working experience directly with Hill District Councils in any of the components implemented under CHTDF/SID-CHT, UNDP. • Good report writing skill (preferably to donors) • Budget management experience • Excellent Computer skills (MS Word, MS excel, power point etc.) • Motorbike driving skill and having valid driving license will be added value.
Language Requirements:	<ul style="list-style-type: none"> • Very good command in both Bangla & English • Any language of CHT ethnic communities will be added value.

[Handwritten signature]

[Handwritten signature]
অসুইক চৌধুরী
চেয়ারম্যান
আসামাটি পার্বত্য জেলা পরিষদ
আসামাটি।