

Rangamati Hill District Council (RHDC)
Terms of Reference
of
District Officer-CHT Climate Resilience Project (CCRP)

Description of the Work Assignment:

The CHT Climate Resilience Project (CCRP) (2018-2021), funded by DANIDA is being implemented under the Strengthening Inclusive Development in CHT (SID-CHT Project) of Ministry of Chittagong Hill Tracts Affairs (MoCHTA) where Hill District Councils are key partners. The objective of CCRP is: "To improve climate resiliency of the community livelihoods and watersheds in the Chittagong Hill Tracts". The project will empower the vulnerable communities by involving them gainfully to identify climate induced livelihood risks, develop risk reduction action plans and field implementing the plans in identified micro- and small-watersheds. It will also focus on the capacity development of the CHT institutions to support the implementation of community risk reduction action plans. This will contribute to improved livelihoods of the vulnerable communities as well as reducing the pressure on natural resources and improving the CHT watersheds in order to improve environmental situation and reduce climate change impacts.

Under the supervision of Hill District Council (HDC) and close collaboration with SID-CHT Project, UNDP the incumbent will be the focal person in implementing the CCRP activities to be implemented by the HDC. These include but not limited to planning, coordination, management of trainings, selection of communities/PDCs, formation of CRC, supervise and appraise project personnel under HDC and monitor project activities. The person will keep liaison with PO-Livelihoods, TC-FFS Training and Quality, District Livelihoods and Community Mobilizer and District FFS Expert and partner NGO(s) of SID-CHT Project, UNDP working within the district. S/he will act as focal point of HDC for managing Letter of Agreements (LoA) on CCRP issues. S/he will be responsible to lead CCRP team under HDC. S/he will be based at District with spending frequent time for field visits other than planning, budgeting, implementing, coordinating, reporting and administrative procedures. S/he will have to ensure quality during implementation in compliance with SID-CHT, UNDP guidelines. S/he will perform any other functions related to the project implementation as and when required by the project.

Coordination and Management:

- Day to day management of project activities, resources, administrative and operations protocol;
- Coordinate with relevant team members of SID-CHT, UNDP team and other relevant stakeholders including PNGO in the district with updating relevant other staff on a regular basis in implementing the planned activities;
- Lead the CCRP team and ensure to perform as per their ToR and achieve project objectives;
- Assist and/or organize, conduct project training programmes, workshops and seminars, learning sharing events etc.;
- Participate in different skill development/management orientation/training organised by SID-CHT;
- Organise and facilitate the visits made by donors, other stakeholders to show CCRP project intervention/results in CHT;
- Monitor performance of CCRP staffs regularly and appraise them accordingly;
- Supervise staff and ensure support to relevant field staffs;
- Coordinate the training activities on CCRP in the respective district;
- Organise regular coordination meetings on management and implementation issues to ensure effective implementation of the activities;
- Create a good working environment for the staffs in a team effort.

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Planning and Budgeting

- Contribute in developing Annual Work Plans (AWP) of Livelihoods and Natural Resource Management, SID-CHT Project those pertinent to CCRP;
- Prepare event calendar, training plans;
- Prepare budgets for different events (training, workshops etc.) following the Letter of Agreements (LoA) and guidelines;
- Ensure plans and budget are realistic and achievable;
- Prepare and submit fund requests in consultation with AFSP III (another ongoing component under same LoA) team under HDC and SID-CHT, UNDP district team;
- Ensure submission of required documents such as: quarterly narrative reports, expenditure reports, FACE, Cash book, Bank reconciliation, monitoring reports etc. along with fund request and adjustment.

Quality Assurance/Monitoring:

- Pay regular monitoring visits to field (at least 40%), prepare monitoring reports and provide necessary guidance to the field team;
- Support to prepare different training materials, modules, visibility/promotional materials etc. in the team;
- Provide training to the field staffs/community people following the ToT received from SID-CHT, UNDP;
- Ensure training quality as per provided guideline/materials;
- Ensure field implementation of the activities as per guideline to ensure quality;
- Develop monitoring tools and template to be used for monitoring the training quality, outputs and result at community level;
- Monitor the monthly progress of delivery and achievements in the assigned areas.
- Take necessary measures based on the feedback from the field staffs;
- Manage simple database/tracking sheets for ongoing monitoring and reporting;

Reporting:

- Prepare and submit regular monitoring reports;
- Support periodic result assessments, quick-and-dirty assessments;
- Produce case studies/success stories regularly;
- Keep a photo database on CCRP activities and utilisation as and when required;
- Prepare visibility plan as per donor requirement;
- Facilitate to observe various National and International Days;
- Prepare and submit (in consultation with HDC management) monthly/quarterly progress reports, narrative reports, financial reports, fund request, fund adjustment to SID-CHT, UNDP following the guideline;
- All training related reports, evaluations, field observation reports with recommendations to SID-CHT management are produced on time and as required;
- Prepare or provide input to the annual report/Completion Report or any type of reports related to CCRP as seem necessary.

Skills and Competencies:

- Team work and lead the team effectively towards achieving the objectives;
- Demonstrates commitment to work in the CHT;
- Displays sensitivity and adaptability on cultural diversity, gender, religion, race, nationality and age;
- Very good knowledge on the community development and livelihoods improvement through utilization of the sustainability principle concept;
- Plans, prioritizes and delivers tasks on time;
- Excellent knowledge of project monitoring and evaluation;
- Good interpersonal and coordination skills with ability to handle multiple activities;
- Good report writing and presentation skill;
- Seeks, learns and applies knowledge, information and best practices from within and outside CHT;
- Owning a valid driving license of motorcycle with ability to travel remote CHT;
- Focuses on impact and result of the programme activities;

- Build strong relationship with the stakeholders;
- Demonstrates openness to change and ability to manage complexities;

Required Qualifications and Experiences:

Education:	Master's in Environmental Management/studies/science/Social Science /Agricultural Sciences /Disaster Management or any other relevant discipline from a reputed university.
Experience:	<ul style="list-style-type: none"> • Minimum 5 years' working experiences in Community Climate Resilience Project or Livelihood development of communities vulnerable due to Climate Change etc. • Similar experience in CHT is desirable. • Skills in providing technical supports to team members; • Skills in developing training modules and facilitation of training; • Experience to work in Partnership; • Proven record of leadership, team-building, cultural sensitivity; • Must be able to work in close collaboration with staff of multicultural background and multi-stakeholders. • Skilled user of computers specially with Windows operating system, MS office, internet and web browsing etc.; • Experience in work/study/research on CHT or Hilly areas is desirable.
Language Requirements:	<ul style="list-style-type: none"> ▪ Excellent English written and communication skills; ▪ Excellent command of Bangla; ▪ Working knowledge on any of the CHT indigenous languages would be an added advantage

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