



TERMS OF REFERENCE

A. POST DETAILS

Post Title :	Upazila Education Facilitator
Salary :	30,000/-BDT
Project Name :	WGEIE Project, RHDC
Project Duration :	Joining date to February,2025

B. Duties & Responsibilities:

Under the overall supervision of District Officer-WGEIE and technical guidance of Gender & Inclusive Education Officer the incumbent (Upazila Education Facilitator) will be responsible for:

- Preparing educational profile;
- Organizing, mobilizing the targeted students, teachers, mothers' club members & communities;
- Assist to prepare social map, resource map;
- Support formation of Mothers' Club;
- Build capacity of beneficiaries of Women and Girls Empowerment through Inclusive Education in CHT component as per project need;
- Conduct different awareness raising sessions at schools / community level;
- Support to organize monthly meetings and maintain meeting resolutions;
- Support to provide legal aid to GVB victims & other facilities;
- Manage Safe spaces or girls at school/college;
- Collect primary data from fields;
- Organise communities for different visitors to show project activities/results;
- Participate in Bimonthly UDCC meetings and;
- Organize different awareness raising programs/day observations;
- Support to organize RHCWs for conducting training and other activities;
- Perform any other duties/assignments as and when required by the project.

C. Qualifications

Education & Experience:

- Minimum HSC.
- Minimum 3 years' experience with NGOs as Community Facilitator or mobiliser or organizer, or similar position in relevant projects.
- S/he must be permanent resident from the locality/Union. If no suitable candidate s/he must be from nearby Union in the Upazila. Must be able to physically move in remote areas.
- Prior experience working on similar projects (RHDC & SID-CHT,UNDP jointly implemented projects) with a demonstrably successful track record is strongly preferred.

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