

**Terms of Reference  
of  
Capacity Building Officer- Biodiversity and Environment**

**Title and Reporting Structure:**

<b>Title:</b>	<b>Capacity Building Officer- Biodiversity and Environment</b>
Name of component/sub-project:	Biodiversity Ecosystems Restoration for Community Resilience (BERCR) in the Chittagong Hill Tracts
Supervisor:	District Officer - Biodiversity and Environment
Duty Station:	District level
Contract modality:	Contractual full-time staff.
Duration of Contract:	Initially, 01 (one) year and renewable upon satisfactory performance and availability of funds, subject to LoA extension.
Salary	BDT. 47,000 per month

**Scope of work:** A Letter of Agreement has been signed between the Ecosystem Restoration and Resilient Development (ERRD-CHT) Project, UNDP and Rangamati Hill District Council RHDC to implement Global Affairs Canada-funded “Biodiversity Ecosystems Restoration for Community Resilience (BERCR) in the Chittagong Hill Tracts” subproject activities in the Rangamati Hill District. RHDC will implement the subproject by deploying dedicated full-time staff. RHDC will require engaging Capacity Building Officer - Biodiversity and Environment at the District level. The incumbent will work under the overall supervision of the District Officer - Biodiversity and Environment under the BERCR subproject with RHDC.

**Key roles and responsibilities:**

Under the supervision of the District Officer- Biodiversity and Environment of HDC LOA and in collaboration with the District Project Implementation Analyst/Manager of ERRD-CHT, UNDP, the incumbent will provide technical support to strengthen the capacities of communities, Biodiversity Management Committees (BMCs), and stakeholders through training, awareness campaigns, and coordination to enhance biodiversity conservation, ecosystem restoration, livelihoods development and conflict resolution in CHT. S/he will be the technical supervisor of Upazila Biodiversity and Environment Facilitators based in Upazilas and will perform the following duties:

**1. Capacity Building & Training**

- ✓ Design and conduct gender-responsive training on:
- ✓ Biodiversity conservation & ecosystem restoration techniques.
- ✓ Sustainable livelihood options (e.g., agroecology, NTFP value addition).
- ✓ Human-wildlife conflict (HWC) mitigation strategies.
- ✓ Organize workshops for CBCGs, BMCs, women-led CBOs, and local administration on biodiversity-ecosystem conservation, participatory resource management, and resilient livelihoods.



## **2. Awareness Raising & Social Cohesion**

- ✓ Develop IEC materials (posters, videos in local languages) on the importance of biodiversity conservation and social harmony.
- ✓ Facilitate community dialogues to address conflicts (land, wildlife, inter-ethnic).
- ✓ Promote women's participation in environmental decision-making.

## **3. Coordination & Institutional Linkages**

- ✓ Strengthen Biodiversity Management Committees (BMCs) and CBCGs through regular meetings and technical support.
- ✓ Liaise with government agencies (Forest Department, Department of Environment, etc.), NGOs, and traditional institutions (Headmen/Karbaris).
- ✓ Coordinate with UNDP/ERRD-CHT teams to align activities with the subproject goals.

## **4. Monitoring, Reporting & Documentation**

- ✓ Track the progress of capacity-building activities using UNDP monitoring tools.
- ✓ Document success stories (e.g., reduced HWC cases, women's leadership in BMCs and CBCGs).
- ✓ Submit monthly/quarterly reports on training outcomes, challenges, and lessons learned.

Perform additional duties as required

### **Educational Qualification:**

Bachelor's in Forestry, Agricultural Sciences, Environmental Science, Environmental Management, Climate Change, Social Science or related field.

### **Experience :**

- Minimum 3 years of experience in community capacity building, preferably in biodiversity/forestry/watershed management/NRM / Agriculture projects.
- Proven work experience in designing training modules and providing training for communities and stakeholders.
- Knowledge of the CHT context and experience in donor-funded projects is an advantage.

### **Skills:**

- Strong communication (IEC material development).
- Training needs assessment and evaluation.
- Dynamic, innovative, gender-sensitive, and able to work under stress.
- Knowledge of UNDP's gender and safeguarding policies.

Age limit: 30-50 years.

