

## Terms of Reference (TOR) of **Project Manager**

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### **1.0 Background**

BASTOB Initiative for People's Self-Development is going to implement a sub-project titled 'Promoting sustainable growth in the machinery and equipment sub-sector through RECP practices' as a part of the 'Sustainable Microenterprise and Resilient Transformation (SMART)' project. This sub-project aims to increase resource-efficient and resilient green growth of microenterprises (MEs) under Machinery and Equipment sub-sector. The project is jointly financed by the World Bank, Palli Karma-Sahayak Foundation (PKSF), and BASTOB Initiative for People's Self-Development.

### **2.0 Sub-project Objectives**

1. Ensure proper resource utilization of MEs in an efficient way.
2. Boost productivity with appropriate technology.
3. Develop capacity of MEs for climate resilient sustainable business.

### **3.0 Sub-project Working Areas**

The sub-project will be implemented across Keraniganj, Dhaka South city corporation under Dhaka districts.

### **4.0 Duration**

The employee will initially be hired for a one-year term, with the possibility of extending the contract till 30 June 2028, based on satisfactory performance.

### **5.0 Duties and Responsibilities**

The 'Project Manager' is responsible for overall implementation, supervision and monitoring of the project at the field. His/her duties and responsibilities, which are essential but not limited to:

- Coordinate project management activities, resources, equipment, and information.
- Provide strategic direction for project implementation and supervise the project.
- Identify and mitigate project risks and issues to ensure successful project delivery.
- Facilitate project meetings, training, and workshops, and Environment Club meetings
- Manage project budgets, procurement, reimbursement, as well as track project performance.
- Ensure and supervise documentation on events, program learnings and impact, case studies, and reports.
- Ensure and supervise preparation and submission of project progress reports in a timely manner (monthly, quarterly, yearly).
- Maintain regular communication and collaboration with PKSF regarding sub-project implementation.
- Maintain liaison and coordination with local government as well as govt. offices such as BITAC, BSTI, DoE.
- Report to senior management regarding project progress regularly.

- Any other tasks or duties assigned by the senior management of the organization.

## **6.0 Academic Qualifications**

- Should have a BA/BSS/BSc. /BCom. (pass) degree with master degree or BBA or Bachelor degree (hons) in any subject from a UGC-approved university.
- BSc. in Environment/Mechanical/Electrical Electronics Engineering will be preferred.

## **7.0 Working Experience**

- Minimum six (6) years of working experience in project management (only full-time work experience after graduation will be considered).
- Relevant working experience with PKSf or any project funded by multi-lateral development partners would be preferred.
- Good computer knowledge (MS office suite, typing both English and Bangla).

## **8.0 Age Limit**

- Maximum 50 years of age on the last date of application.

## **9.0 Salary and Allowances**

- Monthly consolidated salary is BDT 70,000/-
- Other admissible benefits (Festival Bonus, Bangla Noboborsho allowance, Mobile allowance, etc.) as per the organization's policy.
- Salary and other admissible benefits (if any) are inclusive of all taxes as imposed by the government of Bangladesh. Taxes will be deducted at sources as per government rules.

## Terms of Reference (TOR) of Technical Officer

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### **1.0 Background**

BASTOB Initiative for People's Self-Development is going to implement a sub-project titled 'Promoting sustainable growth in the machinery and equipment sub-sector through RECP practices' as a part of the 'Sustainable Microenterprise and Resilient Transformation (SMART)' project. This sub-project aims to increase resource-efficient and resilient green growth of microenterprises (MEs) under Machinery and Equipment sub-sector. The project is jointly financed by the World Bank, Palli Karma-Sahayak Foundation (PKSF), and BASTOB Initiative for People's Self-Development.

### **2.0 Sub-project Objectives**

1. Ensure proper resource utilization of MEs in an efficient way.
2. Boost productivity with appropriate technology.
3. Develop capacity of MEs for climate resilient sustainable business.

### **3.0 Sub-project Working Areas**

The sub-project will be implemented across Keraniganj, Dhaka South city corporation under Dhaka districts.

### **4.0 Duration**

The employee will initially be hired for a one-year term, with the possibility of extending the contract till 30 June 2028, based on satisfactory performance.

### **5.0 Duties and Responsibilities**

The 'Technical Officer (Machinery & Equipment)' will work under the direct supervision of the Project Manager and will undertake the following duties and responsibilities, which are essential but not limited to:

- Assist the Project Manager in planning, monitoring, and supervising the implementation of project activities.
- Assist to identify potential microenterprises (MEs), select appropriate climate-resilient and resource-efficient cleaner production (RECP) practices for MEs and motivate them to adopt those practices.
- Provide technical support to MEs at cluster level.
- Select MEs for demonstration, set-up demonstration, and follow-up the MEs.
- Prepare training manuals, leaflets, case stories of the sub-project.
- Impart training on new/improved climate-resilient, resource-efficient and cleaner production, GMP, climate change vulnerability, etc.
- Assist in organizing field days, exposure visits, meetings, workshops, seminars, fairs, Environment Club meetings, etc.
- Explore circular economy, value-added product diversification, and new market potentiality.
- Assist to produce monthly, quarterly, and annual progress report as per the requirement of the management.
- Regular field visit at project areas, tracking the MEs progress in adoption of the RECP practices and reporting.

- Maintain linkages with different government departments (i.e. DoE, BITAC, BSTI), academicians, value-chain actors (hatchery owners, inputs sellers, market actors, transporter etc.), private sector companies, etc.
- Any other tasks, duties, or specific tasks assigned by the Project Manager and management of the organization.

## **6.0 Academic Qualifications**

- Should have B.Sc in Mechanical Engineering / Electrical and Electronics Engineering from a Approved university.
- Candidate having Master's degree in Mechanical/Electrical and Electronics Engineering will be given preference.

## **7.0 Working Experience**

- Minimum 5 years of working experience in relevant sector (only full-time work experience after graduation will be considered).
- Relevant working experience with PKSf or any project funded by multi-lateral development partners would be preferred.
- Working experience in enterprise development related projects will be given preference.

## **8.0 Knowledge and Skills**

- Knowledge on resource efficiency, product diversification, certification, environment, climate change and vulnerability will be an added advantage
- Practical knowledge and experiences in training modules, leaflets, case stories, etc. development.
- Ability to work in a team and with good communication and interpersonal skills.
- Good computer knowledge (MS office and relevant applications).

## **9.0 Age Limit**

- Maximum 40 years of age on the last date of application.

## **10.0 Salary and Allowances**

- Monthly consolidated salary is BDT 50,000/-
- Other admissible benefits (Festival Bonus, Bangla Noboborsho allowance, Mobile allowance, etc.) as per the organization's policy.
- Salary and other admissible benefits (if any) are inclusive of all taxes as imposed by the government of Bangladesh. Taxes will be deducted at sources as per government rules.

## Terms of Reference (TOR) of **Environment and RECP Officer**

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### **1.0 Background**

BASTOB Initiative for People's Self-Development is going to implement a sub-project titled 'Promoting sustainable growth in the machinery and equipment sub-sector through RECP practices' as part of the 'Sustainable Microenterprise and Resilient Transformation (SMART)' project. This sub-project aims to increase resource-efficient and resilient green growth of microenterprises (MEs) under Machinery and Equipment sub-sector. The project is jointly financed by the World Bank, Palli Karma-Sahayak Foundation (PKSF), and BASTOB Initiative for People's Self-Development.

### **2.0 Sub-project Objectives**

1. Ensure proper resource utilization of MEs in an efficient way.
2. Boost productivity with appropriate technology.
3. Develop capacity of MEs for climate resilient sustainable business.

### **3.0 Sub-project Working Areas**

The sub-project will work across Keraniganj, Dhaka South city corporation under Dhaka districts.

### **4.0 Duration**

The employee will initially be hired for a one-year term, with possibility of extending the contract till 30 June 2028, based on satisfactory performance.

### **5.0 Duties and Responsibilities**

The 'Environment and RECP Officer' will work under the direct supervision of the Project Manager and will undertake following duties and responsibilities, which are essential but not limited to:

- Assist the Project Manager in planning, monitoring, and supervising the implementation of project activities.
- Create awareness among the microenterprises about environment, climate-resilient RECP, climate vulnerability, and Occupational Health and Safety (OHS).
- Provide training on Environment, Climate Resilient RECP and Climate vulnerability at ME level.
- Facilitate MEs to implement RECP practices.
- Make regular field visits to monitor RECP practices including data collection, analysis, and reporting.
- Educate project staff about environment, climate-resilient RECP, climate vulnerability, and OHS issues.
- Guide project staff to implement climate-resilient RECP and OHS practices.
- Prepare sub-project-specific Environmental and Social Management Plan (ESMP).

- Facilitate formation of Environment Clubs, including arrangement of regular monthly meeting, celebration of national and international days, and youth engagement program.
- Maintain liaison and coordination with local authorities like DoE.
- Any other tasks, duties, or specific tasks assigned by the Project Manager and senior management of the [name of the PO].

## **6.0 Academic Qualifications**

- Minimum BSc. (Hons.) in Environmental Sciences/Civil and Environmental Engineering/ Environment and Disaster Management/Forestry and Environment/ Geography and Environment/Environment and Natural Resources Management, or BSc. in Civil Engineering from a UGC-approved university.

## **7.0 Working Experience**

- Minimum three (3) years of experience in working on Environmental management and/or RECP implementation.
- Relevant working experience with PKSf or any project funded by any multi-lateral development partners would be preferred.
- Experience in working in enterprise development related projects will be an added advantage.

## **8.0 Knowledge and Skills**

- Proven knowledge of environmental monitoring regarding use of resource, energy, water, waste-water, waste management, and air emission.
- Field-level experience on environmental management (IEE, EIA, ESMP, etc.) and RECP implementation.
- Experience of providing environment and resources management training, awareness building among mass people on Occupational Health and Safety (OHS) issues.
- Good interpersonal and communication skills.
- Good computer knowledge (MS office suite, typing both English and Bangla).

## **9.0 Age Limit**

- Maximum 40 years of age on the last date of application.

## **10.0 Salary and Allowances**

- Monthly consolidated salary is BDT 50,000/-
- Other admissible benefits (Festival Bonus, Bangla Noboborsho allowance, Mobile allowance, etc.) as per the organization's policy.
- Salary and other admissible benefits (if any) are inclusive of all taxes as imposed by the government of Bangladesh. Taxes will be deducted at sources as per government rules.

## Terms of Reference (TOR) of Accounts and Finance Officer

### 1.0 Background

BASTOB Initiative for People's Self-Development is going to implement a sub-project titled 'Promoting sustainable growth in the machinery and equipment sub-sector through RECP practices' as part of the 'Sustainable Microenterprise and Resilient Transformation (SMART)' project. This sub-project aims to increase resource-efficient and resilient green growth of microenterprises (MEs) under Machinery and Equipment sub-sector. The project is jointly financed by the World Bank, Palli Karma-Sahayak Foundation (PKSF), and BASTOB Initiative for People's Self-Development.

### 2.0 Sub-project Objectives

1. Ensure proper resource utilization of MEs in an efficient way.
2. Boost productivity with appropriate technology.
3. Develop capacity of MEs for climate resilient sustainable business.

### 3.0 Sub-project Working Areas

The sub-project will be implemented across Keraniganj, Dhaka South city corporation under Dhaka districts.

### 4.0 Duration

The employee will initially be hired for a one-year term, with the possibility of extending the contract till 30 June 2028, based on satisfactory performance.

### 5.0 Duties and Responsibilities

The 'Accounts and Finance Officer' will work under the direct supervision of the Project Manager and will undertake the tasks and duties to assist implementation of the sub-project. The specific tasks are, but not limited to, as follows:

#### Maintaining Accounts

- Maintain sub-project accounts in accordance with International Accounting Standard (IAS), on a 'going concern' basis under Generally Accepted Accounting Principles;
- Maintain separate books of account on an accrual basis under historical cost convention;
- Prepare monthly/annual financial statements incorporating disclosure on income and expenditure, receipt and payment, and financial position of the sub-project along with other notes and relevant information;

#### Fund Management

- Monitor the flow of funds from the PKSF to sub-project and sub-project to microenterprise to ensure that appropriate procedures are followed;
- To ensure a smooth flow of funds from the sub-project to Microenterprise level for sub-project implementation;
- Ensure that adequate internal control and arrangement are in place for proper utilization, management, and accounting of funds;

#### Budget and Financial Reporting

- Prepare yearly/half-yearly detailed sub-project budget in line with the procurement plan and other relevant work plans;
- Prepare the budget of a new cost proposal, training, and other sub-project activities;
- Ensure that shared cost amounts are budgeted for each proposal of the sub-project;
- Prepare monthly financial report and half-yearly reimbursement bill for the sub-project;

#### Sub-project Monitoring

- Ensure strong monitoring system of the sub-project through frequent field visits;
- Review external and internal audit report along with management letter of the sub-projects;

#### **Administration and Procurement**

- Ensure that the project procurement rules are complied with the sub-project procurement;
- Prepare and regularly update the procurement plan(s);
- Manage logistics and procurements;
- Verifying current inventory levels and keeping records to prevent inventory gaps;
- Overseeing the day-to-day administrative tasks.

#### **Others Responsibilities**

- Maintain the sub-project bank account and prepare monthly bank Reconciliation Statements;
- Maintain liaison and coordinate with SMART-PMU of PKSf regarding accounts and budget;
- Support internal audit section for internal audit and support external auditors with necessary information of the sub-project;
- Any other tasks, duties, or specific tasks assigned by the Project Manager and management of the [PO Name].

### **6.0 Academic Qualifications**

- The ideal candidate should possess a minimum of a four-year undergraduate degree/ BCom. (pass) with master degree in Accounting or Finance from a UGC-approved university. (Third class or similar grade in any level of academic career is not acceptable.)

### **7.0 Experience**

- The candidate should have a minimum of four (4) years of work experience in financial management within a reputable organization, preferably within development organizations in Bangladesh. (Only full-time work experience after graduation will be considered).
- Relevant working experience with PKSf or any project funded by multi-lateral development partners would be preferred.
- Good computer knowledge (MS office suite, typing both English and Bangla).

### **8.0 Age Limit**

- Maximum 45 years of age on the last date of application.

### **9.0 Salary and Allowances**

- Monthly consolidated salary is BDT 50,000/-
- Other admissible benefits (Festival Bonus, Bangla Noboborsho allowance, Mobile allowance, etc.) as per the organization's policy.
- Salary and other admissible benefits (if any) are inclusive of all taxes as imposed by the government of Bangladesh. Taxes will be deducted at sources as per government rules.



# Terms of Reference (TOR) of MIS and Documentation Officer

## 1.0 Background

BASTOB Initiative for People's Self-Development is going to implement a sub-project titled 'Promoting sustainable growth in the machinery and equipment sub-sector through RECP practices' as part of the 'Sustainable Microenterprise and Resilient Transformation (SMART)' Project. This sub-project aims to increase resource-efficient and resilient green growth of microenterprises (MEs) under Machinery and Equipment sub-sector. The project is jointly financed by the World Bank, Palli Karma-Sahayak Foundation (PKSF), and BASTOB Initiative for People's Self-Development.

## 2.0 Sub-project Objectives

1. Ensure proper resource utilization of MEs in an efficient way.
2. Boost productivity with appropriate technology.
3. Develop capacity of MEs for climate resilient sustainable business.

## 3.0 Sub-project Working Areas

The sub-project will cover Keraniganj, Dhaka South city corporation under Dhaka districts.

## 4.0 Duration

The employee will initially be hired for a one-year term, with the possibility of extending the contract till 30 June 2028, based on satisfactory performance.

## 5.0 Duties and Responsibilities

The 'MIS and Documentation Officer' will work under the direct supervision of the Project Manager and will undertake following duties and responsibilities, which are essential but not limited to:

### Monitoring, Data Collection and Record Keeping

- Ensure that the baseline study and final evaluation of the sub-project level is completed smoothly and effectively;
- Monitor the implementation of project-level activities by visiting the fields frequently;
- Conduct field-level and real-time data collection maintaining consistent data collection standards/guidelines and/or protocols;
- Ensure proper record keeping of data and provide required support to team members during Resource-Efficient and Cleaner Production (RECP) screening/profiling and filling up the MIS reporting templates/forms;
- Proper archiving/preservation of collected data to meet the periodic data needs;

### Data Verification, Entry and Cleaning

- Verify the authenticity and validity of the collected data by cross-checking with other records and re-visiting project participants;
- Implement the real-time data collection using tab/mobile applications;
- Input verified data into relevant databases or software systems;
- Perform data cleaning to remove duplications, errors, or inconsistencies;
- Ensure that the integrity of data is maintained throughout the entry process;

### MIS Reporting and Documentation

- Maintain organized and accessible records of all data and activities;
- Assist Project Manager to prepare monthly/quarterly/yearly project progress report;

- Document and inform the team members on the anticipated procedural challenges and changes regarding data management;
- Ensure that all the documentations are up-to-date and well aligned with organizational policies, regulations and guidelines;
- Capture key lessons, document best practices and case stories;
- Assist in-house teams or consultants to prepare video documentaries, booklets, brochures, posters, banners, etc.

#### **Other Responsibilities**

- Maintain liaison and coordination with PKSf regarding monitoring, evaluation, reporting, and documentation as well as make extensive field visits on a regular basis;
- Any other tasks, duties, or specific tasks assigned by the Project Manager and senior management of the [name of the PO].

### **6.0 Academic Qualifications**

- The incumbent should possess Bachelor (Hons.) and Master's degree in Social Science/Development Studies/Statistics from a UGC-approved university.

### **7.0 Working Experience**

- The candidate should have a minimum of three (3) years of work experience in monitoring and evaluation/MIS and documentation in a development organization that works in Bangladesh.
- Candidate having relevant experience of working in donor-funded projects would be preferred.
- Experience of working in enterprise development related projects will be an added advantage.

### **8.0 Knowledge and Skills**

- Strong technical knowledge in reporting through online-based management information system;
- Excellent competency in working with MS Office packages;
- Excellent competency in performing data collection using paperless technologies like Open Data Kits/KoboToolbox;
- Strong analytical capacity using SPSS/STATA would be an added advantage;
- Good interpersonal and communication skills.

### **9.0 Age Limit**

- Maximum 35 years of age on the last date of application.

### **10.0 Salary and Allowances**

- Monthly consolidated salary is BDT 50,000/-
- Other admissible benefits (Festival Bonus, Bangla Noboborsho allowance, Mobile allowance, etc.) as per the organization's policy.
- Salary and other admissible benefits (if any) are inclusive of all taxes as imposed by the government of Bangladesh. Taxes will be deducted at sources as per government rules.