

Terms of Reference (TOR) of Officer (Life Skills & Entrepreneurship Development)

1.0 Background

BASTOB - Initiative for People's Self-Development is implementing the *Recovery and Advancement of Informal Sector Employment (RAISE)* project. Launched in February 2022, this project is a joint initiative of PKSf and the World Bank. The RAISE project aims to enhance employability and productivity in the informal sector while providing financial support to low-income youth, micro-entrepreneurs, and those affected by COVID-19 in urban and peri-urban areas across Bangladesh.

2.0. Objective

The overall objective of the project implemented by PKSf is to enhance the access to earning opportunities for low-income youth, including COVID-affected youth in urban and peri-urban areas.

3.0. Officer (Life Skills & Entrepreneurship Development)-1 Position

The Officer (Life Skills & Entrepreneurship Development) is responsible for facilitating how to gain confidence and move forward in life and supporting to economic empowerment of youth and micro-entrepreneurs. The Officer will be responsible for delivering life skills and entrepreneurship development sessions and monitoring the program participants.

4.0. Major Responsibilities

- Facilitate sessions on growth mindset, emotional intelligence, team building, adaptability, networking & collaboration, business management & entrepreneurship development with leadership & healthy role modeling to youth;
- Establish linkage with local enterprises and entrepreneurs and other relevant stakeholders for employment (self and wage) creation and take feedback from the employers and apprentices regarding training & employment;
- Assist the Business Management trainees in developing Business Plans and monitor & mentor the trainees during their employment;
- Check attendance record, quality of training, beneficiary grievances, progress on business plan and future aspirations;
- Assist in organizing seminars, workshops, training, and other community mobilization programs;
- Assist in preparing monthly, quarterly and half yearly progress reports in time; and
- Perform any other tasks assigned by the management.

5.0. Educational and other Qualifications

- Master's Degree preferably in Economics/ Development Studies/ Social Work/Social Welfare/ Sociology/ Business Administration or BSc Engineering in CSE/EEE/Civil/Mechanical from any Govt. approved university;
- More than one 3rd Division/Class in examinations will not be accepted;
- Training in Life Skills/Soft Skills/Entrepreneurship Development/Business Management will be treated as extra quality;
- Have experience working with youth and micro-entrepreneurs;
- Good operating skills of Microsoft Office package; and
- Required to have excellent communication skills (written and verbal) in English & Bangla;
- Understanding and speaking the local language of the project area is an advantage.

6.0. Experience

- At least 5 years of relevant experience in training & facilitation/ entrepreneurship/business development.

7.7. Age Limit

Maximum 45 years.

7.0. Work Station: (Dhaka, Chattogram and Cox's Bazar); extensive field visit is required.

8.0. Salary & Allowances:

Consolidated Tk. **47,700/- (BDT Forty-Seven Thousand and Seven Hundred)** per month and other admissible benefits as per Project/organization rules. (Inclusive of all applicable Tax as per the law of Bangladesh)

Qualified women are strongly encouraged to apply.