



Terms of Reference (TOR) of Environment and RECP Officer

1.0 Background

BASTOB Initiative for People's Self-Development is implementing 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, Motorcycle allowances 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.

NB: Candidate must own valid Driving license and Motorcycle with registration document. S/he must have willingness to do 60% field work at Dholaikhal, Donia, Jatrabari, Keraniganj, Kamrangirchar area.

Deadline for Application: 10 November 2025.