

JOB DESCRIPTION OF KEY STAFFS
UNDER LOA WITH HILL DISTRICT COUNCILS
Name of Component: Community Resilience Through Locally Led Inclusive Adaptation in CHT
(CoRLIA) of ERRD-CHT Project, UNDP

POSITION	REQUIREMENTS	KEY RESPONSIBILITIES
District Officer-CoRLIA (1 position)	<p>Masters in Environmental Management/studies/science/Social Science /Agricultural Sciences /Disaster Management or any other relevant field from a reputed university.</p> <p>Minimum 5 years' working experiences in Community Climate Resilience Project or Livelihood development of communities vulnerable due to Climate Change etc.</p>	<p>Under the supervision of Hill District Council (HDC) and close collaboration with ERRD-CHT Project, UNDP the incumbent will be the focal person in implementing the CoRLIA activities to be implemented by the HDC. These include but not limited to planning, coordination, management of trainings, selection of communities/PDCs, formation of WCRC, supervise and appraise project personnel under HDC and monitor project activities. The person will keep liaison with PO-Climate Change, PO-Livelihoods, District FFS Officer, District Project Implementation Analyst and Upazila Facilitator of ERRD-CHT Project, UNDP. S/he will act as focal point of HDC for managing Letter of Agreements (LoA) on CoRLIA. S/he will be responsible to lead the team (8-9 persons) under HDC. S/he will be based at District with spending frequent time for field visits other than planning, budgeting, implementing, coordinating, reporting and administrative procedures. S/he will have to ensure quality during implementation in compliance with ERRD-CHT, UNDP guidelines.</p>
Monitoring & Reporting Officer-CoRLIA (01)	<p>Masters in Statistics/Economics/Social/Political Science/ Agricultural Science/Development Studies or any other relevant field from a reputed University.</p> <p>Minimum 3 years' experience as M&E Officer in the field of Monitoring & Evaluation for a development project;</p> <p>Demonstrated experience in data collection, analysis, and reporting.</p> <p>Strong understanding of climate change issues and project management principles.</p> <p>Excellent communication, writing, and presentation skills.</p> <p>Proficiency in data management and analysis software (e.g., MS Excel, SPSS).</p>	<p>Under supervision of the District Officer-CoRLIA and guidance of the Programme Officer- M&E of UNDP the Monitoring & Reporting Officer will be responsible for internal monitoring of all field level activities of CoRLIA component. S/he will also be responsible for establishing and maintaining an effective monitoring and reporting system for the Project. The M&RO will ensure the timely collection, analysis, and dissemination of project data to support project management, decision-making, and successful achievement of project goals. S/he will perform following responsibilities:</p> <p>Develop and implement a Monitoring & Evaluation (M&E) framework for the project, aligned with the project goals, objectives, and indicators.</p> <p>Design data collection tools and methodologies, including surveys, interviews, and field data collection techniques.</p> <p>Oversee the collection of quantitative and qualitative data related to project activities, outputs, and outcomes.</p> <p>Manage and analyze collected data using appropriate software and statistical methods.</p>

Adam

POSITION	REQUIREMENTS	KEY RESPONSIBILITIES
	<p>Ability to work independently and as part of a team.</p> <p>Experience working in a developing country context (desirable).</p>	<p>Prepare regular progress reports (monthly, quarterly, annually) on project implementation, including key achievements, challenges, and corrective actions.</p> <p>Prepare technical reports, as required, on specific aspects of the project, including data analysis and findings.</p> <p>Liaise with project stakeholders, including staff, partners, and beneficiaries, to facilitate data collection and ensure project compliance with reporting requirements.</p> <p>Contribute to the development of project communication materials (e.g., reports, presentations) to showcase project results and impacts.</p> <p>Maintain a comprehensive project knowledge management system to document lessons learned and best practices.</p> <p>Stay up-to-date on relevant climate change issues, monitoring & evaluation methodologies, and reporting standards.</p> <p>S/he will be based at district with frequent monitoring visits to field other than data analysis and reporting. S/he will have to develop the capacity of the project staffs in the area of M&E and take lead with guidance from his/her supervisor. S/he will have to extend his/her support to other team members in organizing training, workshop etc. S/he will regularly capture case studies, photos and share. S/he will support or take lead in the district during periodic result assessment, conduct FGDs as required by the project. S/he will perform any other duties/assignments as and when required by the project.</p>
<p>Technical Officer-CoRLIA/Community Resilience (1 position)</p>	<p>Masters in Environmental Management/studies/science/Social Science /Agricultural Sciences /Disaster Management or any other relevant field from a reputed university.</p> <p>Minimum 3 years' working experiences as technical officer in Community Climate Resilience Project or Livelihood development of communities vulnerable due to Climate Change etc.</p>	<p>Under the supervision of District Officer-CoRLIA and close collaboration with District Project Implementation Analyst, Upazila Facilitator of ERRD-CHT Project, UNDP in the district the incumbent will be providing technical supports to the team in implementing the CoRLIA activities. These include but are not limited to planning, coordination, management of training, selection of communities/PDCs, formation of WCRC and monitoring project activities. The person will keep liaison with PO-Climate Change, District FFS Officer, PO-Livelihoods, of ERRD-CHT Project, UNDP. S/he will act as technical person of HDC for developing different training modules, materials, capacity development of WCRC, Union Parishad members (youth and women), exchange visits, organizing different trainings and workshops. S/he will be based at District with spending frequent time for field visits other than planning, budgeting, implementing, coordinating, reporting. S/he will have to supervise Upazila Community Resilience Facilitators and</p>

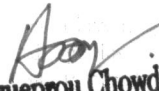


POSITION	REQUIREMENTS	KEY RESPONSIBILITIES
		<p>Local Resilience Facilitators in the team. S/he will have to ensure quality during implementation and achieving results in compliance with ERRD-CHT, UNDP guidelines.</p> <p>S/he will perform any other duties/assignments as and when required by the project.</p>
<p>Upazila Community Resilience Facilitators (4 in BBN, 4 in KHG and 5 in RGT)</p>	<p>Minimum Graduate. Minimum 3 years' experience with NGOs as Community Facilitator or mobiliser or organizer, or similar position in relevant projects.</p> <p>S/he must be permanent resident from the locality/Union/Upazila. Must be able to physically move in remote areas.</p>	<p>Under the supervision of Technical Officer-CoRLIA and Monitoring and Reporting Officer of HDC and overall supervision of District Officer-CoRLIA s/he will be responsible for:</p> <ul style="list-style-type: none"> - Preparing village profile; - Organizing, mobilizing the targeted communities; - Social map, resource map; - Support formation of Women led Climate Resilience Committee (WCRC); - Build capacity of WCRC as per project need; - Conduct different awareness raising sessions at community level; - Support to organize monthly meetings and maintain meeting resolutions; - Support WCRC to conduct Community Climate Vulnerability Assessment (CCVA); - Support CRC to prepare Local Resilience Plans (LRPs) and project proposals following the prioritized actions; - Primary data collection; - Coordination with other components of HDC (WGEIE, LoGIC); - Liaison and linkage building with Union Parishads, Traditional institutions, GoB line departments etc. - Organise communities for different visitors to show project activities/results; - Participate in Bimonthly UDCC meetings and necessary support for WCRC proposals and need; - S/he will support LRF at his/her working area to perform his/her duties as per project guidance/needs. - Support CALO identification and implementation.

POSITION	REQUIREMENTS	KEY RESPONSIBILITIES
		<ul style="list-style-type: none"> - Support Communities to implement community Climate Resilience building projects and documentation. - S/he will perform any other duties/assignments as and when required by the project.
Finance & Admin Officer (01)	<p>Educational Background: Bachelor's degree in accounting, Finance, Business Administration, Commerce, or a related field.</p> <p>Work Experience: Minimum 3 years' practical experience working in relevant field/project.</p> <p>Prior experience working on similar projects with a demonstrably successful track record is strongly preferred.</p>	<p>Under supervision of District Officer -CoRLIA & Accounts Officer of HDC and technical guidance of Finance and Accounts Officer of ERRD-CHT, UNDP, the Finance & Admin Officer will be responsible for:</p> <p>Finance:</p> <ul style="list-style-type: none"> ▪ S/he will support District Officer-CoRLIA for component's budget delivery, fund request, expenditure reports, financial reports, audit etc. ▪ Process accounts payable and receivable in a timely and accurate manner. ▪ Maintain general ledger and ensure accurate financial records. ▪ Prepare financial reports (e.g., balance sheets, income statements, cash flow statements) according to established deadlines. ▪ Assist with budgeting and forecasting activities. ▪ Liaise with auditors during external audits. ▪ Ensure adherence to all financial regulations and policies. <p>Administration:</p> <ul style="list-style-type: none"> ▪ Manage office supplies and equipment inventory. ▪ Coordinate travel arrangements and logistics for staff. ▪ Provide general administrative support, including filing, correspondence, and scheduling. ▪ Manage petty cash and office expenses. ▪ Assist with human resource functions as needed (e.g., onboarding, leave management). ▪ Maintain a professional and organized work environment. <p>S/he will perform any other duties/assignments as and when required by the project.</p>

Positions under HDCs under CoRLIA component:

- ✓ District Officer - CoRLIA (1)
- ✓ Technical Officer- CoRLIA/Community Resilience (1)
- ✓ Monitoring and Reporting Officer (1)
- ✓ Upazila Community Resilience Facilitators-4 in KHG
- ✓ Finance and Admin Officer (1)


Mongsueprou Chowdhury
Chairman
Khagrachari Hill District Council

**JOB DESCRIPTION OF KEY STAFFS
UNDER LOA WITH HILL DISTRICT COUNCILS**

Name of Component: Women and Girls Empowerment through Inclusive Education in CHT (WGEIE)
of ERRD-CHT, UNDP

POSITIONS	REQUIREMENTS	KEY RESPONSIBILITIES
District Officer (WGEIE) (1 position)	<p>Educational Background: Masters degree in development studies or Social Sciences or Arts, or any relevant field of study from a reputed university.</p> <p>Work Experience: A minimum of 5 years' experience working on development projects, in the education sector, or on education-related projects.</p> <p>Prior experience working on similar projects with a demonstrably successful track record is strongly preferred.</p>	<p>Under the supervision of Hill District Council (HDC) and close collaboration with ERRD-CHT Project, UNDP the District Officer -WGEIE will be the key person in implementing the GAC funded "Women and Girls Empowerment through Inclusive Education in CHT" component activities to be implemented by the HDC. The incumbent will lead the component activities with overall technical guidance from ERRD-CHT, UNDP staffs. These include but are not limited to planning, budgeting, implementation, coordination, management, staff supervision, technical support, monitoring and reporting of WGEIE interventions. S/he will perform following responsibilities:</p> <p>Day-to-day office administration and coordination. Support to organize/conduct meetings, trainings, workshops, day observations, result assessments, need assessments, studies/FGDs/KIIs etc. Facilitate proper election of schools/educational institutions, formation of Mothers' Clubs, project planned support to schools/educational institutions such as; MMC facilities, classroom renovation, water facility, single sex toilets, teachers capacity development, support to poor girl students, boarding facility, safe space for girls at schools/college, non-MPO schools' graduation towards MPO status, mid-day meal support to selected schools. RHCW activities including support to reproductive health hygiene for girl student, communication and visibility, coordination with victim support center (VSC) and other relevant stakeholders/ institutions, support to GVB victims etc..</p> <p>S/he will supervise and appraise project personnel under HDC (a team of 9-10 personnels) and monitor project activities. The person will keep liaison with District Project Implementation Analyst, Education Officer, PO-M&E of ERRD-CHT Project, UNDP working within the district. S/he will act as focal point of HDC for managing Letter of Agreements (LoA) on WGEIE component including fund request, expenditure/financial reports, asset management, regular reports (monthly, quarterly, annual and completion). S/he will be based at District with spending frequent time for field visits other than planning, budgeting, implementing, coordinating, reporting and administrative procedures. S/he will have to ensure quality delivery during project implementation in compliance with ERRD-CHT, UNDP guidelines.</p>
Monitoring & Reporting Officer (1 position)	<p>Educational Background: Master's degree in Statistics/Economics/Social Science/ Development Studies or any other relevant field of study from a reputed University.</p>	<p>Under supervision of the District Officer- WGEIE and technical guidance of the Programme Officer-M&E of ERRD-CHT, UNDP, the Monitoring & Reporting Officer will be responsible for internal planning, monitoring and reporting of all field level activities of the GAC funded WGEIE component. S/he will also be responsible for collecting data from Upazila, analyze data</p>



POSITIONS	REQUIREMENTS	KEY RESPONSIBILITIES
	<p>Work Experience: A minimum of 3 years' experience as M&E Officer in the field of Monitoring & Evaluation.</p> <p>Prior experience working on similar projects with a demonstrably successful track record is strongly preferred.</p>	<p>and prepare different reports. S/he will be based in the district with frequent monitoring visits to field other than data analysis and reporting. S/he will have to develop capacity of the project staffs in the area of M&E, reporting and take lead with guidance from his/her supervisor. S/he will have to extend his/her support to other team members in organizing training, workshop etc. S/he will regularly capture case studies, photos and share. S/he will support to prepare regular monthly/quarterly/annual reports for the project. S/he will support or take lead in the district during periodic result assessment, conduct FGDs, KIIs as required by the project. S/he will perform any other duties/assignments as and when required by the project.</p>
<p>Gender & Inclusive Education Officer (GIEO) (1 position)</p>	<p>Educational Background: Master's degree in Development studies/Social Science or any other relevant field of study from a reputed university.</p> <p>Work Experience: A minimum of 3 years' experience working on development projects, in gender, women empowerment, education sector, or on education - related Projects.</p> <p>Prior experience working on similar projects with a demonstrably successful track record is strongly preferred.</p>	<p>Under the supervision of District Officer- WGEIE of Women and Girls Empowerment through Inclusive Education in CHT (WGEIE) component and close collaboration with District Project Implementation Analyst and Education Officer of ERRD-CHT, UNDP, the incumbent (GIEO) will be providing technical supports to the team in implementing the project activities. These include but not limited to planning, budgeting, coordination, monitoring and reporting, management of meetings, trainings, workshops, selection of schools/educational institutions, formation of Mothers' Club & safe space for girls, keep close link with the VSC, work with Reproductive Health Care Workers (RHCWs) and monitor project activities. S/he will be the key technical person in the team and support his/her Supervisor/DO-WGEIE in performing his/her duties profoundly. S/he will work in the team and extend support to M&E Officer, Upazila Education Facilitators, consultant (civil engineers) or relevant staff, Finance and Accounts Officer etc. S/he will act as focal point of HDC for developing different training modules, materials, capacity development of WGEIE component, educational institutions, organizing different trainings and workshops. S/he will be based at District with spending frequent time for field visits other than planning, budgeting, implementing, coordinating, reporting. S/he will have to supervise Upazila Education Facilitators and RHCWs in the team. S/he will have to ensure Gender equity, equality, inclusiveness in the education sector in CHT following the Gender Strategy/targets. S/he will have to ensure quality during implementation and achieving results in compliance with ERRD-CHT, UNDP guidelines.</p> <p>S/he will have to perform any other duties/assignments as and when required by the project.</p>
<p>Upazila Education Facilitator (4 in Khagrachari)</p> <p>Note: Each UEF will cover 2-3 upazilas in his/her district.</p>	<p>Minimum Graduate.</p> <p>Minimum 3 years' experience with NGOs as Community Facilitator or mobiliser or organizer, or similar position in relevant projects.</p> <p>S/he must be permanent resident from the locality/Union. If no suitable</p>	<p>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:</p> <ul style="list-style-type: none"> - Preparing educational profile; - Organizing, mobilizing the targeted students, teachers, mothers' club members & communities;

Adan

POSITIONS	REQUIREMENTS	KEY RESPONSIBILITIES
	<p>candidate s/he must be from nearby Union in the Upazila. Must be able to physically move in remote areas.</p> <p>Prior experience working on similar projects with a demonstrably successful track record is strongly preferred</p>	<ul style="list-style-type: none"> - 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 organizing 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.
<p>Finance & Admin Officer (1 position)</p>	<p>Educational Background: Bachelor's degree in accounting, Finance, Business Administration, Commerce, or a related field.</p> <p>Work Experience: Minimum 3 years' practical experience working in finance sector with government/ non-government organizations.</p> <p>Prior experience working on similar projects with a demonstrably successful track record is strongly preferred.</p>	<p>Under supervision of District Officer -WGEIE & Accounts Officer of HDC and technical guidance of Finance and Accounts Officer of ERRD-CHT, UNDP, the Finance & Admin Officer will be responsible for:</p> <p>Finance:</p> <ul style="list-style-type: none"> ▪ S/he will support District Officer-WGEIE for component's budget delivery, fund request, expenditure reports, financial reports, audit etc. ▪ Process accounts payable and receivable in a timely and accurate manner. ▪ Maintain general ledger and ensure accurate financial records. ▪ Prepare financial reports (e.g., balance sheets, income statements, cash flow statements) according to established deadlines. ▪ Assist with budgeting and forecasting activities. ▪ Liaise with auditors during external audits. ▪ Ensure adherence to all financial regulations and policies. ▪ Support facing audit for the project <p>Administration:</p> <ul style="list-style-type: none"> ▪ Manage office supplies and equipment inventory. ▪ Coordinate travel arrangements and logistics for staff. ▪ Provide general administrative support, including filing, correspondence, and scheduling. ▪ Manage petty cash and office expenses. ▪ Assist with human resource functions as needed (e.g., onboarding, leave management). ▪ Maintain a professional and organized work environment.

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POSITIONNS	REQUIREMENTS	KEY RESPONSIBILITIES
		S/he will perform any other duties/assignments as and when required by the project.

Positions under LoA of WGEIE component under KHDC and BHDC:

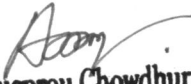
District Officer - WGEIE -1

Gender & Inclusive Education Officer- 1

Monitoring and Reporting Officer-1

Upazila Education Facilitators- 4

Finance and admin Officer-1


Mongsueprou Chowdhury
Chairman
Khagrachari Hill District Council