

**Terms of Reference (ToR) for Volunteer
'Enterprise Development Programme (EDP)'**

Role	Volunteer- EDP
Reports to	Economic Justice & Private Sector Sr. Officer
Duration	3 months (need based and on-call)

Background

Oxfam's vision is a just world without poverty: a world in where people can influence decisions that affect their lives, enjoy their rights, and assume their responsibilities as full citizens of a world in which all human beings are valued and treated equally.

Oxfam's Enterprise Development Programme (EDP) was started for the first time in 2008 as an unique impact investment programme and implemented in 19 countries over the world aiming are : a) to promote small and growing business sustainable development through facilitating access to finance and providing various technical services ; b) Facilitating marginalised farmers and women for ensuring their sustainable economic development; c) Continue to support innovation in Oxfam's programming and approaches.

The Enterprise Development Programme (EDP) aims to deliver inclusive economic growth, through a combination of business support, market development and social change. EDP operates in the space between development and commercial investment, blending Oxfam's knowledge of long-term development with new approaches to business development. EDP places special emphasis on a number of issues that are relatively new to some programmes, these are: women economic leadership, financial inclusion, mentoring and impact measurement.

As a part of Oxfam's Global Impact investment programme Oxfam in Bangladesh is operating and managing Enterprise Development Programme (EDP) since 2013 and currently 3 projects are in implementation stages and there are some projects in its pipe line.

Overall Purpose of the enumerator engagement

A great opportunity for the fresher to learn in depth and get the practical insight of the social business enterprise, Impact investment and financial inclusion. The volunteer/ enumerator will support the Oxfam in Bangladesh Enterprise Development & Private Sector team and rural based small and growing enterprise through collecting some of the basic economic, business & social information, data in relation with project under EDP.

Key responsibilities

- Develop the questionnaire in both Bangla and English in consultation with Oxfam in Bangladesh EDP team
- Collect the information data, based on questionnaire of project participant, enterprise under EDP located in different location in Bangladesh (mainly rural based).
- Coordination and communication with enterprise to ensure the data base.
- Create a data base for each enterprise.
- Support to organize different local (field-level), national event of the programme
- Provide necessary support to the EDP team when required

Timeline: May to July 2019 (need based and on-call)

SKILLS AND COMPETENCE

- Graduate in Agriculture/ Social Science/ Economics/ BBA or relevant field
- Creative and have thrive to take challenge
- Willing to work in rural areas farmers and marginalised community;
- Excellent communication and writing skill both in English and Bangla
- Mostly travel to field in different rural areas in Bangladesh
- Pro-active in taking new challenge & thrust to learn.

Reporting Line

The **volunteer** will be supervised, guided by and reportable to Economic Justice and Private Sector Officer, Oxfam, Dhaka.

Allowance

A motivational daily allowance will be paid for covering his/her foods and local conveyance and for the case of field visit (Outside of Dhaka) he/ she will get at actual accommodation cost and travelling cost during the period of engagement but based on actual working days.