

TERMS OF REFERENCE

Title	Project Officer
Objective	Contribute to an efficient and effective implementation of Sudokkho interventions
Period	1 November 2015 till 31 March 2019
Location	Initially in Dhaka with regular field work at locations of (potential) partner organisations and other stakeholders of Sudokkho. Eventually there is a possibility of relocation to Chittagong, Sylhet or Khulna.
Reports to	Functionally: Skills and Employment Director Operationally: Assigned Intervention Manager or Training Coordinator

Background of Sudokkho

Skills and Employment Programme Bangladesh (SEP-B) branded as Sudokkho is a £22 million, 5-year programme which is funded by UK aid and SDC. The programme is implemented by Palladium, in consortium with Swisscontact and the British Council.

Sudokkho supports private-sector led training for the poor, and in particular training that effectively supports women and disadvantaged populations into decent employment. The programme seeks to test and scale-up market driven, quality skills training models within the Ready Made Garments (RMG) and Construction sectors that will stimulate further investment in training by trainees, private training providers and employers. Within the programme period, Sudokkho will support up to 70 different training initiatives that will train at least 110,000 men and women of whom 65% will increase their income for a total cumulated value of three times the programme costs, i.e. approx. £65 million. Sudokkho supports and builds upon the TVET reform agenda of Bangladesh in coordination with the Directorate of Technical Education (DTE) of the Ministry of Education.

The programme is structured around three components:

1. Supporting private training providers to offer affordable quality training that enhances employability.
2. Supporting private sector industries to develop and operate industry-led training facilities.
3. Supporting the policy environment and the development of skills training packages that meet the occupational standards of the industry and can be used by above mentioned training systems.

Rationale for the position

Each of the above mentioned three components are headed by either an Intervention Manager or the Skills and Employment Director. In total, Sudokkho will employ eight Project Officers having various key areas of expertise, and who all contribute to the implementation of Sudokkho interventions.

Responsibilities, duties and tasks

The Project Officer is part of a team that is responsible for the implementation of a set of Sudokkho interventions that contribute to the overall targets of one Sudokkho Output Component, the targets of which are agreed upon by the project management in consultation with its financiers (UK aid and SDC) and the three consortium partners (Palladium, Swisscontact and British Council). The annual Sudokkho log frame targets and related annual work plan are the basis for detailed targets and work plans within the scope of the three Sudokkho Output Components.

To contribute to the Sudokkho Output Component targets, the Project Officer in consultation with his/her assigned Intervention Manager or Skills and Employment Director will agree on personal targets and work plans, which are subject to approval by Team Leader. This includes overall annual targets as well as intermittent targets for specific tasks. Aligned with this, the Project Officer will prepare on a weekly basis 4-week rolling activity plans and will report on a weekly basis the factual activities undertaken by means of a standard time sheet.

The Project Officer will participate in Sudokkho Output Component planning and monitoring meetings that are chaired by the Intervention Manager or Skills and Employment Director. He/she will also contribute to Sudokkho's quarterly and annual progress reporting and where applicable to the annual review.

Duties and tasks of the Project Officer support the project cycles within the different Sudokkho Output Components and depending on the specific assignment of the Project Officer may include any of the following:

1. Research and development

- Conduct research and support the Output Component Team in data processing and analyses and design strategies pertaining to skills and employment promotion.
- Assist in the process of assessment of graduates through Recognition of Prior Learning (RPL)
- Assist, in cooperation with external consultants, in the development and roll-out of a system called Skills Logbook.
- Remain well aware of developments in the relevant sectors.

2. Gender and social inclusion

- Ensure that within the assigned duties and tasks the Sudokkho Gender and Social Inclusion Strategy is fully applied, and where relevant seek cooperation with the Sudokkho Gender and Social Inclusion Officer.

3. Partner engagement

- Engage in assessment of potential partner organisations of Sudokkho, including training providers and industry-led training organisations, and contribute to the preparation and conducting of pre-grant workshops and due diligence.

- Assist in the development of concept notes and project documents of potential partner organisations of Sudokkho.
- Contribute to the provision or supervision (in case of engagement of external consultants) of technical assistance to partner organisations of Sudokkho and as agreed upon between Sudokkho and the partner organisation in respective grant agreements. This may include trainers training; upgrading of training facilities, equipment and training aids; school management training.

4. Communications

- In consultation with the Sudokkho Communication Officer roll-out of the Sudokkho communication strategy to outreach to different stakeholder groups, including community awareness and marketing.

5. Monitoring and results management

- Contribute to the process of results measurement and quality assurance of performance data among partner organisations and the target group of Sudokkho, including continuous data collection and analysis of all student tracking data, and relevant to enrolment of trainees, graduation of trainees, and employability of trainees 3 and 6 months after completion of training.
- Support and train partner organisations and other relevant stakeholders in Sudokkho's management information system (MIS).
- Conduct regular field visits to ensure proper implementation of activities.

6. Reporting

- Prepare periodic progress reports and communication materials for the project.

7. Other

- During the scope of implementation of Sudokkho additional tasks may emerge for which the programme takes responsibility; In the event that the Project Officer is considered suitable among the entire programme staff for taking up these tasks, and if workload permits, the Team Leader in consultation with his/her direct superior may assign these additional tasks.

Key Performance Indicators

- Full compliance with the Sudokkho Gender and Social Inclusion Strategy, and Communication Strategy
- Meeting all targets as agreed upon in the individual detailed work plan
- Full compliance with all planning, monitoring, results measurement and reporting tasks
- Full compliance with the guidelines of the Sudokkho operational manual.

Profile of the Project Officer

Minimum 3 years experience in working in a private sector development context is essential. The Project Officer should be familiar with M4P and/or BDS market development principles. A solid background in working with or in the RMG or construction sector is an advantage.

Additionally, all of the following criteria have to be met:

1. Understanding of the TVET system in Bangladesh.
2. Minimum Bachelor's degree (preferably a Master's degree) in economics, business, development or technical studies.
3. Proven familiarity in working with planning and monitoring systems.
4. Proven excellent proficiency in MS Office (particularly Word and Excel).
5. Excellent communication in English and Bangla.
6. Strong analytical and organisational skills, and proven reporting skills.