**Term of Reference (ToR) for**

**The Community Development Officer (Civil) under**

**Resilient Homestead and Livelihood Support to the Vulnerable Coastal People of Bangladesh (RHL) Project**

**1. Basic Information**

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| **Title** **of the Position** | : | Community Development Officer (Civil) |
| **Number of Position** | : | 01 |
| **Location** | : | Charfassion and Monpura Upazila of Bhola District, with at least 80% of the time spent on field visits in the project areas |
| **Report to** | : | Project Coordinator (PC) |
| **Duration of the Position** | : | Initially for one year with the possibility of annual renewal up to project periods. |
| **Salary (Gross)** | : | Monthly BDT 40,000/- and other admissible benefits |
| **Age Limit** | : | Maximum 35 years |
| **Experience** | : | Minimum3 years with 1 year of professional experience in the field of climate change adaptation/mitigation program, coastal housing and infrastructure development program is preferable.  |

**2. Background of the project**

Bangladesh's coastal zone's geographical location and low elevation make it vulnerable to disasters and climate change poses a new challenge to the lives and livelihoods in the coastal region. The vulnerability of these coastal people can be defined in three ways: climate-sensitive livelihoods, vulnerable settlements in low-lying areas, and scarcity of safe drinking water. Many coastal residents depend on seasonal subsistence agriculture and agriculture wage labor, which are highly climate-sensitive. Moreover, many coastal inhabitants live in houses built of mud and plants severely affected by cyclones, storm surges, and high tides. The lack of climate-resilient housing poses a serious poverty trap as significant portions of the incomes of coastal communities go towards house repairs. Under this circumstance, to develop a climate-adaptive coastal community in Bangladesh by adopting climate-resilient housing and livelihood technologies, the Green Climate Fund (GCF) under the United Nations Framework Convention of Climate Change (UNFCCC) approved *“Resilient Homestead and Livelihood Support to the Vulnerable Coastal People of Bangladesh (RHL),”* a five-year project (from September 2023 to August 2028). The project has chosen seven exposed coastal districts, namely Khulna, Bagerhat, Satkhira, Barguna, Patuakhali, Bhola, and Cox’s Bazar, which are particularly vulnerable to sea level rise, salinity intrusion, coastal flooding, cyclones, and storm surges due to their geographical position (for details about PKSF, please visit <https://www.greenclimate.fund/project/fp206>). The primary goal of the RHL project is to enhance the climate resilience of the vulnerable coastal communities of Bangladesh. PKSF will implement the project (for details about PKSF, please visit <http://www.pksf.org.bd>) through its Partner Organizations (known as implementing Entities for this Project) as a Direct Access Entity (DAE) of GCF.

Poribar Unnayon Songstha (FDA) the Partner Organization of PKSF will implement the RHL project in Charfassion and Monpura Upazila of Bhola District as an Implementing Entity (IE) of the RHL Project. For implementing the Project, Poribar Unnayon Songstha (FDA) is seeking qualified candidates for the “Community Development Officer (Civil)” post for its Project Management Unit (PMU).

**3. Key Responsibilities:**

* Provide technical expertise and support for constructing and maintaining climate-resilient coastal housing and crab hatchery.
* Provide technical expertise and support for raising household plinths, constructing houses, rainwater harvesting, and sanitation systems.
* Prepare detailed technical specifications and identify suitable materials and designs for construction activities.
* Develop Environmental and Social management plan (ESMP) and disclose the Environmental and Social Impact Assessment (ESIA) package for each Category B Sub-project with the consultation of Technical Officer (Environment and Monitoring).
* Supervise construction, ensure quality control throughout construction phases, and address technical challenges during implementation.
* Conduct regular on-site technical inspections and monitor the progress of construction activities.
* Maintain accurate technical records and prepare comprehensive technical reports for the project.
* Liaise with partner NGOs, government agencies, and local communities regarding technical aspects of the project and address their concerns.
* Conduct training sessions for community members on the operation and maintenance of infrastructures.
* Participate in project planning and budgeting processes, providing technical input and cost estimations.
* Assist the PC in ensuring quality and timely completion of project deliverables.
* Perform any other duties assigned by PKSF & IE Management.

**4. Education, Age and Experience:**

* Education: Minimum Diploma in Civil Engineering degree.
* Having 3rd division/class/equivalent CGPA in any examination will incur ineligibility.
* Age limit: Maximum 35 years.
* Experience: Minimum 3 years with 1 year of professional experience in the field of climate change adaptation/mitigation program, rainwater harvesting, coastal housing, and infrastructure development program is preferable. Experience in climate change adaptation or mitigation projects funded by PKSF or GCF will get preference.
* Work experience with government agencies, partner organizations of PKSF, international development partners, and coastal communities in Bangladesh is an asset.

**5. Other Qualifications:**

* Knowledge of climate change adaptation, mitigation, and salinity intrusion management in the context of Bangladesh, particularly the coastal region.
* Proficiency in AutoCAD or other relevant engineering software is an advantage.
* Fluency in English and Bengali languages is essential.
* Must have a valid motorcycle driving license.

**6. Salary and other admissible benefits.**

* Gross salary (monthly): BDT 40,000/-
* Religious festival bonus (yearly): 100% of a monthly gross salary.
* Bangla New Year allowance (yearly): 10% of a monthly gross salary.
* Phone bill allowance (monthly): BDT 700/-
* Other allowance (monthly): BDT 9,000/- per month for motorcycle rent, fuel, and maintenance.