

## LoGIC Project Terms of Reference

Job title: Project Manager  
 Project: LoGIC-UNDP  
 Supervisor: Assigned Deputy Country Director

### I. BACKGROUND AND JOB SUMMARY

In the framework of the project, the **Project Manager** has the overall responsibility for planning, implementation and coordination of LoGIC project activities. The Project Manager is responsible for the implementation of the project in collaboration with and supervision of the Project Officers based in 7 districts. S/he will also be responsible to ensure that the approaches and strategies of the project are being followed properly at field level. The Project Manager will play a supportive role towards the Project Officers and Community Mobilization Facilitators in the development and implementation of project concepts, approaches and operational strategies, as well as in achieving standards set for staff development and project monitoring. Working closely with other HELVETAS Swiss Intercooperation projects (e.g. Panii Jibon, Sharique), the Project Manager will ensure that necessary systems, methods, tools, and procedures are in place for the smooth execution of project interventions and activities.

S/he will possess a good understanding of Climate Change, Disaster Risk Reduction, Local Government Planning processes, and dimensions of social inequality that function as barriers to the empowerment of the poor, women and disadvantaged groups. Furthermore, s/he will have excellent leadership, facilitation, networking and communication skills and demonstrated ability to work in a challenging environment.

The Project Manager will be based in HELVETAS Swiss Intercooperation’s Country Office, Dhaka with frequent travels to the project areas while he/she will be the key person to keep communication with the UNDP on behalf of LoGIC project.

Duration of the project is 21 months. For this position the contract is initially for 12 months from the date of signing the contract. Based on the next agreement with UNDP the contract can be prolonged.

### II. RESPONSIBILITIES AND TASKS

RESPONSIBILITIES	TASKS
<b>Manage the project ensuring the efficient and effective planning, implementation</b>	<ul style="list-style-type: none"> <li>• Develop and monitor quarterly and annual operational plans according to donor requirements</li> <li>• Ensure progress tracking and project quarterly, half-yearly and yearly operational reporting</li> <li>• Produce periodical project reports according to the Donor’s requirements</li> </ul>

RESPONSIBILITIES	TASKS
<b>and coordination</b>	<ul style="list-style-type: none"> <li>• Prepare and review project budgets, incl. annual corporate budget</li> <li>• Ensure the expenditure tracking and half yearly and yearly financial reporting</li> <li>• Manage the project personal and human resources development</li> <li>• Organise and facilitate the collaboration and regular interaction with UNDP at central and district level</li> <li>• Facilitate the partnership building and dialogue with key stakeholders</li> <li>• Mobilize and contract external advisory support in case of need</li> </ul>
<b>Ensure a sound administration and financial management</b>	<ul style="list-style-type: none"> <li>• Ensure that administrative and financial procedures of the project and of HELVETAS Swiss Intercooperation are being followed.</li> <li>• Meet all queries/comments regarding project administration and financial issues</li> <li>• Review, approve and monitor service contracts, plans and reports</li> <li>• Oversee service provider hiring process, keep track of payments to service providers, liaise with the Finance Department and Country Office for service provider payment</li> <li>• Ensure effective use of project material and equipment, including vehicles</li> </ul>
<b>Coach, mentor and guide the Project team</b>	<ul style="list-style-type: none"> <li>• Support the project team in taking responsibilities with regard to project planning, implementation and monitoring at local level</li> <li>• Support the capacity building of relevant staff in implementation and monitoring of the project through regular accompaniment (including coaching and mentoring)</li> <li>• Provide appropriate guidance to the project team</li> </ul>
<b>Ensure sound monitoring, knowledge management and experience capitalisation</b>	<ul style="list-style-type: none"> <li>• Establish and facilitate a monitoring system for the project</li> <li>• Support the programme team in collection of relevant information to monitor progress of project outputs and outcomes</li> <li>• Contribute to knowledge management (KM) and capitalisation of experiences of project by capturing and processing of relevant knowledge and experiences</li> <li>• Organise sharing/exchange events at local and regional level</li> </ul>
<b>Ensure representation, networking, partnering and communication</b>	<ul style="list-style-type: none"> <li>• Maintain communication with the Country Office and other HELVETAS Swiss Intercooperation projects for exchanging of innovations and experiences as well for ensuring a programmatic approach.</li> <li>• Represent the project in different local networks, platforms and relevant line agencies including District and Upazila administration, district administration, government line agencies, local government, NGOs and other private stakeholders as per the demand of the project</li> <li>• Develop strategies to build purposeful relationships with related public,</li> </ul>

RESPONSIBILITIES	TASKS
	private and local government stakeholders <ul style="list-style-type: none"> <li>• Maintain and establish linkages/collaboration with other related programs and projects implemented by other organisations in the region for establishing synergies and effective implementation of the project</li> <li>• Build strong linkages with the media to share project innovations and achievements and to amplify the voice of the project participants</li> </ul>
<b>Ensure effective management of project resources of District Offices.</b>	<ul style="list-style-type: none"> <li>• Contribute to the staff development at the District Office through performance management</li> <li>• Approve day-to-day expenditure at the District Office</li> <li>• Contribute to the budgeting at the district office expenses and oversee the expenditures</li> <li>• Ensure an effective allocation and use of project materials and equipment, including vehicle</li> <li>• Ensure that administrative and financial procedures of the project and of HELVETAS Swiss Intercooperation are being followed also at District Office level</li> </ul>

### III. AUTHORITY:

The Project Manager reports to the assigned Deputy Country Director of HELVETAS Swiss Intercooperation.

As the focal person of the LoGIC project, s/he represents the project at the national and local (District/Upazila) level and keeps contact with all related stakeholders, i.e. Union Parishads, Upazila and district administration, public line agencies and related private sector actors at Upazila and District level.

### IV. CONTACTS AND KEY RELATIONSHIPS

The Project Manager interacts with the assigned colleagues from the Country Office and the thematic coordinators of other relevant projects and programmes of HELVETAS Swiss Intercooperation Bangladesh.

S/he participates in appropriate forums within Bangladesh, thereby representing LoGIC Project.

### V. WORKING PRINCIPLES AND CONDITIONS

- o Based at Dhaka office, the staff spends > 50% of his/her time on field visits to project sites
- o Implementation of activities is based on demands and needs of the communities
- o Gender is a transversal theme in the implementation of activities
- o Inclusiveness, i.e. the inclusion of poor in activities, is to be ensured
- o Resources entrusted by the organisation are to be used in an efficient and effective manner

**VI. QUALIFICATIONS AND COMPETENCIES:**

The Project Manager is a mid level managerial position and calls for specific subject related knowhow. Specific qualifications and competencies required include the following:

- Master degree from a recognized university
- At least 10 years work experience in development cooperation, preferably 5 years in Local Governance, climate change, environment and/or disaster risk reduction initiative
- In depth knowledge on policy issues and monitoring and evaluation
- Strong communication, writing and presentation skills and ability to produce quality reports both in Bangla and English
- Networking and communication ability
- Strong analytical skills
- Capable of intensive work in the field
- Good interpersonal and facilitation skills
- Ability to foster synergy between different relevant projects
- Basic computer skills in MS Office package