



TERMS OF REFERENCE

A. POST DETAILS

Post Title	:	District Officer
Salary	:	70,000/-BDT
Project Name	:	WGEIE Project, RHDC
Project Duration	:	Joining date to February,2025

B. Duties & Responsibilities:

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. These include but are not limited to planning, budgeting, implementation, coordination, management, staff supervision, technical support, monitoring and reporting. S/he will perform following responsibilities:

- Day-to-day office administration and coordination.
- Support to organize/conduct meetings, trainings, workshops, day observations, result assessments, need assessments, studies/FGDs/KIIs etc.
- Selection 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..
- 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.
- S/he will perform any other duties/assignments as and when required by the project.

C. Qualifications

Education & Experience:

- Master's degree in development studies/ Social Sciences/Arts, or any other relevant field of study from a reputed university.
- A minimum of 5 years' experience working on development projects, in the education sector, or on education-related projects.
- Prior experience working on similar projects (RHDC & SID-CHT,UNDP jointly implemented projects) with a demonstrably successful track record is strongly preferred.

or