



TERMS OF REFERENCE

A. POST DETAILS

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

B. Duties & Responsibilities:

Under the supervision of Rangamati Hill District Council (RHDC) and close collaboration with ERRD-CHT Project, UNDP the incumbent (District Officer-CoRLIA) will be the focal person in implementing the CoRLIA activities to be implemented by the RHDC. These include but are not limited to planning, budgeting, implementation, coordination, management of trainings, 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 etc.
- selection of communities/PDCs, formation of WCRC
- S/he will supervise and appraise project personnel under RHDC (a team of 8-9 personnel) and monitor project activities.
- The person will keep liaison with PO-Climate Change, PO-Livelihoods, District FFS Officer, District Project Implementation Analyst and Upazila Facilitator of ERRD-CHT Project, UNDP.
- S/he will act as focal point of RHDC for managing Letter of Agreements (LoA) on CoRLIA 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 Environmental Management Studies/Social Science /Agricultural Sciences /Disaster Management or any other relevant field from a reputed university.in development studies/ Social Sciences/Arts, or any other relevant field of study from a reputed university.
- A Minimum of 5 years' working experiences in Community Climate Resilience Project or Livelihood development of communities vulnerable due to Climate Change.
- Prior experience working on similar projects (RHDC & SID-CHT,UNDP jointly implemented projects) with a demonstrably successful track record is strongly preferred.

9