

Social Development Foundation (SDF)

Terms of Reference for Cluster Facilitator, Technical (CFT)

Cluster Facilitator, Technical (CFT) at Cluster Office of SDF, provides technical support to the community in infrastructure sub-project development/ implementation. S/he facilitates the community about identification of real infrastructures which will contribute in socio-economic development at village level. S/he will communicate the idea about mitigation procedure of negative impacts of related infrastructure sub-projects. S/he develops the community on environmental, technical and procurement related activities of related sub-project through providing necessary training.

The Key Responsibility Areas are:

- Ensure the quality of implementation of infrastructure sub-project proposals as per approved plans;
- Assist SPC and Gram Samities (GS) in identifying suitable location for infrastructure.
- Build the capacity of SPC/O&M committees;
- Assist the SPC in preparing implementation completion reports.

Specific Duties and responsibilities:

- Overall responsible for assisting the sub-project committee (SPC) in participatory infrastructure related damage assessment and vulnerability analysis, prioritizing infrastructure investment proposals etc.;
- Build the capacity of SPC on participatory method of survey, design, estimation, specification, quality of materials, community procurement, construction management and supervision etc.;
- Assist SPC, Gram Samiti (GS) and Gram Parishad (GP) in taking decision on appropriate and cost effective infrastructure;
- Assist the communities to carry out environmental screening before selection of infrastructure sub-projects;
- Build capacity of SPC/ O&M committee on operation and maintenance (O&M) aspects of built infrastructures and O&M are being implemented as per plan.
- Facilitate the SPC so that sub-projects are implemented as per approved plans and are in accordance with quality norms.
- Provide regular reports/ updates to the Cluster Officer and District Officer, Technical & Environment (T&E).
- Perform any other assignment as may be given by SDF management from time to time.

Key Deliverables:

- Infrastructure sub-projects are completed as per quality standard, and as approved and capable of withstanding natural disaster.
- Implemented infrastructures are maintained as per O&M guideline.

- Infrastructures built are environmentally sound.

Required Minimum qualification, Experience and competencies:

- Diploma in Civil Engineering;
- At least 3 years of experience in rural infrastructure development, preferably in development projects;
- Experience in managing and supervising multiple infrastructure sub-projects;
- Excellent interpersonal skill and computer literacy with ability to provide reports in English and Bangla .
- Knowledge on rural development and community driven works will be an added advantage.
- Should have knowledge on participatory development approaches.
- Must have to travel to the project villages and work with the rural community;
- Must not exceed the 40 years of age on the last date of submission of application for this position as advertized in the national dailies.