

**Social Development Foundation (SDF)**  
**Resilience, Entrepreneurship and Livelihood Improvement (RELI) Project**  
**Terms of Reference for Cluster Facilitator, Technical (Construction)**

In order to ensure proper implementation of the **Resilience, Entrepreneurship and Livelihood Improvement (RELI)** project, the Social Development Foundation (SDF) established multiple clusters in one upazila known as cluster office. The Cluster Facilitator, Technical (Construction) is reportable and accountable to the Cluster Officer (CO), who is in charge of overall management of the cluster. To achieve sustained poverty alleviation, SDF also implements small scale infrastructure development works in rural areas under the overall technical guidance and support of the Cluster Facilitator, Construction. The position requires spending at least 80% time mobilizing, supervising and facilitating the project beneficiaries at field level to implement all planned infrastructural works employing Community Driven Development (CDD) approach.

**1. Job responsibilities and duties:**

- Responsible for building capacity of Sub-Project Committee (SPC), constituted for implementing small-scale construction works at village level, and extending all out cooperation to the project beneficiaries to enable them to assess infrastructural damage and vulnerability analysis, prioritization and implementation of infrastructure sub-projects, post construction operation and maintenance etc.;
- Train the beneficiaries particularly the Sub-Project Committee members on participatory method of survey, design, estimation, specification, quality of materials, construction management and supervision.;
- Assist communities to carry out environmental screening for prioritization of infrastructure sub-projects and livelihood activities;
- Assist Upazila Management Committee to carry out activities related to design, estimation, specification, quality of materials etc. for construction of RELI Cluster Community Society (RCCS) buildings;
- Ensure quality implementation of infrastructure sub-projects as per approved design maintaining quality, standard and importantly considering environmental aspects;
- Provide regular reports/updates to the Cluster Officer and District Officer, Construction & Environment (C&E) and assist SPC in preparing implementation completion reports;
- Any other responsibilities assigned by SDF management.



## **2. Qualifications, experiences and competencies required:**

- At least Diploma degree in Civil Engineering;
- At least 2 years of experience in infrastructure development works, preferably in rural development projects;
- Experience in managing and supervising multiple infrastructure sub-projects;
- Knowledge on participatory development approaches is an added advantage;
- Must have willingness to work with rural communities and travel to the project villages frequently;
- 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.

