

Social Development Foundation (SDF)
Resilience, Entrepreneurship and Livelihood Improvement (RELI) Project
Terms of Reference for Cluster Officer (CO)

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 Officer (CO) is in charge of cluster level management, responsible for ensuring proper facilitation to the project beneficiaries for implementation of project activities being reportable and accountable to the District Manager. The position requires spending at least 80% of the time mobilizing, supervising and facilitating the project beneficiaries to implement all planned activities employing Community Driven Development (CDD) approach.

1. Job responsibilities and duties:

- Responsible for overall performance of the assigned cluster for implementing project activities;
- Lead a 7/8 members' multi-disciplinary team based at cluster level for successful implementation of project activities employing CDD approach for achieving the intended project objectives;
- Ensure capacity building of the cluster staff and beneficiaries through providing training on different thematic aspects of the project in cooperation with respective district team;
- Ensure carrying out information, education and communication campaign at village level to build knowledge and understanding of the communities on project activities, its implementation process, benefits for their economic upliftment etc. using communication materials such as leaflets, hand outs, video documentary etc.;
- Ensure training the beneficiaries on Community Operations Manual (COM) and other guidelines in all selected villages and subsequent distributions of the same in cooperation with the respective district team;
- Ensure preparation, submission and implementation of quarterly and annual implementation plans by involving cluster teams and beneficiaries;
- Ensure formation of functional village institutions i.e. Gram Parishad, Gram Samiti, Village Credit Organization, Health and Nutrition Support Committee, Social audit Committee etc. involving potential beneficiaries;
- Assist the beneficiaries to receive and utilize project funds such as Institutional Development Fund (IDF), Revolving Fund (RF), Construction Works Fund (CWF), other funds etc. as applicable;
- Ensure proper distributions of cash supports to the beneficiaries using mobile financing services or other similar mechanisms planned under Poverty Alleviation Fund (PAF) such



as Grants Matching Savings (GMS), One Time Grants (OTG), 4% service charge subsidy etc. in cooperation with respective district team;

- Ensure data entry into the Loan Management System (LMS) and MIS by the Community Resource Persons properly;
- Ensure formation of producer groups and develop rural entrepreneurs and subsequent proper distributions of cash supports under Commercial Agriculture and Rural Entrepreneurship (CARE) fund to these producer groups and rural entrepreneurs by the regional team in cooperation with respective district team;
- Ensure implementation of the health and nutrition activities that support pregnant mothers, lactating mothers and children under 5 years etc.;
- Maintain regular communications with District and Regional teams for day to day management;
- Ensure establishment of RELI Cluster Community Society (RCCS) as Second Tier Institutions involving all project villages and beneficiaries;
- Ensure proper disbursement of funds to RCCS as planned;
- Review and monitor performance of all cluster staff and recommend for next course of actions;
- Ensure management of attendance, leaves, disciplinary actions etc. for cluster staff;
- Ensure achievement of all indicators as set in the results framework and submit quarterly, annual and on-call reports to all stakeholders as needed;
- Facilitate various visits of World Bank, GoB officials, SDF management as planned;
- Any other responsibilities assigned by SDF management.

3. Qualifications, experiences and competencies required:

- Master's degree in Social Science or any relevant subject with at least 5 years working experience in development arena, with at least 2 years in a management positions in implementing Community Development/poverty alleviation projects in Government/ Autonomous Bodies/NGOs/Donor Financed projects etc.
- Should have knowledge on participatory development approaches;
- Excellent interpersonal and team working skills and a high degree of computer literacy are preferred;
- Must have willingness to work with rural communities and travel to the project villages frequently;
- Must not exceed the 42 years of age on the last date of submission of application for this position as advertised in the national dailies.

