

Social Development Foundation (SDF)
Terms of Reference for Managing Director of SDF

The Government of Bangladesh established Social Development Foundation (SDF) in 2000 as an autonomous organization under the Ministry of Finance. The Social Development Foundation (SDF) is currently implementing the ‘**Resilience, Entrepreneurship and Livelihood Improvement (RELI)**’ project, ‘**Sustainable Coastal Marine and Fisheries Project (SCMFP)**’, and ‘**Credit Program under Stimulus Package (CPSP)**’ in 9,333 villages under 35 poverty prone districts of Bangladesh. One of the important objectives of SDF is to improve the socio-economic status of the rural poor people through building capacity, providing financial and technical assistance as well as other supports to enable them to embark on income generating activities to improve their livelihoods. SDF intends to hire a Managing Director for its headquarters in Dhaka. The Managing Director is the Chief Executive Officer of SDF and ex-officio member-secretary of the General Body and Board of Directors constituted by the Ministry of Finance. Under the overall guidance of the Board of Directors all executive powers and responsibilities of SDF are delegated to and exercised by the Managing Director. The Managing Director will be responsible for managing of all the projects being implemented by SDF.

1. The Key Responsibility Areas are:

- Statutory roles as Chief Executive Officer of SDF;
- Leadership and visionary roles as Project Director for all projects and programs of SDF;
- Act as a tone setter on governance and accountability;
- Supervision and Monitoring of employees and projects;
- Coordination and liaison role with national level stakeholders;
- Role to represent SDF at national and international forums etc.

The specific tasks under each of the above key responsibilities are summarized below:

a. As CEO and Ex-officio member-secretary, the MD shall perform the following tasks, on behalf of the Board of Directors:

- Convene all meetings of SDF by issuing notice, circulating various agenda and background papers for the meetings, recording of minutes of the meetings, facilitating all policy formulation and executing all decisions taken by the General Body and Board of Directors of SDF;
- Administer the affairs, funds and resources of the Foundation;
- Make draw, endorse, sign, accept, negotiate and give all cheques, bills of lading, drafts, orders, bills of exchange, promissory notes and other negotiable instruments as may be required by and be in the interest of the Foundation, within the context of the defined segregation of duties;
- Secure the fulfilment of any contract, agreements or engagements entered into by the Foundation by mortgage or charge of all or any of the properties of the Foundation from time to time or in such manner as may be considered appropriate for the interest of the Foundation;
- Implement financial management, procurement, accountability and integrity systems of SDF including submission of annual reports, annual audited financial statements, other statutory reports to General Body, Board of Directors and Government of Bangladesh as per the requirements of the Companies Act or other laws of the Government;
- Perform any other tasks as entrusted or delegated to the Managing Director by the General Body and Board of Directors;
- Mobilize resources from Government of Bangladesh, other development partners and institutions for pursuing the avowed objectives of SDF;
- Approve all financial expenditures etc.

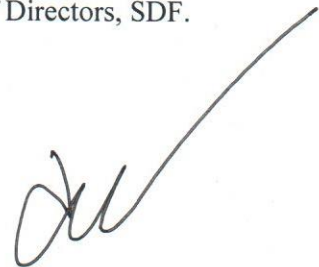


b. As Project Head, the Managing Director shall perform the following tasks:

- Strategic guidance and management oversight to various SDF- teams implementing projects leading to the attainment of project objectives;
- Implement the Project Plan in accordance with the Project Implementation Plan (PIP), Community Operational Manuals, Governance and Accountability Action Plan (GAAP) and Human Resources (HR) Policy and Manual, as approved by World Bank and Board of Directors;
- Comply with the provisions of Project Agreements entered into between SDF and World Bank mainly relating to Project Implementation, Financial Management, Audit requirements, Procurement Administration, Performance Monitoring and Evaluation, Environment and social safeguards etc.;
- Facilitate and submit various reports like- Annual Project Implementation Plans, budgets, estimates of disbursement, procurement plans, capacity building plans, staffing plans etc. to the World Bank and Ministry of Finance;
- Deliver the project results and outcomes within the project period as set out in the Results Framework agreed with World Bank;
- Compile or cause to compile quarterly progress report including financial progress and submit to the World Bank in formats agreed from time to time;
- Resolve issues that may arise during implementation in a timely manner.

c. Monitoring performance of staff members of SDF the following are the tasks.

- Appoint staff members up to Deputy General Manager (DGM);
- Be responsible for timely filling all vacancies at all levels of SDF with appropriate candidates;
- Administer HR Policy and Manual at all levels;
- Guardian of Human Resource Management policy and Human Resources Manual;
- Ensure coordination and monitoring of all units/departments at National level, Regional, District and Cluster levels for effective program implementation;
- Initiate disciplinary action against staff violating SDF rules as per HR Policy and manual;
- Sign the contracts and appointment orders of all senior staffs;
- Maintain transparency, equity, participation of staff and community and accountability in all SDF activities;
- Sanction release of village fund to village institution based on the recommendations of Appraisal and Monitoring Team;
- Suspend as warranted project activities in villages where project rules are violated;
- Draw lessons from Project Implementation, Project Monitoring and Project Appraisal and refine project implementation strategies and guidelines in consultation with staff and communities;
- Make presentations and use other communication tools for wider adoption of CDD principles in other governmental and non-governmental programs;
- Guide, supervise and monitor all the directors, general managers and departmental heads to perform their duties as per the requirement of the organization;
- Advise Board of Directors and Government of Bangladesh on matters relating to poverty reduction, livelihood development, community institutions strengthening, risk reduction, disaster management, social accountability, governance etc.;
- Delegate any of the roles or tasks to other staff, teams of staff or a committee of staff of SDF;
- Be responsible for mitigating the risks identified in project implementation by World Bank;
- Be responsible for day to day administration of SDF; and
- Any other assignment given by the Ministry of Finance and Board of Directors, SDF.



2. Minimum qualification, experience and competencies required:

- Master's degree in any discipline from a reputed university;
- Must have minimum 25 (twenty-five) years of service experience in management positions, out of which at least 1 (one) year experience as in top managerial post or one step or two steps below the top post;
- Excellent interpersonal and staff management skills and a high degree of program/project management skills especially poverty alleviation initiatives are preferred;
- High degree of integrity and proven ability to lead teams in difficult and complex situations;
- High level professional report writing skills both in English and Bangla;
- Must be between 55 and 60 years of age on the last date of submission of application for this position as advertised in the national dailies.

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