

# Social Development Foundation (SDF)

## Terms of Reference for Community Finance Specialist (CFS), for component -3 (Community Empowerment and Livelihoods) of SCMFP

The Community Finance Specialist (CFS) is a management position for ensuring proper implementation of Community Finance activities i.e. savings, internal lending, revolving loan fund activities through building capacity of the fisher's village community and institutions under component-3 of SCMFP. S/he will be reportable to the Project Coordinator (PC) directly and be responsible for overall CF activities to be carried out by the fishers' community. The position requires spending at least 40% of the time visiting the field level implementation of the community finance related activities.

*The position requires proven experiences in the field of community finance activities and capacity building of the project staff towards implementation of savings, lending and Revolving fund management activities employing CDD Approach.*

### **1. The main tasks and responsibilities of Community Finance Specialist are as follows:**

- Responsible for proper implementation of community finance activities i.e. savings, internal lending, revolving fund management activities at the community level and facilitating setting up and functioning of community institutions for managing the funds;
- Guide cluster/upazila and regional teams on community finance processes and techniques including savings mobilization, basic book-keeping, internal lending and revolving fund management etc.;
- Facilitate cluster and regional teams to prepare baseline information on micro finance in the area comprising list of MFIs, number of beneficiaries, programs;
- Assist to conduct a needs assessment survey on Micro-Finance in the fishers' villages;
- Develop and coordinate capacity building events, monitoring quality of community finance activities for the 450 fishers village institutions under SCMFP;
- Guide and provide handholding support to the field teams for providing support to the fishers' community members on savings and lending activities suitable for the coastal areas;
- Ensure proper use of revolving funds to be provided by the project in the 450 villages under component-3 of SCMFP;
- Review progress of community finance activities and preparation of status reports;
- Any other responsibilities assigned by PC, SCMFP/SDF, management.



## 2. The Key Responsibility Areas are:

- Guide cluster/upazila and regional teams on community finance processes and techniques including savings mobilization, basic book-keeping, internal lending and revolving fund management etc.;
- Develop different materials for community finance activities and ensure capacity building of the fishers' village institutions to run the community finance activities as per the COM/project rules;
- Develop training, curriculum and materials on community finance activities suited to fishers' community;
- Provide orientation to the field staff on the different aspect of the community finance activities to build their capacity;
- Submit regular reports to the senior management i.e. PC, SCMFP/ SDF management.

## 3. The Key Deliverables in terms of expected outputs/outcomes are:

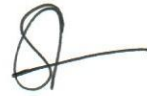
- Built capacity of the project staff and fishers' community to run the community finance activities as designed in the project;
- Training needs are identified for staff and fishers' community, and provide handholds accordingly;
- Ensure regular savings at the community level in at least 90% fishers' villages;
- Ensure regular lending with the savings fund and maintain at least 95% OTR and 90% CRR;
- Ensure proper disbursement of revolving loan funds at the individual fisher level and regular recovery;
- Facilitate community to keep ideal fund at the bank account as minimum as mentioned in the COM;
- Prepare monthly and quarterly report on training and capacity building activities and submit to the PC.

## 4. Minimum qualification, experience and competencies required:

- Masters degree in Accounting/ Management/any relevant subject with at least 10 years working experience in micro finance activities, out of which at least 5 years in the micro finance management through CDD approach/Rural development /poverty alleviation projects in Government/ Autonomous bodies/ poverty alleviation program/Donor Financed projects etc.
- Should have excellent knowledge of laws and regulations of Community Finance and Micro Finance Institutions.
- Must have willingness to work with fishers' community in the coastal areas of Bangladesh and travel to the project villages frequently.



- Excellent interpersonal and team working skills and a high degree of computer literacy are preferred.
- Must not exceed the 48 years of age on the last date of submission of application for this position as advertised in the national dailies.

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