

Social Development Foundation (SDF)

Terms of Reference for Institution and Capacity Building Specialist (ICB)

The ICB Specialist is a position for ensuring proper implementation of project activities through building capacity of the fishers' community under component-3 of Sustainable Coastal and Marine Fisheries Project (SCMFP). S/he is reportable to the Project Coordinator (PC) directly and is responsible for overall ICB activities of the fishers' community and the project staff of component-3 of SCMFP. The position requires spending at least 50% of the time visiting the field level implementation of the ICB related activities.

The position requires proven experiences in the field of capacity building training of the community towards implementation activities related to component 3 of SCMFP through adapting CDD Approach.

1. The main tasks and responsibilities of ICB Specialist are as follows:

- Coordinate Capacity Building events, monitoring quality of training and feedback of training programs as per the need of the project;
- Guide and provide handholding support to the field teams for conducting training to the fisher community members;
- Prepare training calendar, schedule, training supportive materials and training budget etc.;
- Arrange for exposure visits, identify capacity building needs/gaps and arrange for demand driven trainings for the fishers' community;
- Ensure proper use of Institutional Development Fund (IDF) to be provided by the project in the 450 villages under component -3 of SCMFP;
- Identify and maintain database of resource institutions, resource persons in various functional areas for capacity building;
- Maintain and update the list of master trainers and develop their skills in specialized areas;
- Provide support to the field teams in promoting partnership & networks of NGOs and resource organizations;
- Develop modules and material and ensure distribution to the concerned project staff so that they would be able to provide necessary support to the poor fisher villages;
- Share the key learning of field level project implementation to incorporate into COM and training manuals;
- Guide regional/cluster teams in preparing and updating capacity building plan and incorporating in annual training plan;
- Analyze Capacity Building / Training calendars and provide feedback for improvement;



- Review progress of Capacity Building / Training Programmes and preparation of status reports;
- Any other responsibilities assigned by PC/SDF, management.

2. The Key Responsibility Areas are:

- Training Need Identification and Designing Training Strategy;
- Identification of training Agency/ Trainers/ collection of available training materials;
- Develop training plan, prepare training budget and training delivery and Evaluation;
- Develop detailed Capacity Building plan for the field staff as per the need;
- Develop training, curriculum and materials;
- Provide orientation to the field staff on the different aspect of the project activities to build their capacity;
- Submit regular report to the senior management i.e. PC/ SDF management.

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

- Training need identification formats and systems are in place;
- Training needs are identified for staff and fisher community, and provided handholds accordingly;
- Training strategy note comprising of different trainings like, functional, technical, management , accounts, etc is prepared and distributed at all levels and implemented;
- District wise list of master trainers and resources person is in place data bank is maintained;
- Training Evaluation system is in place;
- At least 90% of the training is done efficiently and defectively at all levels;
- Monthly and quarterly report on training and capacity building activities prepared and submitted to the PC.

4. Minimum qualification, experience and competencies required:

- Masters degree in Social Science/Agriculture/ Fisheries or any relevant subject with at least 10 years working experience in capacity building and training field, out of which at least 5 years in training management and delivery in implementing Community Development/Rural development /poverty alleviation projects in Government/ Autonomous bodies/ poverty alleviation program/Donor Financed projects etc.
- Must have willingness to work with fishers' community in the coastal areas of Bangladesh and travel to the project villages frequently.

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- 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.

