

**Term of Reference (ToR) for  
The Position of Accounts cum MIS Officer under  
Extended Community Climate Change Project- Drought (ECCCP- Drought)**

**1. Basic Information**

<b>Title of the Position</b>	Accounts cum MIS Officer
<b>Number of Position</b>	01 (one)
<b>Location</b>	Sapahar Upazilla of Naogaon Zilla
<b>Reports to</b>	Project Coordinator (PC)
<b>Duration of the Position</b>	Initially for one year with the possibility of annual renewal up to project periods.
<b>Salary</b>	Monthly BDT 45,000-/ (including Tax) and other admissible benefits.
<b>Age Limit</b>	Maximum 40 years
<b>Experience</b>	Minimum 3 (Three) years

**2. Background of the project**

Palli Karma-Sahayak Foundation (PKSF), an apex development organization focusing on holistic and integrated approaches, was established by the Government of Bangladesh in May 1990 for sustainable poverty reduction through employment generation. PKSF has been implementing projects and programs in diversified sectors including sustainable enterprise, training and education, agriculture, climate change and disaster and so on. PKSF works with more than 15 million households through its 200 partner organizations. Many development partners, such as the World Bank, DFID, EU, ADB, IFAD, GIZ, GCF, and Adaptation Fund (AF) are working with PKSF. Please visit <http://www.pksf.org.bd> for details.

PKSF has been accredited to the Green Climate Fund (GCF), the only dedicated and largest climate change finance window, established under the United Nations Framework Convention on Climate Change (UNFCCC), in 2013. The GCF has approved the ECCCP-Drought project in the fact that Bangladesh faces an unpredictable drought hazard due to inadequate and uneven rainfall that affects the timing of onset and end of the monsoon season. The northwestern Barind region/districts of Bangladesh suffer the most from droughts. Climate change is changing the nature of droughts in Barind by increasing temperature and variations in precipitation. During droughts, almost all natural surface water sources evaporate, leaving none for drinking, sanitation or agriculture. The human cost is measured in a greater incidence of disease, especially among children and lack of nutrition due to crop failure, increased poverty and reduced development potential.

### 3. Objective of the project

The main objective of the project is to increase the resilience of climate vulnerable-communities in drought-prone areas of Bangladesh. This objective is expected to be achieved by implementing activities covering three main components: i) improved institutional and technical capacities to address climate change-induced drought, ii) increased availability of surface and ground water for irrigation and drinking, and iii) drought-resilient livelihoods created through sustainable agricultural production.

A short brief about the GUK

Gram Unnayan Karma (GUK) is a national level non-government development organization which has been implementing different development activities including microfinance program throughout the country. GUK going to implement GCF & PKSF Funded ECCCP-Drought project at Sapahar Upazila of Naogaon District. For implementing the project, GUK is seeking qualified candidate for the position of the **“Accounts cum MIS Officer”** in it’s Project Management Unit (PMU) of the ECCCP-Drought project.

### 4. Key Responsibilities:

- Assist the PC in planning, monitoring, and supervising the implementation of project activities.
- Maintain accurate and complete financial records for the project, including income, expenditure, and asset management.
- Prepare and submit regular financial reports (monthly, quarterly, and annually) to the PC and PKSF Management.
- Ensure compliance with GCF & PKSF's financial policies and procedures.
- Process payments to project vendors and consultants timely and accurately.
- Manage payroll for project staff.
- Reconcile bank statements and other financial accounts.
- Develop and implement a robust Management Information System (MIS) for the project.
- Design and maintain databases for project data, including financial data, monitoring data, and project activities.
- Generate reports and dashboards to track project progress and performance against indicators.
- Provide data analysis and support to the PC.
- Liaise with partner NGOs and other stakeholders regarding financial and MIS systems.
- Perform any other duties assigned by the PC as per instruction from PKSF & IE Management.

## **5. Education and Experience:**

- A 4-year honours degree in a business-related field is required. Preference will be given to candidates with an honours degree in Accounting or Finance.
- Having 3rd Division/class or equivalent CGPA in any examination will incur ineligibility.
- At least 3 years of experience in accounting and financial management, preferably in project accounting or an NGO setting.
- Experience with computerized accounting systems is essential.
- Knowledge of MS Office Suite (including Excel) is mandatory.
- Experience with MIS development and reporting is an asset.
- Strong analytical and problem-solving skills are essential.
- Excellent communication, interpersonal, and reporting skills are necessary.
- Proficiency in English and Bengali languages is essential.

## **6. Other Qualifications:**

- Understanding of PKSF's financial management procedures is an advantage.
- Experience working in climate change or development projects is an asset.

## **7. Salary and other admissible benefits.**

- Monthly gross salary will be BDT 45,000/- (including all taxes).
- Two Eid bonus (50% of gross salary) and one Nobo Borsho bonus (10% of gross salary) are provided annually.
- Mobile phone bill allowance of BDT 700 per month is provided.
- Travel allowance of BDT 2,000 per month is provided.