

**Term of Reference (ToR) for
The Position of Project Coordinator (PC) under
Extended Community Climate Change Project- Drought (ECCCP-Drought)**

1. Basic Information

Title of the Position	Project Coordinator (PC)
Number of Position	01 (one)
Location	Sapahar Upazilla of Nagaon Zilla, with at least 60% of time to spend in field visits in the project areas
Reports to	Project Focal Person at the IEs Head Office
Duration of the Position	Initially for one year with the possibility of annual renewal up to project periods.
Salary	Monthly BDT 55,000-/ (including tax) and other admissible benefits.
Age Limit	Maximum 45 years. Can be relaxed for the candidates with 3 years' experience in GCF Funded project.
Experience	Minimum 5 (Five) 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 **“Project Coordinator (PC)”** in it’s Project Management Unit (PMU) of the ECCCP-Drought project.

4. Key Responsibilities:

- Provide overall leadership and management for the ECCCP-Drought project implementation.
- Develop and implement the project work plan, ensuring efficient and timely execution of activities.
- Oversee the performance of the IE-PMU team, including Monitoring & Supervision Officer, Technical Officer (Engineer), Accounts cum MIS Officer, and Field Facilitators.
- Monitor and track project progress against objectives and indicators, identifying and addressing any challenges or deviations.
- Ensure efficient coordination with PKSF & IE Management, partner NGOs, and other stakeholders.
- Liaise with relevant government agencies and local communities to facilitate project implementation.
- Prepare and submit regular progress reports, financial reports, and other required documents.
- Represent the project at meetings, workshops, and other events.
- Manage project budget and ensure sound financial management practices.
- Identify and implement strategies to ensure project sustainability beyond the project period.
- Perform any other duties assigned by PKSF & IE Management.

5. Education and Experience:

- Master's degree in Geology; Bachelor's degree in Environmental/Civil/Agricultural Engineering or Bachelor's degree in any field with 5 years of experience, including at least 3 years working on a GCF-funded project.
- Having 3rd Division/class or equivalent CGPA in any examination will incur ineligibility.
- At least 5 years of professional experience in project management, preferably in water resources in drought-prone areas.
- Proven experience in team leadership, communication, and stakeholder engagement.
- Excellent analytical, reporting, and presentation skills.
- Strong understanding of project management methodologies and principles.
- Experience working with government agencies and local communities in Bangladesh is an asset.

6. Other Qualifications:

- Knowledge of drought, climate change adaptation, water management, and agriculture in the context of Bangladesh, particularly Barind region.
- Fluency in English and Bengali languages is essential.
- Must have a valid motorcycle driving license.
- Must have a professional membership with the Institution of Engineers, Bangladesh-IEB (where applicable).

7. Salary and other admissible benefits.

- Monthly gross salary will be BDT 55,000/- (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 800 per month is provided.
- Travel allowance of BDT 5,000 per month is provided.