

## 1. ToR-Field Coordinator

The Field Coordinator (FC) shall be responsible for the implementation of the SEP-supported Capacity Development and Financing to Migrant Workers Project at assigned districts/SFACLs. Reporting to the Area Manager and Enterprise Development Specialist/Project Coordinator (EDS/PC), the FC shall carry out all the activities required to achieve the project goals. The following are key activities that the FC shall undertake under this contract.

### Scope of the work

- Assist Area Office to select the partner SFACLs to carry out project activities.
- Collect migration and other relevant data from partner SFACLs, verify, compile it and submit it to EDS/PC.
- Collect data for the baseline survey.
- Prepare monthly status report and submit it to the PC.
- Update the MIS report of the Project on monthly basis.
- Prepare and submit at least two success stories of target beneficiaries each month in the prescribed format.
- Identify the potential training participants of partner SFACLs and recommend them for the training event planned under the project.
- Monitor the activities of the training participants and report to the EDS/PC.
- Work in close coordination with the partner SFACLs to achieve the project goal within the stipulated timeframe.
- Collect and monitor the saving, loans, and other financial indicators of the partner SFACLs required for the project MIS and other purposes.
- Maintain Project sub-account and another record as required in MIS
- Assist the Monitoring, Reporting, and Knowledge Management Specialist (MRKMS) to prepare monthly, quarterly, annual, and project completion reports.
- Monitor the promotional materials and contents that are used under the project by the partner SFACLs
- Assist SFACLs to carry out project activities for the partner SFACLs.
- Visit the partner SFACLs and submit the report in the prescribed format to the PC and Area Office.
- Carry out any other tasks reasonably requested by the EDS/PC and the management of SKBBL.

### Duty Station

The FC shall be stationed at the Area Office ..... with frequent visit to the partner SFACLs.