

Terms of Reference of Program Coordinator

Name of the Organization	Sana Kisan Bikas Laghubitta Bittiya Sanstha Ltd (SKBBL)	
Program	Capacity Strengthening of Poor Performing Partner SFACLs	
Position	Program Coordinator (PC)	
Level	Local Trainer	
Tenure of Employment	6 Person/ Month (with possibilities of Extension)	
<p>The PC will be responsible for designing and conducting overall implementation of restructuring of Small Farmer Agriculture Cooperatives Limited (SFACL). Prepare and implement the restructuring plan, design training curricular and providing trainings for the capacity building of FTs and SFACLs. Reporting to the Program Division Chief of SKBBL Central Office, the PC will undertake the following:</p> <ol style="list-style-type: none"> 1. Select and prepare list of SFACLs that need training and TA support for restructuring. 2. Formulate SFACL restructuring plan. 3. Prepare base line data of poor performing SFACLs and action plan for reforming them. 4. Conduct training needs assessments and identify capacity development and training needs of SFACLs. 5. Prepare Institutional assessment plan for poor performing SFACLs 6. Assist in hiring Field Trainers. 7. Provide Institutional reform Training to SKBBL staff and Local Trainers course to SKBBL staff and Local Trainers in the area of delinquency management, financial management, portfolio management, business planning, internal control and other relevant field. 8. Prepare monthly action plan of FTs and AOs 9. Monitor the activities of FTs and reform progress. 10. Report the progress of restructuring of SFACLs to the management of SKBBL. 11. Undertake detail evaluation of the reform progress on quarterly basis. 12. Prepare final evaluation report of the report progress. 13. Undertake any other task assigned the management of SKBBL. 		
Places of Assignment	Months Estimated	Date(dd/mm/yyyy)
Central Office with frequent field visit	6 Months	To be confirmed later