

Terms of Reference (TOR) of Microfinance and Cooperative Expert

Name of the Organization	Sana Kisan Bikas Laghubitta Bittiya Sanstha Ltd (SKBBL)	
Program	Capacity Development of the Cooperatives under Samriddhi, RERP, Project Area	
Position	Microfinance and Cooperative Expert	
Tenure of Employment	Project Period of Samriddhi, GoN, (RERP)	
<p>The Microfinance and Cooperative Expert (MCE) will assist Training Specialist to update training manuals and prepare periodic project progress report. He/She will carry out the following activities:</p> <ul style="list-style-type: none"> • Support in stock taking existing training materials/manuals and experts in different areas of capacity building of cooperatives • Inputs in developing the manuals • Supports in recruitment of trainers • Provide supports and inputs for manuals editing, posters preparation, manuals design, printing • Support in upgradation of training manuals and ensuring quality • Prepare inception report and periodic progress reports of the project. • Perform any other task requested by SKBBL to achieve the project targets. <p>Progress reporting</p> <ul style="list-style-type: none"> - Weekly verbal reporting to TS, PIU and DCEO and Monthly written reporting to Training Specialist. - Monthly written reporting on improvement status of KPIs of cooperatives including portfolio report - Quarterly progress reporting to RERP/IFAD - Final progress reporting of the project. <p>Deliverables</p> <ul style="list-style-type: none"> - Institutional assessment report of partners cooperatives covered by the project - Training manuals on management, accounting, internal audit/control, financial management, amalgamation, business planning, financial literacy - Monthly written reporting on training provided and improvement status of KPI of cooperatives - Final progress reporting. 		
Places of Assignment	Months Estimated	Date (dd/mm/yyyy)
Central Office with frequent field visit	<ul style="list-style-type: none"> • Maximum 10 months in the fiscal year 2077/78 • Renewal during project period based on performance 	To be confirmed later