

TERMS OF REFERENCE (ToR)

Enterprise Development Specialist (Project Coordinator)

The Enterprise Development Specialist (Project Coordinator) shall be the key person for the implementation of the SEP supported Capacity Development and Financing to Migrant Workers Project. Reporting to the management of SKBBL, the Enterprise Development Specialist/ Project Coordinator (EDS/PC) shall carry out all the activities required to achieve the project goals. The following are the key activities that the EDS/PC shall undertake under this contract.

Scope of the Work

- Assist SKBBL in procurement of Assets for the Project.
- Assist in selection of Partner SFACLs.
- Prepare the sub-agreement to be signed with the partner SFACLs and get approval from the management of SKBBL
- Prepare the baseline survey of the project beneficiaries.
- Prepare the Status report based on the Status survey and baseline information.
- Prepare of MIS report for the Project.
- Assist SKBBL in identification of training providers and lead the training activities as planned in the project.
- Facilitate the development of new migrant loan product of SKBBL.
- Facilitate the development of new loan and saving products for partner SFACLs.
- Monitor the lending and saving collections of partner SFACLs and make necessary changes, if any, to achieve the project target.
- Mobilize the Field Coordinator to achieve the project targets.
- Coordinate with the Area Offices implementing the Project.
- Coordinate with different divisions of Central Office of SKBBL and other stakeholders to accomplish the project activities.
- Make sure that the project targets are met within the stipulated time frame.
- Maintain project sub account and other record as required for project accounting
- Prepare the project reports as per SEP requirement and submit them to SEP and other parties through PIU.
- Coordinate with SEP on behalf of SKBBL.
- Conduct annual audit of the expenditure of the Project and submit to SEP as agreed.
- Carry out any other tasks reasonably requested by the management of SKBBL

Duty Station

The EDS/PC shall be stationed at the Central Office of SKBBL with frequent visit to project districts and other areas as requested by the SKBBL.