Terms of Reference of Field Trainers

Name of the Organization	Sana Kisan Bikas Laghubitta Bittiya Sanstha Ltd (SKBBL)
Program	Capacity Development of the Cooperatives under Samriddhi, RERP, Project Area
Position	Field Trainers (Seven)
Tenure of Employment	Project Period of Samriddhi, GoN, (RERP)

The Field Trainer (FT) will be responsible providing trainings and capacity building of the cooperatives selected by the project in the assigned districts. The FT will undertake the following task:

- Participate in the ToTs and provide inputs in improving training manuals
- Conduct institutional assessment and baseline data of the cooperatives
- Conduct trainings to selected partner cooperatives of the project
- Prepare training report recommending suggestions for improving training manuals
- Monitor of uses of knowledge and skill learned by the cooperatives
- Assist cooperative if they face difficulty applying new knowledge
- Monitor the progress of cooperatives in the areas of membership expansion, increment of savings, share, and outstanding loan, improvement of loan quality
- Prepare the report comparing progress of cooperatives after training interventions
- Perform any other task requested by SKBBL, TS & MCS to achieve the project targets.

Progress reporting
- Institutional assessment report
- Weekly verbal reporting to TS, and CMS 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.

Deliverables
- Institutional assessment report of assigned cooperatives
- Monthly written reporting on training provided and improvement status of KPI of cooperatives
- Quarterly and final reporting

Places of Assignment	Months Estimated	Date (dd/mm/yyyy)
Assigned clusters of Samriddhi program districts	Project Period	To be confirmed later