

# **TERMS OF REFERENCE (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 Project Coordinator, 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 required for the project.
- Assist SKBBL area office in procurement of Assets under the project.
- Collect data from partner SFACLs, verify, compile it and submit to project coordinator.
- Collect data for the baseline survey.
- Prepare monthly status report and submit it to the project coordinator.
- Update the MIS report of the Project on monthly basis.
- Prepare and submit at least two success stories of target beneficiaries each month on the prescribed format.
- Identify the 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 project coordinator.
- Work in close coordination with the partner SFACLs to achieve the project goal within the stipulated timeframe.
- Work as a member of Loan and Saving product preparation team targeting migrant workers of partner SFACLs.
- Monitor the saving, loan and other financial indicators of the partner SFACLs required for the project MIS and other purpose.
- Maintain Project sub account and other record as required in MIS
- Assist the project coordinator to prepare monthly, quarterly, annual and project completion report.
- Monitor the promotional materials and contents that are used under the project by the partner SFACLs
- Assist SFACLs to carry out review workshop as scheduled
- Visit to the partner SFACLs and submit report in prescribed format to the project coordinator and Area Office.
- Carry out any other tasks reasonably requested by Enterprise Development Specialist/ Project Coordinator (EDS/PC) and the management of SKBBL.

### **Duty Station**

The EDS/PC shall be stationed at the Area Office of SKBBL with frequent visit to the partner SFACLs.