

**Term of Reference (ToR) for
The Position of Project Coordinator (PC) under
Resilient Homestead and Livelihood Support to the Vulnerable Coastal People of Bangladesh
(RHL) Project**

1. Basic Information

| | |
|---------------------------------|---|
| Title of the Position | : Project Coordinator (PC) |
| Number of Position | : 01 |
| Location | : Shyamnagar Upazila of Satkhira District, with at least 60% of the time spent on field visits in the project areas |
| Report to | : Project Focal Person at the IEs Head Office |
| Duration of the Position | : Initially for one year with the possibility of annual renewal up to project periods. |
| Salary (Gross) | : Monthly BDT 60,000/- and other admissible benefits |
| Age Limit | : Maximum 45 years |
| Experience | : Minimum 7 years with at least 3 years of professional project management experience in the field of climate change adaptation/mitigation. |

2. Background of the project

Bangladesh's coastal zone's geographical location and low elevation make it vulnerable to disasters and climate change poses a new challenge to the lives and livelihoods in the coastal region. The vulnerability of these coastal people can be defined in three ways: climate-sensitive livelihoods, vulnerable settlements in low-lying areas, and scarcity of safe drinking water. Many coastal residents depend on seasonal subsistence agriculture and agriculture wage labor, which are highly climate-sensitive. Moreover, many coastal inhabitants live in houses built of mud and plants severely affected by cyclones, storm surges, and high tides. The lack of climate-resilient housing poses a serious poverty trap as significant portions of the incomes of coastal communities go towards house repairs. Under this circumstance, to develop a climate-adaptive coastal community in Bangladesh by adopting climate-resilient housing and livelihood technologies, the Green Climate Fund (GCF) under the United Nations Framework Convention of Climate Change (UNFCCC) approved "*Resilient Homestead and Livelihood Support to the Vulnerable Coastal People of Bangladesh (RHL)*," a five-year project (from September 2023 to August 2028). The project has chosen seven exposed coastal districts, namely Khulna, Bagerhat, Satkhira, Barguna, Patuakhali, Bhola, and Cox's Bazar, which are particularly vulnerable to sea level rise, salinity intrusion, coastal flooding, cyclones, and storm surges due to their geographical position (for details about PKSF, please visit <https://www.greenclimate.fund/project/fp206>). The primary goal of the RHL project is to enhance the climate resilience of the vulnerable coastal communities of Bangladesh. PKSF will implement the project (for details about PKSF, please visit <http://www.pksf.org.bd>) through its Partner Organizations (known as implementing Entities for this Project) as a Direct Access Entity (DAE) of GCF.

Nowabenki Gonomukhi Foundation (NGF) the Partner Organization of PKSF will implement the RHL project in Shyamnagar, Satkhira as an Implementing Entity (IE) of the RHL Project. For implementing the Project, Nowabenki Gonomukhi Foundation (NGF) is seeking qualified candidates for the "Project Coordinator" post for its Project Management Unit (PMU).

3. Key Responsibilities:

- Provide overall leadership and management for the RHL project implementation.
- Prepare project work plan, ensuring efficiency and overseeing the performance of the IE-PMU team and actively coordinate with other team members to implement the project activities and strengthen the Climate Change Adaptation Group (CCAG) sustainably.
- Ensure the quality of activity implementation and establish good communication with the project beneficiaries as well as CCAG.
- Monitor progress against the project's logical framework.
- Identifying challenges and addressing possible measures.
- Ensure efficient coordination with PKSF & IE Management, like-minded organizations, and other stakeholders.
- Liaise with relevant government agencies and local communities to facilitate project implementation.
- Prepare and submit regular progress reports, financial reports, and other required documents.
- Organize knowledge-sharing events, exposure visits, meetings, workshops, seminars, etc., and represent project and project activities efficiently.
- Manage project budget and ensure sound financial management practices.
- Identify and implement strategies to ensure project sustainability beyond the project period.
- Perform any other duties assigned by PKSF & IE Management.

4. Education, Age and Experience:

- Education: Master's degree in any subject from a UGC-approved university. Preference will be given to the candidate having a science background in bachelor/honors and masters level.
- A professional/advanced degree in Project Management will be preferred.
- Having 3rd division/class/equivalent CGPA in any examination will incur ineligibility.
- Age limit: Maximum 45 years.
- Experience: Minimum 7 years with at least 3 years of professional project management experience in the field of climate change adaptation/mitigation. Experience in climate change adaptation or mitigation projects funded by PKSF or GCF will get preference.
- Work experience with government agencies, partner organizations of PKSF, international development partners, and coastal communities in Bangladesh is an asset.

5. Other Qualifications:

- Proven experience in team leadership, communication, and stakeholder engagement.
- Excellent analytical, reporting, and presentation skills.
- Strong understanding of project management methodologies and principles.

- Needs to have expertise in MS Office Word, MS Office Excel, and MS Office PowerPoint.
- Familiarity with KoboToolbox and GIS will be a valuable asset.
- Fluency in English and Bengali languages is essential.
- Must have a valid motorcycle driving license.

6. Salary and other admissible benefits.

- Gross salary (monthly): BDT 60,000/-
- Religious festival bonus (yearly): 100% of a monthly gross salary.
- Bangla New Year allowance (yearly): 10% of a monthly gross salary.
- Phone bill allowance (monthly): BDT 800/-
- Other allowance (monthly): BDT 9,000/- per month for motorcycle rent, fuel, and maintenance.

**Term of Reference (ToR) for
the Position of Admin and Accounts Officer under
Resilient Homestead and Livelihood Support to the Vulnerable Coastal People of Bangladesh
(RHL) Project**

1. Basic Information

| | |
|---------------------------------|---|
| Title of the Position | : Admin and Accounts Officer |
| Number of Position | : 01 |
| Location | : Shyamnagar Upazila of Satkhira District. |
| Reports to | : Project Coordinator (PC) |
| Duration of the Position | : Initially for one year with the possibility of annual renewal up to project periods. |
| Salary (Gross) | : Monthly BDT 45,000/- and other admissible benefits |
| Age Limit | : Maximum 40 years |
| Experience | : Minimum 5 years with at least 2 years of professional accounts and financial management experience. |

2. Background of the project

Bangladesh's coastal zone's geographical location and low elevation make it vulnerable to disasters and climate change poses a new challenge to the lives and livelihoods in the coastal region. The vulnerability of these coastal people can be defined in three ways: climate-sensitive livelihoods, vulnerable settlements in low-lying areas, and scarcity of safe drinking water. Many coastal residents depend on seasonal subsistence agriculture and agriculture wage labor, which are highly climate-sensitive. Moreover, many coastal inhabitants live in houses built of mud and plants severely affected by cyclones, storm surges, and high tides. The lack of climate-resilient housing poses a serious poverty trap as significant portions of the incomes of coastal communities go towards house repairs. Under this circumstance, to develop a climate-adaptive coastal community in Bangladesh by adopting climate-resilient housing and livelihood technologies, the Green Climate Fund (GCF) under the United Nations Framework Convention of Climate Change (UNFCCC) approved "*Resilient Homestead and Livelihood Support to the Vulnerable Coastal People of Bangladesh (RHL)*," a five-year project (from September

2023 to August 2028). The project has chosen seven exposed coastal districts, namely Khulna, Bagerhat, Satkhira, Barguna, Patuakhali, Bhola, and Cox's Bazar, which are particularly vulnerable to sea level rise, salinity intrusion, coastal flooding, cyclones, and storm surges due to their geographical position (for details about PKSF, please visit <https://www.greenclimate.fund/project/fp206>). The primary goal of the RHL project is to enhance the climate resilience of the vulnerable coastal communities of Bangladesh. PKSF will implement the project (for details about PKSF, please visit <http://www.pksf.org.bd>) through its Partner Organizations (known as implementing Entities for this Project) as a Direct Access Entity (DAE) of GCF.

Nowabenki Gonomukhi Foundation (NGF) the Partner Organization of PKSF will implement the RHL project in Shyamnagar, Satkhira as an Implementing Entity (IE) of the RHL Project. For implementing the Project, Nowabenki Gonomukhi Foundation (NGF) is seeking qualified candidates for the " Admin and Accounts Officer" post for its Project Management Unit (PMU).

3. Key Responsibilities:

- Support PC to prepare budget monitoring and analysis for all pledges under operations, including accrual reports.
- Maintain accounts following the International Accounting Standard (IAS) as adopted by the Institute of Chartered Accountants of Bangladesh (ICAB), based on Generally Accepted Accounting Principles.
- Maintain separate books of accounts on an accrual basis under historical cost convention following the accounting manual for the daily preparation of software-based final accounts.
- Prepare financial statements and periodic Interim Unaudited Financial Reports (IUFRs) for the project.
- Monitor budgets and expenditures and contribute to budget planning and revision.
- Ensure the financial transactions are authorized, recorded, filed with adequate supporting documentation, and maintained with technical guidelines.
- Reconcile bank statements and other financial accounts.
- Prepare and submit regular financial reports (monthly, quarterly, half-yearly, and yearly) to the IE and PKSF Management.
- Ensure compliance with GCF & PKSF's financial policies and procedures.
- Process all procurements under the project & ensure GoB, PKSF and IE's procurement rules, regulations, and guidelines are compiled by the project.
- Process payments to project goods and service providers timely.
- Prepare procurement plan of the project on an annual basis and keep updating the same
- Ensure the Fixed Asset Register is regularly updated
- Perform any other duties assigned by PKSF & IE Management.

4. Education, Age and Experience:

- Education: At least a Bachelor's degree in Accounts/Finance/Business Administration.
- Having 3rd division/class/equivalent CGPA in any examination will incur ineligibility.
- Age limit: Maximum 40 years.
- Experience: Minimum 5 years with at least 2 years of professional accounts and financial management experience.
- Work experience with government agencies, partner organizations of PKSF, and international development partners in Bangladesh is an asset.

5. Other Qualifications:

- Experience with computerized accounting systems is essential.
- Expertise in MS Excel is mandatory.
- Strong analytical and problem-solving skills are essential.
- Excellent communication, interpersonal, and reporting skills are necessary.
- Proficiency in English and Bengali languages is essential.

6. Salary and other admissible benefits.

- Gross salary (monthly): BDT 45,000/-
- Religious festival bonus (yearly): 100% of a monthly gross salary.
- Bangla New Year allowance (yearly): 10% of a monthly gross salary.
- Phone bill allowance (monthly): BDT 700/-
- Travel allowance (monthly): BDT 3,000/-

**Term of Reference (ToR) for
The Position of Technical Officer (Environment and Monitoring) under
Resilient Homestead and Livelihood Support to the Vulnerable Coastal People of Bangladesh
(RHL) Project**

1. Basic Information

| | |
|---------------------------------|---|
| Title of the Position | : Technical Officer (Environment and Monitoring) |
| Number of Position | : 01 |
| Location | : Shyamnagar Upazila of Satkhira District, with at least 60% of the time spent on field visits in the project areas |
| Report to | : Project Coordinator (PC) |
| Duration of the Position | : Initially for one year with the possibility of annual renewal up to project periods. |
| Salary (Gross) | : Monthly BDT 55,000/- and other admissible benefits |
| Age Limit | : Maximum 40 years |
| Experience | : Minimum 5 years with at least 2 years of professional experience in Environmental management activities in climate change adaptation/mitigation programs. |

2. Background of the project

Bangladesh's coastal zone's geographical location and low elevation make it vulnerable to disasters and climate change poses a new challenge to the lives and livelihoods in the coastal region. The vulnerability of these coastal people can be defined in three ways: climate-sensitive livelihoods, vulnerable settlements in low-lying areas, and scarcity of

safe drinking water. Many coastal residents depend on seasonal subsistence agriculture and agriculture wage labor, which are highly climate-sensitive. Moreover, many coastal inhabitants live in houses built of mud and plants severely affected by cyclones, storm surges, and high tides. The lack of climate-resilient housing poses a serious poverty trap as significant portions of the incomes of coastal communities go towards house repairs. Under this circumstance, to develop a climate-adaptive coastal community in Bangladesh by adopting climate-resilient housing and livelihood technologies, the Green Climate Fund (GCF) under the United Nations Framework Convention of Climate Change (UNFCCC) approved “*Resilient Homestead and Livelihood Support to the Vulnerable Coastal People of Bangladesh (RHL)*,” a five-year project (from September 2023 to August 2028). The project has chosen seven exposed coastal districts, namely Khulna, Bagerhat, Satkhira, Barguna, Patuakhali, Bhola, and Cox’s Bazar, which are particularly vulnerable to sea level rise, salinity intrusion, coastal flooding, cyclones, and storm surges due to their geographical position (for details about PKSF, please visit <https://www.greenclimate.fund/project/fp206>). The primary goal of the RHL project is to enhance the climate resilience of the vulnerable coastal communities of Bangladesh. PKSF will implement the project (for details about PKSF, please visit <http://www.pksf.org.bd>) through its Partner Organizations (known as implementing Entities for this Project) as a Direct Access Entity (DAE) of GCF.

Nowabenki Gonomukhi Foundation (NGF) the Partner Organization of PKSF will implement the RHL project in Shyamnagar, Satkhira as an Implementing Entity (IE) of the RHL Project. For implementing the Project, Nowabenki Gonomukhi Foundation (NGF) is seeking qualified candidates for the "Technical Officer (Environment and Monitoring)" post for its Project Management Unit (PMU).

3. Key Responsibilities:

- Assist the PC in planning, monitoring, and supervising the implementation of project activities.
- Establish and monitor the Social and Environmental Management Plan for the project activities.
- Establish and monitor the Complain Handling Mechanism in the project area.
- Prepare environmental disclosure for each activity according to the GCF guideline
- Develop and implement a robust monitoring and evaluation (M&E) system for the project, including data collection, analysis, and reporting.
- Conduct regular field visits to monitor project progress, assess results, and identify any challenges or deviations.
- Collect and manage data related to project activities, outcomes, and indicators.
- Prepare regular progress reports and other M&E reports for the PC, IE and PKSF.
- Liaise with partner NGOs, government agencies, and local communities to facilitate data collection and ensure project compliance.
- Assist in conducting baseline surveys, interim period surveys and impact assessments to measure project effectiveness.
- Provide technical support to the Community Mobilizer Officer on M&E and data collection methods.

- Organize and participate in trainings on climate change and environmental issues for project stakeholders.
- Assist the PC in ensuring quality and timely completion of project deliverables.
- Perform any other duties assigned by PKSf & IE Management.

4. Education, Age and Experience:

- Education: Master's degree in Environmental Science, Environmental Engineering, Geography, Development Studies, Disaster Management, Natural Resource Management, GIS and Remote Sensing, Coastal Engineering or any other relevant discipline along with 4 year's Bachelor' degree in Environmental Science from a UGC-approved university.
- Having 3rd division/class/equivalent CGPA in any examination will incur ineligibility.
- Age limit: Maximum 40 years.
- Experience: Minimum 5 years with at least 2 years of professional experience in Environmental management activities in climate change adaptation/mitigation programs. Experience in climate change adaptation or mitigation projects funded by PKSf or GCF will get preference. Experience in working M&E system will be an asset.
- Work experience with government agencies, partner organizations of PKSf, international development partners, and coastal communities in Bangladesh is an asset.

5. Other Qualifications:

- Proven experience in team leadership, communication,
- Knowledge or expertise in ESMP, GRM, SECAP, SMF, EMF, RBM will be an asset.
- Excellent analytical, reporting, and presentation skills.
- Basic understanding of climate-smart agriculture, climate change adaptation, and mitigation approach.
- Expertise on STATA, SPSS etc. statistical analysis tools.
- Needs to have expertise in MS Office Word, MS Office Excel, and MS Office PowerPoint.
- Familiarity with KoboToolbox and GIS will be a valuable asset.
- Fluency in English and Bengali languages is essential.
- Must have a valid motorcycle driving license.

6. Salary and other admissible benefits.

- Gross salary (monthly): BDT 55,000/-
- Religious festival bonus (yearly): 100% of a monthly gross salary.
- Bangla New Year allowance (yearly): 10% of a monthly gross salary.
- Phone bill allowance (monthly): BDT 700/-
- Other allowance (monthly): BDT 9,000/- per month for motorcycle rent, fuel, and maintenance.

**Term of Reference (ToR) for
The Position of Technical Officer (Aquaculture) under
Resilient Homestead and Livelihood Support to the Vulnerable Coastal People of Bangladesh
(RHL) Project**

1. Basic Information

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|---------------------------------|--|
| Title of the Position | : Technical Officer (Aquaculture) |
| Number of Position | : Not Specific |
| Location | : Shyamnagar Upazila of Satkhira District, with at least 60% of the time spent on field visits in the project areas |
| Report to | : Project Coordinator (PC) |
| Duration of the Position | : Initially for one year with the possibility of annual renewal up to project periods. |
| Salary (Gross) | : Monthly BDT 55,000/- and other admissible benefits |
| Age Limit | : Maximum 40 years |
| Experience | : Minimum 5 years with at least 3 years of professional experience of technical support in aquaculture supply chain. |

2. Background of the project

Bangladesh's coastal zone's geographical location and low elevation make it vulnerable to disasters and climate change poses a new challenge to the lives and livelihoods in the coastal region. The vulnerability of these coastal people can be defined in three ways: climate-sensitive livelihoods, vulnerable settlements in low-lying areas, and scarcity of safe drinking water. Many coastal residents depend on seasonal subsistence agriculture and agriculture wage labor, which are highly climate-sensitive. Moreover, many coastal inhabitants live in houses built of mud and plants severely affected by cyclones, storm surges, and high tides. The lack of climate-resilient housing poses a serious poverty trap as significant portions of the incomes of coastal communities go towards house repairs. Under this circumstance, to develop a climate-adaptive coastal community in Bangladesh by adopting climate-resilient housing and livelihood technologies, the Green Climate Fund (GCF) under the United Nations Framework Convention of Climate Change (UNFCCC) approved "*Resilient Homestead and Livelihood Support to the Vulnerable Coastal People of Bangladesh (RHL)*," a five-year project (from September 2023 to August 2028). The project has chosen seven exposed coastal districts, namely Khulna, Bagerhat, Satkhira, Barguna, Patuakhali, Bhola, and Cox's Bazar, which are particularly vulnerable to sea level rise, salinity intrusion, coastal flooding, cyclones, and storm surges due to their geographical position (for details about PKSF, please visit <https://www.greenclimate.fund/project/fp206>). The primary goal of the RHL project is to enhance the climate resilience of the vulnerable coastal communities of Bangladesh. PKSF will implement the project (for details about PKSF, please visit <http://www.pksf.org.bd>) through its Partner Organizations (known as implementing Entities for this Project) as a Direct Access Entity (DAE) of GCF.

Nowabenki Gonomukhi Foundation (NGF) the Partner Organization of PKSF will implement the RHL project in Shyamnagar, Satkhira as an Implementing Entity (IE) of the RHL Project. For implementing the Project, Nowabenki Gonomukhi Foundation (NGF) is seeking qualified candidates for the " Technical Officer (Aquaculture)" post for its Project Management Unit (PMU).

3. Key Responsibilities:

- Support in the establishment of crab hatchery, crab nursing, and crab farming in a sustainable way, etc.
- Capacity building of the entrepreneur on Business Plan Development, Good Aquaculture Practice (GAqP), Traceability, etc.
- Assist in linking crablet and crab producer with input supplier.
- Identify proven climate-smart aquaculture technology and disseminate the technology to the coastal communities.
- Establish a service market for the crab producer with the help of the local service provider and input supplier.
- Support access to markets, market information, and contractual linkages with downstream businesses (contract farming, out-grower schemes, etc.).
- Assist in establishing access to crab processing, cold chain maintenance, packaging, storage, transportation, etc.
- Support entrepreneurs to establish a premium supply chain for value-added crab and crab products both in national and international markets.
- Capacity building of the crab handler on Good handling practices.
- Identify constraints and possible measures for the crab value chain.
- Support community mobilizer officer to mobilize producer group, demonstration, selection, and effective linkage with different stakeholders.
- Pay regular field visits to ensure technical assistance and monitoring of the project activities.
- Assist in the preparation of monthly progress reports, case studies, research studies, etc.
- Perform any other duties assigned by PKSf & IE Management.

4. Education, Age and Experience:

- Education: Master's degree in Aquaculture, Fisheries Technology, Fish Processing & Quality Control, Fish Genetics & Biotechnology, Business Administration or any other relevant subject along with 4 year's Bachelor' degree in Fisheries from a UGC-approved university.
- Having 3rd division/class/equivalent CGPA in any examination will incur ineligibility.
- Age limit: Maximum 40 years.
- Experience: Minimum 5 years with at least 3 years of professional experience of technical support in aquaculture supply chain. Experience in climate change adaptation or mitigation, fish supply chain projects funded by PKSf or GCF will get preference.
- Work experience with government agencies, partner organizations of PKSf, international development partners, and coastal communities in Bangladesh is an asset.

5. Other Qualifications:

- Proven experience in team leadership, communication, market and product development, and stakeholder engagement.
- Knowledge or expertise in safe fish production, GAqP, HACCP, traceability, and value-added fish product development will be an asset.
- Excellent analytical, reporting, and presentation skills.
- Basic understanding of climate-smart aquaculture, climate change adaptation, and mitigation approach.
- Needs to have expertise in MS Office Word, MS Office Excel, and MS Office PowerPoint.
- Familiarity with KoboToolbox and GIS will be a valuable asset.
- Fluency in English and Bengali languages is essential.
- Must have a valid motorcycle driving license.

6. Salary and other admissible benefits.

- Gross salary (monthly): BDT 55,000/-
- Religious festival bonus (yearly): 100% of a monthly gross salary.
- Bangla New Year allowance (yearly): 10% of a monthly gross salary.
- Phone bill allowance (monthly): BDT 700/-
- Other allowance (monthly): BDT 9,000/- per month for motorcycle rent, fuel, and maintenance.

**Term of Reference (ToR) for
The Community Development Officer (Civil) under
Resilient Homestead and Livelihood Support to the Vulnerable Coastal People of Bangladesh
(RHL) Project**

1. Basic Information

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|---------------------------------|--|
| Title of the Position | : Community Development Officer (Civil) |
| Number of Position | : 01 |
| Location | : Shyamnagar Upazila of Satkhira District, with at least 80% of the time spent on field visits in the project areas |
| Report to | : Project Coordinator (PC) |
| Duration of the Position | : Initially for one year with the possibility of annual renewal up to project periods. |
| Salary (Gross) | : Monthly BDT 40,000/- and other admissible benefits |
| Age Limit | : Maximum 35 years |
| Experience | : Minimum 3 years with 1 year of professional experience in the field of climate change adaptation/mitigation program, coastal housing and infrastructure development program is preferable. |

2. Background of the project

Bangladesh's coastal zone's geographical location and low elevation make it vulnerable to disasters and climate change poses a new challenge to the lives and livelihoods in the coastal region. The vulnerability of these coastal people can be defined in three ways: climate-sensitive livelihoods, vulnerable settlements in low-lying areas, and scarcity of safe drinking water. Many coastal residents depend on seasonal subsistence agriculture

and agriculture wage labor, which are highly climate-sensitive. Moreover, many coastal inhabitants live in houses built of mud and plants severely affected by cyclones, storm surges, and high tides. The lack of climate-resilient housing poses a serious poverty trap as significant portions of the incomes of coastal communities go towards house repairs. Under this circumstance, to develop a climate-adaptive coastal community in Bangladesh by adopting climate-resilient housing and livelihood technologies, the Green Climate Fund (GCF) under the United Nations Framework Convention of Climate Change (UNFCCC) approved “*Resilient Homestead and Livelihood Support to the Vulnerable Coastal People of Bangladesh (RHL)*,” a five-year project (from September 2023 to August 2028). The project has chosen seven exposed coastal districts, namely Khulna, Bagerhat, Satkhira, Barguna, Patuakhali, Bhola, and Cox’s Bazar, which are particularly vulnerable to sea level rise, salinity intrusion, coastal flooding, cyclones, and storm surges due to their geographical position (for details about PKSF, please visit <https://www.greenclimate.fund/project/fp206>). The primary goal of the RHL project is to enhance the climate resilience of the vulnerable coastal communities of Bangladesh. PKSF will implement the project (for details about PKSF, please visit <http://www.pksf.org.bd>) through its Partner Organizations (known as implementing Entities for this Project) as a Direct Access Entity (DAE) of GCF.

Nowabenki Gonomukhi Foundation (NGF) the Partner Organization of PKSF will implement the RHL project in Shyamnagar, Satkhira as an Implementing Entity (IE) of the RHL Project. For implementing the Project, Nowabenki Gonomukhi Foundation (NGF) is seeking qualified candidates for the “Community Development Officer (Civil)” post for its Project Management Unit (PMU).

3. Key Responsibilities:

- Provide technical expertise and support for constructing and maintaining climate-resilient coastal housing and crab hatchery.
- Provide technical expertise and support for raising household plinths, constructing houses, rainwater harvesting, and sanitation systems.
- Prepare detailed technical specifications and identify suitable materials and designs for construction activities.
- Develop Environmental and Social management plan (ESMP) and disclose the Environmental and Social Impact Assessment (ESIA) package for each Category B Sub-project with the consultation of Technical Officer (Environment and Monitoring).
- Supervise construction, ensure quality control throughout construction phases, and address technical challenges during implementation.
- Conduct regular on-site technical inspections and monitor the progress of construction activities.
- Maintain accurate technical records and prepare comprehensive technical reports for the project.
- Liaise with partner NGOs, government agencies, and local communities regarding technical aspects of the project and address their concerns.
- Conduct training sessions for community members on the operation and maintenance of infrastructures.

- Participate in project planning and budgeting processes, providing technical input and cost estimations.
- Assist the PC in ensuring quality and timely completion of project deliverables.
- Perform any other duties assigned by PKSf & IE Management.

4. Education, Age and Experience:

- Education: Minimum Diploma in Civil Engineering degree.
- Having 3rd division/class/equivalent CGPA in any examination will incur ineligibility.
- Age limit: Maximum 35 years.
- Experience: Minimum 3 years with 1 year of professional experience in the field of climate change adaptation/mitigation program, rainwater harvesting, coastal housing, and infrastructure development program is preferable. Experience in climate change adaptation or mitigation projects funded by PKSf or GCF will get preference.
- Work experience with government agencies, partner organizations of PKSf, international development partners, and coastal communities in Bangladesh is an asset.

5. Other Qualifications:

- Knowledge of climate change adaptation, mitigation, and salinity intrusion management in the context of Bangladesh, particularly the coastal region.
- Proficiency in AutoCAD or other relevant engineering software is an advantage.
- Fluency in English and Bengali languages is essential.
- Must have a valid motorcycle driving license.

6. Salary and other admissible benefits.

- Gross salary (monthly): BDT 40,000/-
- Religious festival bonus (yearly): 100% of a monthly gross salary.
- Bangla New Year allowance (yearly): 10% of a monthly gross salary.
- Phone bill allowance (monthly): BDT 700/-
- Other allowance (monthly): BDT 9,000/- per month for motorcycle rent, fuel, and maintenance.

**Term of Reference (ToR) for
The Community Mobilization Officer (Agriculture) under
Resilient Homestead and Livelihood Support to the Vulnerable Coastal People of Bangladesh
(RHL) Project**

1. Basic Information

| | |
|---------------------------------|---|
| Title of the Position | : Community Mobilization Officer (Agriculture) |
| Number of Position | : Not Specific |
| Location | : Shyamnagar Upazila of Satkhira District, with at least 80% of the time spent on field visits in the project areas |
| Report to | : Project Coordinator (PC) |
| Duration of the Position | : Initially for one year with the possibility of annual renewal up to project periods. |
| Salary (Gross) | : Monthly BDT 30,000/- and other admissible benefits |
| Age Limit | : Maximum 35 years |
| Experience | : Minimum 3 years with 2 years of professional experience in the field of climate change adaptation/mitigation, agricultural extension is preferable. |

2. Background of the project

Bangladesh's coastal zone's geographical location and low elevation make it vulnerable to disasters and climate change poses a new challenge to the lives and livelihoods in the coastal region. The vulnerability of these coastal people can be defined in three ways: climate-sensitive livelihoods, vulnerable settlements in low-lying areas, and scarcity of safe drinking water. Many coastal residents depend on seasonal subsistence agriculture and agriculture wage labor, which are highly climate-sensitive. Moreover, many coastal inhabitants live in houses built of mud and plants severely affected by cyclones, storm surges, and high tides. The lack of climate-resilient housing poses a serious poverty trap as significant portions of the incomes of coastal communities go towards house repairs. Under this circumstance, to develop a climate-adaptive coastal community in Bangladesh by adopting climate-resilient housing and livelihood technologies, the Green Climate Fund (GCF) under the United Nations Framework Convention of Climate Change (UNFCCC) approved "*Resilient Homestead and Livelihood Support to the Vulnerable Coastal People of Bangladesh (RHL)*," a five-year project (from September 2023 to August 2028). The project has chosen seven exposed coastal districts, namely Khulna, Bagerhat, Satkhira, Barguna, Patuakhali, Bhola, and Cox's Bazar, which are particularly vulnerable to sea level rise, salinity intrusion, coastal flooding, cyclones, and storm surges due to their geographical position (for details about PKSF, please visit <https://www.greenclimate.fund/project/fp206>). The primary goal of the RHL project is to enhance the climate resilience of the vulnerable coastal communities of Bangladesh. PKSF will implement the project (for details about PKSF, please visit <http://www.pksf.org.bd>) through its Partner Organizations (known as implementing Entities for this Project) as a Direct Access Entity (DAE) of GCF.

Nowabenki Gonomukhi Foundation (NGF) the Partner Organization of PKSF will implement the RHL project in Shyamnagar, Satkhira as an Implementing Entity (IE) of the RHL Project. For implementing the Project, Nowabenki Gonomukhi Foundation (NGF) is seeking qualified candidates for the "Community Mobilization Officer (Agriculture)" post for its Project Management Unit (PMU).

3. Key Responsibilities:

- Project beneficiary selection and preparation of beneficiary socio-economic profile.
- Identify and engage key community members to establish Climate Change Adaptation Groups (CCAGs) in assigned communities.
- Facilitate monthly meetings of the CCAGs, ensuring active participation and discussion of climate change challenges, adaptation strategies, and project activities.
- Empower the CCAG to play a lead role in community mobilization and decision-making related to project implementation.
- Organize and conduct awareness campaigns and training sessions on climate change impacts, coastal disaster and salinity adaptation and mitigation strategies, and sustainable practices.
- Work with the CCAGs to identify beneficiaries and participants for various project activities like saline tolerant vegetable cultivation, rainwater harvesting, climate resilient housing etc.
- Provide on-site guidance and support to community members during activity implementation.
- Promote the adoption of climate-smart practices and sustainable livelihoods within the community.
- Rapport build-up with local government and community leaders.
- Encourage positive behavioral change toward water conservation, responsible waste management, and other adaptation strategies.
- Assist with collecting data on community demographics, livelihoods, climate perceptions, and project impacts.
- Prepare regular reports on community engagement activities, awareness campaigns, and beneficiary selection processes.
- Liaise with the Technical Officers and Project Coordinator to ensure efficient data sharing and reporting.
- Perform any other duties assigned by PKSF & IE Management.

4. Education, Age and Experience:

- Education: Minimum Diploma in Agriculture degree.
- Having 3rd division/class/equivalent CGPA in any examination will incur ineligibility.
- Age limit: Maximum 35 years.
- Experience: Minimum 3 years with 2 years of professional experience in the field of climate change adaptation/mitigation, agricultural extension is preferable. Experience in climate change adaptation or mitigation projects funded by PKSF or GCF will get preference.
- Work experience with government agencies, partner organizations of PKSF, international development partners, and coastal communities in Bangladesh is an asset.

5. Other Qualifications:

- Demonstrated enthusiasm and eagerness to learn about climate change adaptation, community development, and rural outreach are highly valued.
- Excellent communication, interpersonal, and facilitation skills are essential.
- Must have a valid motorcycle driving license.

6. Salary and other admissible benefits.

- Gross salary (monthly): BDT 30,000/-
- Religious festival bonus (yearly): 100% of a monthly gross salary.
- Bangla New Year allowance (yearly): 10% of a monthly gross salary.
- Phone bill allowance (monthly): BDT 600/-
- Other allowance (monthly): BDT 7,000/- per month for motorcycle rent, fuel, and maintenance.

**Term of Reference (ToR) for
The Community Mobilization Officer (Fisheries) under
Resilient Homestead and Livelihood Support to the Vulnerable Coastal People of Bangladesh
(RHL) Project**

1. Basic Information

| | |
|---------------------------------|---|
| Title of the Position | : Community Mobilization Officer (Fisheries) |
| Number of Position | : Not specific |
| Location | : Shyamnagar Upazila of Satkhira District, with at least 80% of the time spent on field visits in the project areas |
| Report to | : Project Coordinator (PC) |
| Duration of the Position | : Initially for one year with the possibility of annual renewal up to project periods. |
| Salary (Gross) | : Monthly BDT 30,000/- and other admissible benefits |
| Age Limit | : Maximum 35 years |
| Experience | : Minimum 3 years with 2 years of professional experience in the field of climate change adaptation/mitigation, crab fattening/aquaculture value chain is preferable. |

2. Background of the project

Bangladesh's coastal zone's geographical location and low elevation make it vulnerable to disasters and climate change poses a new challenge to the lives and livelihoods in the coastal region. The vulnerability of these coastal people can be defined in three ways: climate-sensitive livelihoods, vulnerable settlements in low-lying areas, and scarcity of safe drinking water. Many coastal residents depend on seasonal subsistence agriculture and agriculture wage labor, which are highly climate-sensitive. Moreover, many coastal inhabitants live in houses built of mud and plants severely affected by cyclones, storm surges, and high tides. The lack of climate-resilient housing poses a serious poverty trap as significant portions of the incomes of coastal communities go towards house repairs. Under this circumstance, to develop a climate-adaptive coastal community in Bangladesh by adopting climate-resilient housing and livelihood technologies, the Green Climate Fund (GCF) under the United Nations Framework Convention of Climate Change (UNFCCC) approved "Resilient Homestead and Livelihood Support to the Vulnerable Coastal People of Bangladesh (RHL)," a five-year project (from September 2023 to August 2028). The project has chosen seven exposed coastal districts, namely

Khulna, Bagerhat, Satkhira, Barguna, Patuakhali, Bhola, and Cox's Bazar, which are particularly vulnerable to sea level rise, salinity intrusion, coastal flooding, cyclones, and storm surges due to their geographical position (for details about PKSF, please visit <https://www.greenclimate.fund/project/fp206>). The primary goal of the RHL project is to enhance the climate resilience of the vulnerable coastal communities of Bangladesh. PKSF will implement the project (for details about PKSF, please visit <http://www.pksf.org.bd>) through its Partner Organizations (known as implementing Entities for this Project) as a Direct Access Entity (DAE) of GCF.

Nowabenki Gonomukhi Foundation (NGF) the Partner Organization of PKSF will implement the RHL project in Shyamnagar, Satkhira as an Implementing Entity (IE) of the RHL Project. For implementing the Project, Nowabenki Gonomukhi Foundation (NGF) is seeking qualified candidates for the "Community Mobilization Officer (Fisheries)" post for its Project Management Unit (PMU).

3. Key Responsibilities:

- Project beneficiary selection and preparation of beneficiary socio-economic profile.
- Identify and engage key community members to establish Climate Change Adaptation Groups (CCAGs) in assigned communities.
- Facilitate monthly meetings of the CCAGs, ensuring active participation and discussion of climate change challenges, adaptation strategies, and project activities.
- Empower the CCAG to play a lead role in community mobilization and decision-making related to project implementation.
- Organize and conduct awareness campaigns and training sessions on climate change impacts, coastal disaster & salinity adaptation & mitigation strategies, and sustainable practices.
- Work with the CCAGs to identify beneficiaries and participants for various project activities like crablet collection from crab hatcheries, crab nursing, crab culture, rainwater harvesting, climate resilient housing etc.
- Provide on-site guidance and support to community members during activity implementation.
- Promote the adoption of climate-smart practices and sustainable livelihoods within the community.
- Rapport build-up with local government and community leaders.
- Encourage positive behavioral change toward water conservation, responsible waste management, and other adaptation strategies.
- Assist with collecting data on community demographics, livelihoods, climate perceptions, and project impacts.
- Prepare regular reports on community engagement activities, awareness campaigns, and beneficiary selection processes.
- Liaise with the Technical Officers and Project Coordinator to ensure efficient data sharing and reporting.
- Perform any other duties assigned by PKSF & IE Management.

4. Education, Age and Experience:

- Education: Minimum Diploma in Fisheries degree.
- Having 3rd division/class/equivalent CGPA in any examination or lack of two 1st division/class/equivalent CGPA in the academic record will incur ineligibility.
- Age limit: Maximum 35 years.
- Experience: Minimum 3 years with 2 years of professional experience in the field of climate change adaptation/mitigation, crab fattening/aquaculture value chain is preferable. Experience in climate change adaptation or mitigation projects funded by PKSF or GCF will get preference.
- Work experience with government agencies, partner organizations of PKSF, international development partners, and coastal communities in Bangladesh is an asset.

5. Other Qualifications:

- Demonstrated enthusiasm and eagerness to learn about climate change adaptation, community development, and rural outreach are highly valued.
- Excellent communication, interpersonal, and facilitation skills are essential.
- Must have a valid motorcycle driving license.

6. Salary and other admissible benefits.

- Gross salary (monthly): BDT 30,000/-
- Religious festival bonus (yearly): 100% of a monthly gross salary.
- Bangla New Year allowance (yearly): 10% of a monthly gross salary.
- Phone bill allowance (monthly): BDT 600/-
- Other allowance (monthly): BDT 7,000/- per month for motorcycle rent, fuel, and maintenance.

**Term of Reference (ToR) for
The Community Mobilization Officer (Livestock) under
Resilient Homestead and Livelihood Support to the Vulnerable Coastal People of Bangladesh
(RHL) Project**

1. Basic Information

| | |
|---------------------------------|--|
| Title of the Position | : Community Mobilization Officer (Livestock) |
| Number of Position | : Not specific |
| Location | : Shyamnagar Upazila of Satkhira District, with at least 80% of the time spent on field visits in the project areas |
| Report to | : Project Coordinator (PC) |
| Duration of the Position | : Initially for one year with the possibility of annual renewal up to project periods. |
| Salary (Gross) | : Monthly BDT 30,000/- and other admissible benefits |
| Age Limit | : Maximum 35 years |
| Experience | : Minimum 3 years with 2 years of professional experience in the field of climate change adaptation/mitigation, livestock extension is preferable. |

2. Background of the project

Bangladesh's coastal zone's geographical location and low elevation make it vulnerable to disasters and climate change poses a new challenge to the lives and livelihoods in the coastal region. The vulnerability of these coastal people can be defined in three ways: climate-sensitive livelihoods, vulnerable settlements in low-lying areas, and scarcity of safe drinking water. Many coastal residents depend on seasonal subsistence agriculture and agriculture wage labor, which are highly climate-sensitive. Moreover, many coastal inhabitants live in houses built of mud and plants severely affected by cyclones, storm surges, and high tides. The lack of climate-resilient housing poses a serious poverty trap as significant portions of the incomes of coastal communities go towards house repairs. Under this circumstance, to develop a climate-adaptive coastal community in Bangladesh by adopting climate-resilient housing and livelihood technologies, the Green Climate Fund (GCF) under the United Nations Framework Convention of Climate Change (UNFCCC) approved "*Resilient Homestead and Livelihood Support to the Vulnerable Coastal People of Bangladesh (RHL)*," a five-year project (from September 2023 to August 2028). The project has chosen seven exposed coastal districts, namely Khulna, Bagerhat, Satkhira, Barguna, Patuakhali, Bhola, and Cox's Bazar, which are particularly vulnerable to sea level rise, salinity intrusion, coastal flooding, cyclones, and storm surges due to their geographical position (for details about PKSF, please visit <https://www.greenclimate.fund/project/fp206>). The primary goal of the RHL project is to enhance the climate resilience of the vulnerable coastal communities of Bangladesh. PKSF will implement the project (for details about PKSF, please visit <http://www.pksf.org.bd>) through its Partner Organizations (known as implementing Entities for this Project) as a Direct Access Entity (DAE) of GCF.

Nowabenki Gonomukhi Foundation (NGF) the Partner Organization of PKSF will implement the RHL project in Shyamnagar, Satkhira as an Implementing Entity (IE) of the RHL Project. For implementing the Project, Nowabenki Gonomukhi Foundation (NGF) is seeking qualified candidates for the "Community Mobilization Officer (Livestock)" post for its Project Management Unit (PMU).

3. Key Responsibilities:

- Project beneficiary selection and preparation of beneficiary socio-economic profile.
- Identify and engage key community members to establish Climate Change Adaptation Groups (CCAGs) in assigned communities.
- Facilitate monthly meetings of the CCAGs, ensuring active participation and discussion of climate change challenges, adaptation strategies, and project activities.
- Empower the CCAG to play a lead role in community mobilization and decision-making related to project implementation.
- Organize and conduct awareness campaigns and training sessions on climate change impacts, coastal disaster and salinity adaptation and mitigation strategies, and sustainable practices.
- Work with the CCAGs to identify beneficiaries and participants for various project activities like sheep/goat rearing in slatted houses, rainwater harvesting, climate-resilient housing, etc.
- Provide on-site guidance and support to community members during activity implementation.

- Promote the adoption of climate-smart practices and sustainable livelihoods within the community.
- Rapport build-up with local government and community leaders.
- Encourage positive behavioral change toward water conservation, responsible waste management, and other adaptation strategies.
- Assist with collecting data on community demographics, livelihoods, climate perceptions, and project impacts.
- Prepare regular reports on community engagement activities, awareness campaigns, and beneficiary selection processes.
- Liaise with the Technical Officers and Project Coordinator to ensure efficient data sharing and reporting.
- Perform any other duties assigned by PKSF & IE Management.

4. Education, Age and Experience:

- Education: Minimum Diploma in Livestock degree.
- Having 3rd division/class/equivalent CGPA in any examination will incur ineligibility.
- Age limit: Maximum 35 years.
- Experience: Minimum 3 years with 2 years of professional experience in the field of climate change adaptation/mitigation, agricultural extension is preferable. Experience in climate change adaptation or mitigation projects funded by PKSF or GCF will get preference.
- Work experience with government agencies, partner organizations of PKSF, international development partners, and coastal communities in Bangladesh is an asset.

5. Other Qualifications:

- Demonstrated enthusiasm and eagerness to learn about climate change adaptation, community development, and rural outreach are highly valued.
- Excellent communication, interpersonal, and facilitation skills are essential.
- Must have a valid motorcycle driving license.

6. Salary and other admissible benefits.

- Gross salary (monthly): BDT 30,000/-
- Religious festival bonus (yearly): 100% of a monthly gross salary.
- Bangla New Year allowance (yearly): 10% of a monthly gross salary.
- Phone bill allowance (monthly): BDT 600/-
- Other allowance (monthly): BDT 7,000/- per month for motorcycle rent, fuel, and maintenance.

**Term of Reference (ToR) for
the Community Mobilization Officer (Forestry) under
Resilient Homestead and Livelihood Support to the Vulnerable Coastal People of Bangladesh
(RHL) Project**

1. Basic Information

| | |
|---------------------------------|---|
| Title of the Position | : Community Mobilization Officer (Forestry) |
| Number of Position | : Not specific |
| Location | : Shyamnagar Upazila of Satkhira District, with at least 80% of the time spent on field visits in the project areas |
| Report to | : Project Coordinator (PC) |
| Duration of the Position | : Initially for one year with the possibility of annual renewal up to project periods. |
| Salary (Gross) | : Monthly BDT 30,000/- and other admissible benefits |
| Age Limit | : Maximum 35 years |
| Experience | : Minimum 2 years with 1 year of professional experience in the field of climate change adaptation/mitigation, afforestation, and agricultural extension is preferable. |

2. Background of the project

Bangladesh's coastal zone's geographical location and low elevation make it vulnerable to disasters and climate change poses a new challenge to the lives and livelihoods in the coastal region. The vulnerability of these coastal people can be defined in three ways: climate-sensitive livelihoods, vulnerable settlements in low-lying areas, and scarcity of safe drinking water. Many coastal residents depend on seasonal subsistence agriculture and agriculture wage labor, which are highly climate-sensitive. Moreover, many coastal inhabitants live in houses built of mud and plants severely affected by cyclones, storm surges, and high tides. The lack of climate-resilient housing poses a serious poverty trap as significant portions of the incomes of coastal communities go towards house repairs. Under this circumstance, to develop a climate-adaptive coastal community in Bangladesh by adopting climate-resilient housing and livelihood technologies, the Green Climate Fund (GCF) under the United Nations Framework Convention of Climate Change (UNFCCC) approved “*Resilient Homestead and Livelihood Support to the Vulnerable Coastal People of Bangladesh (RHL)*,” a five-year project (from September 2023 to August 2028). The project has chosen seven exposed coastal districts, namely Khulna, Bagerhat, Satkhira, Barguna, Patuakhali, Bhola, and Cox’s Bazar, which are particularly vulnerable to sea level rise, salinity intrusion, coastal flooding, cyclones, and storm surges due to their geographical position (for details about PKSF, please visit <https://www.greenclimate.fund/project/fp206>). The primary goal of the RHL project is to enhance the climate resilience of the vulnerable coastal communities of Bangladesh. PKSF will implement the project (for details about PKSF, please visit <http://www.pksf.org.bd>) through its Partner Organizations (known as implementing Entities for this Project) as a Direct Access Entity (DAE) of GCF.

Nowabenki Gonomukhi Foundation (NGF) the Partner Organization of PKSF will implement the RHL project in Shyamnagar, Satkhira as an Implementing Entity (IE) of the RHL Project. For implementing the Project, Nowabenki Gonomukhi Foundation (NGF) is seeking qualified candidates for the “Community Mobilization Officer (Forestry)” post for its Project Management Unit (PMU).

3. Key Responsibilities:

- Project beneficiary selection and preparation of beneficiary socio-economic profile.
- Identify and engage key community members to establish Climate Change Adaptation Groups (CCAGs) in assigned communities.
- Facilitate monthly meetings of the CCAGs, ensuring active participation and discussion of climate change challenges, adaptation strategies, and project activities.
- Empower the CCAG to play a lead role in community mobilization and decision-making related to project implementation.
- Organize and conduct awareness campaigns and training sessions on climate change impacts, coastal disaster and salinity adaptation and mitigation strategies, and sustainable practices.
- Work with the CCAGs to identify beneficiaries and participants for various project activities like saline tolerant and mangrove tree plantation, rainwater harvesting, climate resilient housing etc.
- Provide on-site guidance and support to community members during activity implementation.
- Promote the adoption of climate-smart practices and sustainable livelihoods within the community.
- Rapport build-up with local government and community leaders.
- Encourage positive behavioral change toward water conservation, responsible waste management, and other adaptation strategies.
- Assist with collecting data on community demographics, livelihoods, climate perceptions, and project impacts.
- Prepare regular reports on community engagement activities, awareness campaigns, and beneficiary selection processes.
- Liaise with the Technical Officers and Project Coordinator to ensure efficient data sharing and reporting.
- Perform any other duties assigned by PKSF & IE Management.

4. Education, Age and Experience:

- Education: Minimum Diploma in Forestry degree.
- Having 3rd division/class/equivalent CGPA in any examination will incur ineligibility.
- Age limit: Maximum 35 years.
- Experience: Minimum 2 years with 1 year of professional experience in the field of climate change adaptation/mitigation, afforestation, and agricultural extension is preferable. Experience in climate change adaptation or mitigation projects funded by PKSF or GCF will get preference.
- Work experience with government agencies, partner organizations of PKSF, international development partners, and coastal communities in Bangladesh is an asset.

5. Other Qualifications:

- Demonstrated enthusiasm and eagerness to learn about climate change adaptation, community development, and rural outreach are highly valued.
- Excellent communication, interpersonal, and facilitation skills are essential.
- Must have a valid motorcycle driving license.

6. Salary and other admissible benefits.

- Gross salary (monthly): BDT 30,000/-
- Religious festival bonus (yearly): 100% of a monthly gross salary.
- Bangla New Year allowance (yearly): 10% of a monthly gross salary.
- Phone bill allowance (monthly): BDT 600/-
- Other allowance (monthly): BDT 7,000/- per month for motorcycle rent, fuel, and maintenance.