



PALLI KARMA-SAHAYAK FOUNDATION (PKSF)

www.pksf.org.bd

Terms of Reference (ToR)

of

Program Manager (Environment and Natural Resources Management)
for the 'Sustainable Microenterprise and Resilient Transformation (SMART)' Project

1.0 Background

Palli Karma-Sahayak Foundation (PKSF), an apex development organization founded by the Government of Bangladesh, is mandated for poverty alleviation through sustainable employment generation by providing appropriate financing, skill training, and other necessary services. As a second-tier organization, PKSF implements all programs and projects through more than 200 of its Partner Organizations (POs) across the country.

PKSF launched its Microenterprise program titled '*Agrosor*' to extend financial services to the progressive clients of its Partner Organizations (POs) for undertaking enterprises that require bigger funds. To strengthen microenterprise development, PKSF is now implementing several projects that are supported by development agencies like IFAD, World Bank, and Asian Development Bank (ADB). Sustainable Enterprise Project (SEP), a World Bank-funded project, focuses on the adoption of environmentally sustainable practices by targeted microenterprises.

Building on the success and lessons learned from the SEP project, PKSF has been implementing a 5-year-long project titled 'Sustainable Microenterprise and Resilient Transformation (SMART)' jointly financed by the World Bank and PKSF since August 2023. The project will support 80,000 microenterprises (MEs) in agribusiness, manufacturing, and service sectors in Bangladesh. It will foster a green growth, abate environmental damage, secures new growth engines through the adoption of green practices and technologies, creates new job opportunities, and achieves harmony between the economy and the environment. The Project will also maximize the impact on the MEs in environmentally stressed and/or vulnerable to climate change and natural disasters.

2.0 Project objective

The objective of the project is to increase resource-efficient and resilient green growth of microenterprises (MEs).

3.0 Project scope

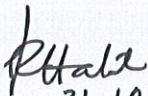
The Project will focus on the clusters of microenterprises of the agribusiness, manufacturing, and service sectors all over Bangladesh.

4.0 Duty station

The employee will be stationed in Dhaka. Additionally, he/she will have to travel extensively across the project area, including the most remote areas of Bangladesh, as per the instructions of PKSF.

5.0 Employment duration

The estimated duration of the appointment will be 01 (one) year with the possibility of extension/renewal based on performance, throughout the project period.


31.10.2024

Md. Rawshan Habib
Assistant General Manager (Program)
Palli Karma-Sahayak Foundation (PKSF)



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6.0 Tasks and duties

The position will be responsible for analyzing and directly monitoring the environmental impacts of the SMART Project. The Program Manager (Environment and Natural Resources Management) will work under the supervision of the Project Management Team. The specific responsibilities and tasks are, but are not limited to, the following:

Responsibilities and Tasks	% of Time
Environmental management	20%
<ul style="list-style-type: none">i. Support the Environmental Specialists regarding environmental related activities of the SMART Project;ii. Support the Project Coordinator (PC) to provide strategic and technical leadership in environmental management;iii. Support Environmental and Social Staffs under the PMU the PKSF in ensuring environmental sustainability of the project implementation;iv. Participate in meetings with the Project Management Unit, and other staff of SMART Project;v. Ensure that the laws, rules, and regulations of the Governments and the World Bank (ESCP) are followed properly, and the sub-projects environmental impacts are managed according to the ESMP;vi. Ensure that the Grievance Mechanism (GM) is functioning properly (and ensure the GRM agreed to with the World Bank is being implemented within the stipulated deadlines), and report back to the PMU in reports on GM outcomes and issues;	
Evaluate sub-project proposals	10%
<ul style="list-style-type: none">i. Examine sub-project proposals and identify the environmental sensitivity in the light of established environmental and social management and RECP practices;ii. Identify potential environmental and social issues in submitted proposals, determine the adequacy of possible mitigation measures submitted in the proposals, and suggest possible mitigation measures;iii. Examine each sub-project/ME proposal and identify the environmental sensitivity in the light of established environmental management and practices;iv. Review and categorize each sub-project regarding World Banks ESS-1 (Assessment and Management of Environmental and Social Risks and Impacts) and Bangladesh ECR 2023 and recommended further steps based on environmental screening;v. Assist POs to prepared sub-project-specific Environment and Social Management Plan (ESMP) and assess the Initial Environmental Examination (IEEs) in line with RECP, Green Growth, and Climate Resilience of MEs;vi. Evaluate and provide recommendations on sub-project-specific Environment and Social Management Plan (ESMP) and Initial Environmental Examination (IEE) and environmental enhancement/mitigation designs proposed by the POs considering RECP, Green Growth, and Climate Resilience MEs;	
Conduct field visits	20%
<ul style="list-style-type: none">i. Conduct field visits in a regular interval to assess the quality and adequacy of screening, mitigation measures, ESMP, and also supervision of environmental activities during proposal selection and implementation;ii. Identify suitable environment mitigation measures to be implemented by the sub-	

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Responsibilities and Tasks	% of Time
<p>project implementation entity if any adverse environmental and social impact has been overlooked with the proposal;</p> <p>iii. Participate in Focus Group Discussions (FGDs) and interview the project participants and other local community people during sub-project proposal selection and implementation to address environmental issues and propose mitigation measures during the project implementation;</p> <p>iv. Assess the institutional mechanism of the POs for integration, management, and monitoring of environmental issues in sub-project activity planning, implementation, and operations & maintenance (O&M);</p> <p>v. Examine the knowledge and awareness of the field-level staff on the management of environmental issues;</p> <p>vi. Prepare good practice dissemination notes based on the experience gained from site supervision;</p> <p>vii. Review of sub-sector-specific screening results, mitigation measures, and monitoring reports by the POs</p> <p>viii. Oversee PO's ECCU capacity, strength, and functionality to achieve the goals of SMART;</p> <p>ix. Submit field visit plan, work plan, and field visit dissemination note;</p>	
Monitoring and reporting	20%
<p>i. Collect and compile quarterly monitoring environmental monitoring and implementation progress reports (Environmental, Social, Health and Safety) from the PO;</p> <p>ii. Monitor environmental and social management plans are implemented at the field level and follow-up recommendations are carried out during the implementation of the sub-projects;</p> <p>iii. Review of sub-sector-specific screening results, mitigation measures, and monitoring reports by the POs;</p> <p>iv. Maintain a database for sub-project/ME-specific environmental screening, and mitigation measures and status of environmental monitoring & evaluation during project implementation and operation;</p> <p>v. Oversee performance and functionality of ECCU unit at PO level;</p> <p>vi. Monitor the Environmental and Social Progress Report submitted by PO-ECCU as per the Environmental and Social Commitment Plan (ESCP);</p> <p>vii. Track implemented environmental practices, and RECP practices adopted by the project beneficiaries;</p> <p>viii. Preparing reports, achievement/success stories, and case studies;</p>	
Capacity building	20%
<p>i. Organize and impart environmental and social training, and workshops for the staff of the PKSF and selected POs;</p> <p>ii. Develop a quarterly training plan for the POs on Environment Social Standards of PKSF ESMS and World Bank ESF and national guidelines;</p> <p>iii. Impart on-job training for POs Environmental and Social Officers and MEs regarding environmental monitoring and EHS practices in different sub-projects;</p> <p>iv. Provide support to the POs to strengthen its environmental capacity and</p>	



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Responsibilities and Tasks	% of Time
mainstream Environment and Climate Change Units (PO-ECCU) at PO level in subproject planning, implementation, and operation; v. Took part in capacity building training on monitoring tools, and checklist during subproject monitoring visit; vi. Support preparing guidelines for MEs to produce safe, organic and green products, and climate-resilience RECP practices.	
Others	10%
i. Contribute to preparing ToRs for Baseline, Mid-term, and End-line evaluation of the entire SMART Project as well as subprojects; ii. Provide technical inputs in the preparation of SMART project related Procurement Documents (Goods, Services, Works); iii. Maintain liaison and coordinate with sectorial experts in selecting environmental monitoring tools; and iv. Any other tasks assign by PKSf authority.	

7.0 Academic qualification

- Master's and 4-year Bachelor's in Environmental Sciences/Environmental Management/ Natural Resource Management/ Environmental Engineering/ Geography and Environment/ Disaster Management/Forestry from any recognised university with atleast three first class/division/ equivalent CGPA in the academic examinations. Any third class/division or equivalent in any examination will incur ineligibility;
- Candidates having training on Environmental Conservation/ Resources Management/ Environmental Impact Assessment/ Environmental and Social Framework/ Environmental and Social Standards/ Environmental Safeguard and Compliances/ Environmental and Social Risk Management will get preference.

8.0 Experience

- Minimum 06 (Six) years of professional experience in the fields of environment and natural resources management preferably in reputed development organizations (only full-time work experiences after post-graduation will be counted);
- Preference will be given to the candidates having experience in
 - Developing various contents/materials (ESCP, ESMS, ESMP, ESMF, SEP, LMP, IPP, ECoPs etc) for environmental and social safeguard, engagement, and outreach;
 - Relevant projects funded by the World Bank or any other international development partners will be given preference.

9.0 Age limit

Maximum 40 years on the last date of application.

10.0 Salary and benefits

- Monthly consolidated salary BDT 1,60,000/-
- Other admissible benefits (Festival Allowance, Bangla *Noborsho* Allowance, Mobile Allowance, Group Insurance, etc.) as per PKSf policy; and
- Salary and other admissible benefits (if any) are inclusive of all applicable taxes as imposed by the Government of Bangladesh. All relevant taxes will be deducted at the source as per the Government rules.