



PALLI KARMA-SAHAYAK FOUNDATION (PKSF)

www.pksf.org.bd

Terms of Reference (ToR)

of

Assistant Program Manager (Monitoring & Evaluation-Data 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 '*Agrisor*' 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.



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7.0 Academic and other qualifications

- Master's or 4-years Bachelor's in Computer Science/Computer Engineering/ Software Engineering/ Management Information System/Statistics/Applied Statistics/Data Science/ Business Analytics/Economics from any recognized university with at least two first class/division/equivalent CGPA in the academic examinations. Any third class/division or equivalent in any examination will incur ineligibility.
- Advanced training in Data Modelling/Research Methodology/Statistical Packages like, SPSS, STATA, Python, and R will be preferred.
- Proficient in the paperless technologies and methods (Open data Kits/KoBo ToolBox etc.) will be an advantage.

8.0 Experience

- Minimum 04 (Four) years' experience in which 02 (Two) years in the area of research/data analysis/software development/data management in reputed organization (only full-time work experiences after Bachelor's degree will be counted).
- Preference will be given to the candidates having work experience in the relevant projects funded by 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 & allowances:

- Monthly consolidated salary will be BDT 1,20,000/-
- Other admissible benefits (Festival Allowance, Bangla *Noboborsho* Allowance, Mobile Allowance, Group insurance, etc.) as per PKSF policy.
- Salary and other admissible benefits (if any) are inclusive of all taxes as imposed by the Government of Bangladesh. All relevant Taxes will be deducted at sources as per the Government rules.