

**TERM OF REFERENCE (TOR) FOR
PROGRAM DEVELOPMENT OFFICER (Engineering) under Abason Loan Program of PKSf**

1. BASIC INFORMATION

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| Title | Program Development Officer (Engineering) |
| Location | Dhaka, Bangladesh with at least 50% time to project areas (outside Dhaka) |
| Reports to | Additional/Deputy Managing Director/General Manager |
| Duration | 1 Years (yearly renewal is required considering performance and fund availability) |
| Salary | BDT 83000 (including Tax and VAT) monthly + other admissible benefits |
| Age | Less than 35 years |
| Experience | 10 years in relevant sector |

2. BACKGROUND AND OBJECTIVE OF THE PROJECT/PROGRAM ACTIVITIES

Bangladesh's rapid urban growth, present demographic position, current trend of infrastructure development, level of vulnerability to natural disasters, and trajectory of economic growth have put considerable pressure on housing demand. Currently, around a million housing units per year are needed in Bangladesh to address demand shortfalls, and most of the need is concentrated in the lower- and lower-middle income groups. Based on the learning from the **Low-Income Community Housing Support Project (LICHSP)**, funded by the World Bank, PKSf is implementing a loan program called 'Abason' with its own fund. PKSf has a plan to extend this housing loan program. Furthermore, PKSf submitted a request to the World Bank for a new project with a budget of US\$ 270 million to extend housing loans throughout the country.

Hence, PKSf is seeking qualified candidates for the post of "**Program Development Officer (Engineering)**" for implementing and providing engineering support to the above-mentioned projects and programs.

3. KEY AREAS OF DUTIES, ACCOUNTABILITIES, AND RESPONSIBILITIES

The Program Development Officer (Engineering) will be responsible to

- i. Provide overall technical assistance to housing loan program or other housing related projects and programs regarding all types of house drawing, from planning to implementation, monitoring and coordination with the beneficiaries in all respect;
- ii. Prepare all types of architectural, structural, sanitary and plumbing and electrical drawing.
- iii. Prepare house construction plan and house design support if required at the PO level.
- iv. Prepare detail estimates of a housing project and building construction projects or programs.
- v. Ensure that all technical inputs and cost estimates related to the construction components are accurate, timely provided and included in the project proposals and budgets.
- vi. Coordinate with programs required activities ensuring proper and timely actions from both, the World Bank's and PKSF's side.
- vii. Supervision of *Abason* loan program.
- viii. Provide engineering support to other activities both at the design and implementation level.
- ix. Prepare policy documents/guidelines for the next phase of funding from the World Bank on housing loans.
- x. Perform other tasks assigned by the authority.

4. SELECTION CRITERIA

Basic Requirements

- Diploma in Civil Engineering/Architecture from a recognized institution, with minimum 01 first class/division. **No 3rd class will be considered.**
- Minimum 10 years of experience in relevant sector.
- Clear idea about building construction drawings.
- Good command over /working experience in Auto CAD 2D, 3D visualization and Sketch up.
- Able to prepare BOQ (Bill of Quantities).
- Should have clear idea on Rajuk and other authority's drawings requirements and building codes and
- Experience in housing finance at least for 3 years.

Preferred

- i. Professional training in relevant areas of community housing or building design and supervision.
- ii. Advanced degree in civil engineering will be an added advantaged.
- iii. Working experience in the area of preparation, implementation and monitoring of technical/ (re)construction projects; methodological and calculation skills.

5. HOW TO APPLY

Apply with a cover letter, CV and information as advertised for this vacancy online via PKSf's website at <http://www.pksf.org.bd>

6. ABOUT PKSf

Palli Karma-Sahayak Foundation (PKSF), an apex development organization focusing on holistic and integrated approaches, was established by the Government of Bangladesh in May 1990 for sustainable poverty reduction through employment generation. In the beginning of its operations in 1990, with a view to generating employment for the rural poor, PKSf set the goal of creating self-employment opportunities in the rural off-farm sector and adopted the strategy of promoting loan programs to attain this goal. This loan program, launched for the rural moderate poor, has been diversified over time in accordance with the changing needs of heterogeneous poverty-stricken segments of society and has gradually evolved into an "inclusive financing program". The current PKSf financing program includes people who are moderately poor in both urban and rural areas, as well as extremely poor people, micro entrepreneurs, marginal farmers, and small farmers. Members of the aforesaid poverty groups are offered customized services. With a view to enabling the poor to come out of the low productivity trap, PKSf has integrated capacity building, technology transfer, value chain development, and other technical services into its development program.

Over the years, PKSf has gained a thorough understanding of and valuable experience with the multifaceted aspects of poverty. In 2010, PKSf added a new dimension to its mission by redefining its core goal as "instituting human dignity" rather than limiting its efforts to achieving economic freedom, and began undertaking new programs and projects to achieve this goal. The primary goals of the PKSf are to provide financial assistance and institutional development support to appropriate organizations for the implementation of sustainable inclusive financial programs for poverty reduction by creating productive employment opportunities for the poor, marginal farmers, micro-entrepreneurs, and other low-income households, as well as to provide them with assistance, including education, health, training, and risk reduction services as needed. It is currently working with more than 11 million households through its 200 partner organizations. Many development partners, such as the World Bank, DFID, EU, ADB, and IFAD, are working with PKSf. Visit <http://www.pksf.org.bd/>

PKSF is an equal opportunity employer and seeks to employ and assign the best qualified personnel for all our positions in a manner that does not unlawfully discriminate against any person because of their specific identity, such as race, religion, gender, physical or mental disability, or any other status or characteristic protected by the laws of the country. Women are strongly encouraged to apply.

It should be noted that the position will begin in January 2023 and will last until the end of the project period, if PKSF desires and funds are available. This appointment will initially be for one year, with the possibility of annual renewal up to project periods or the period determined by PKSF's management. Salary may be reviewed on an annual basis, taking into account the project or program budget or budget from other sources, as well as the performance of the staff involved in the project or program that they will be assigned to.