PALLI KARMA-SAHAYAK FOUNDATION (PKSF)

www.pksf.org.bd

Terms of Reference (ToR)

Of

Assistant Project Coordinator (Environment & Gender)

under 'Strengthening Climate Resilience through Locally-Led Housing Solutions in the Haor (Flash flood prone) Region of Bangladesh' project of PKSF

1. Basic Information

Title	: Assistant Project Coordinator (Environment & Gender)
Number of Position	: 01(one)
Reports to	: Project Coordinator
Education	: Master's degree in Environmental Science/Environmental Management /Environmental Engineering/Geography and Environment/Disaster Management/Forestry
Age	: Maximum 55 years
Experience	: 10 years
Location	: Dhaka, Bangladesh, with at least 30% of time to spend in field visits in the project areas (outside Dhaka)
Duration of the Position	: One year with the possibility of annual renewal up to project periods.
Salary	: Monthly BDT 1,30,000/- (Consolidated) and other admissible benefits.

2. Background of the project

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. At 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. Over the years, PKSF has gained a thorough understanding and valuable experience with the multifaceted aspects of poverty and hence adopted human-centric development approach in 2010. Since then, PKSF has been implementing projects and programs in diversified sectors including sustainable enterprise, training and education, agriculture, climate change and disaster and so on. PKSF works with more than 15 million households through its 200 partner organizations. Many development partners, such as the World Bank, DFID, EU, ADB, IFAD, GIZ, GCF, and Adaptation Fund (AF) are working with PKSF. Please visit http://www.pksf.org.bd for details.

PKSF has been accredited to the Adaptation Fund (AF), established in 2001 under the Kyoto Protocol of the UNFCCC, is an international climate finance mechanism that supports developing countries in implementing concrete adaptation actions to reduce vulnerability and build resilience to climate change impacts. The AF has approved the **"Strengthening Climate Resilience through Locally-Led Housing Solutions in the Haor (Flash flood prone) Region of Bangladesh" project.**

Bangladesh is one of the most vulnerable countries to climate change. The haor region of Bangladesh, home to nearly 20 million people, is one of the country's most important agricultural zones but remains highly vulnerable to climate-induced flash floods. Increasing pre-monsoon rainfall and upstream runoff have intensified the frequency and severity of flash floods, causing widespread damage to housing, livelihoods, and food security. Poor households, particularly women and marginalized groups, are disproportionately affected due to inadequate access to resilient housing and essential services. Traditional homes built with mud, bamboo, and straw are frequently damaged by

floodwaters and powerful wave action ("afal"), resulting in recurrent displacement and asset losses. Climate projections indicate further increases in rainfall and flood risks in the coming decades.

To enhance climate resilience in the haor region, the project will promote climate-resilient housing through the construction of elevated and durable homes, the strengthening of local capacities in resilient construction practices, and the implementation of nature-based protective measures. By integrating local knowledge with innovative adaptation approaches, the project aims to improve household safety, reduce climate vulnerability, and increase the resilience of communities to recurrent flash floods and wave action. The initiative will also develop a scalable and sustainable model for resilient housing that can be replicated across flood-prone haor areas, such as Sunamganj, Netrokona, and Kishoreganj districts. The four-year project will be financed by the Adaptation Fund (AF) and implemented by PKSF in collaboration with its selected partner organizations.

3. Objective of the project

The project aims to enhance resilience and reduce vulnerability in the flood-prone Haor region by introducing climate-resilient housing solutions tailored to local needs. The objectives of the project are to enhance climate resilience of vulnerable households in flood-prone areas through construction of climate-resilient housing; improve health, hygiene, and stainable energy access through integration of water, sanitation, and renewable energy systems and strengthen local capacity, skills, and ownership of climate-resilient housing initiatives. These objectives are expected to be achieved by implementing activities covering three main components: i) Community Engagement, Vulnerability Assessment, and Climate-Resilient Housing Design & Construction, ii) Integration of Water, Sanitation, and Renewable Energy, and iii) Capacity Building and Local Skills Development.

For implementing the project, PKSF is seeking qualified candidate for the position of the **"Assistant Project Coordinator (Environment & Gender)"** for the Project Management Unit (PMU) of "Strengthening Climate Resilience through Locally-Led Housing Solutions in the Haor (Flash flood prone) Region of Bangladesh" project.

4. Duration of the position

It should be noted that the position is expected to begin immediately and will last until the end of the project period (November 2030). 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 a yearly basis, taking into account the project budget, as well as the performance of the staff involved in the project.

5. Key Responsibilities

The Assistant Project Coordinator (Environment & Gender) will be responsible for ensuring effective management of environmental and social issues under Strengthening Climate Resilience through Locally-Led Housing Solutions in the Haor (Flash flood prone) Region of Bangladesh" project. The followings are the major duties and responsibilities of the designated post:

- Be responsible for overseeing Environmental and Social Management System and Gender.
- Be responsible to provide overall guidance to the Executing Entities' staff on environmental, social and gender compliances of the project.
- Perform his/her responsibilities under the direct supervision of the Project Coordinator (PC).
- Review AF's and PKSF's environmental, social safeguard and gender guidelines for stocktaking on requirements for ESS and gender compliances.

- Develop the materials on environmental, social and gender compliances that are relevant to the project activities.
- Prepare training module on ESS and gender for enhancing capacity of the Executing Entities' (EE's) staff.
- Prepare, organize and conduct the relevant training, workshop, seminar and meeting on ESS and gender issues for project's stakeholders.
- Ensure that the EEs are competent to implement the ESS and gender guidelines of the project.
- Carry out regular field visit to assess the quality and adequacy of environmental, social and gender compliances;
- Assess the quality, adequacy and efficiency of the field level supervision activities of the EEs about the environmental, social and gender safeguard issues and take remedial measures (if required) based on findings of field visit;
- Prepare environmental monitoring tools for on-site and off-site monitoring;
- Prepare and submit regular environmental monitoring and implementation progress, plans and reports to PKSF/AF;
- Work with PKSF management to strengthen its environmental capacity and mainstream integration of Environmental consideration in project planning, implementation and operation and
- Any other responsibilities assigned by the PKSF management.

6. Education

- The candidates must have master's degree in Environmental Science/Environmental Management/Environmental Engineering/Civil Engineering/Geography and Environment/ Disaster Management /Forestry with 4-year bachelor's degree from any UGC approved university.
- S/he must have at least two 1st divisions/classes or equivalent CGPA in the academic examinations;
- Having 3rd Division/class or equivalent CGPA in any examination will incur ineligibility;
- Candidates having training on Environmental and Social Impact Assessment (ESIA)/ Stakeholder Engagement Plan (SEP)/Environmental and Social Management Plan (ESMP)/ Environmental Safeguard and Compliances/Green Technology will be given preference;
- Candidates having specialized training on Gender Compliances/Gender Mainstreaming/ Gender Action Plan (GAP) implementation will be given preference; and
- Excellent computer knowledge in MS Office Packages.

7. Experience

- Minimum 10 years of experience in Environmental management in reputed organizations, of which at least 02 (two) years in projects funded by WB/IFAD/GCF/AF/FCDO/ADB or other development partners.

The following qualifications will be an advantage for the candidate:

- Demonstrated experience in handling gender issues, implementing Gender Action Plans (GAP), developing ESS/gender training modules, and conducting field-level compliance monitoring in climate adaptation or community-based projects.

- knowledge in Environmental Impact Assessment, integration and operation of Environmental Safeguard and Compliances.
- Understanding in developing various contents/materials (ESAP, SEP, ESMF) for environmental and social safeguard, engagement and outreach.
- Knowledge of flood, flash flood, climate change adaptation, water management, and tree plantation in the context of Bangladesh, particularly haor region.
- Strong analytical, reporting, and communication skills.
- Proven ability to work collaboratively with multi-disciplinary teams and stakeholder.
- Excellent written and spoken skill in English and Bengali language proficiency.

8. Age

- Maximum 55 years on the last date of application.

9. Salary and Allowances

- Monthly consolidated salary will be BDT. 1,30,000/- (One Lac Thirty Thousand only). Salary may be reviewed on a yearly basis, taking into account of the PKSF's requirement, the project budget, as well as the performance of the staff involved in the project.
- 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.

PKSF is an equal opportunity employer and seeks to employ and assign the best-qualified personnel for all of its positions in a manner that does not unlawfully discriminate against any person because of his/her specific identities, such as race, religion, gender, disability or any other status or characteristics protected by the laws of the country.

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