



Terms of Reference (ToR)
Deputy General Manager (SDG)

1.0 Background:

Palli Karma-Sahayak Foundation (PKSF) was established by the Government of Bangladesh in 1990 and registered under the Companies Act 1913/1994 as a “not for profit” organization. The primary objective of PKSF is to alleviation of poverty through employment generation and improve the quality of life. Since its inception, PKSF has been relentlessly putting efforts to make a significant contribution to create a favourable environment for enterprise development in different sectors, capacity enhancement, social protection and climate change adaptation through efficient implementation of various programmes and projects. PKSF believes in sustainable development for all, which is essentially inclusive, participatory, equitable and multidimensional; the core principle is the ‘no one will be left out’. The focus, therefore, is on the human being and equitable progress of all citizens. This naturally reverberates the goals and targets of the UN-adopted Sustainable Development Goals (SDGs).

The SDGs cannot be attained through efforts of any single entity; it is even beyond the capacity of government alone. Combined, cooperated and well-coordinated approach among all the relevant actors is a must for this. With this in view, a platform titled ‘People’s Voice: Strengthening the Implementation of SDGs in Bangladesh’ has been launched under PKSF’s behest to assist the government in achieving the SDGs by 2030. The objective of the platform is to review the activities and progress, identify challenges faced related to SDG implementation and determine how the process can be strengthened and expanded for further acceleration towards effective implementation of SDGs.

2.0 Objectives of the position:

The main objective of the position is to assist PKSF in ensuring implementation of SDGs related activities through the platform titled ‘People’s Voice: Strengthening the Implementation of SDGs in Bangladesh’. The position also aims to lead the activities of People’s Voice platform for accelerating the implementation of SDGs, like responsibility for publication of SDG related activities and publishing bulletin, and liaison with government and other related development organizations.

3.0 Scope of work as Deputy General Manager (SDG):

The Deputy General Manager (SDG) will be employed in the core programme of PKSF. S/He will be dedicated to implement SDGs related activities of PKSF. S/he will be responsible for implementing activities of People’s Voice platform including but not limited to research, monitoring, evaluation, information and knowledge generation and sharing, publication etc. Maintaining effective cooperation with different partners including Governmental and non-government Organizations, Civil Society organizations, NGOs and other associated organization. Arranging relevant meetings, seminars, and symposia is also a task of the position. Will carry out any other responsibility assigned by competent authorities.

4.0 Duty Station:

The Position is based in PKSF bhaban, Dhaka; however, field visits to anywhere in Bangladesh as per instruction of the PKSF management is required.



5.0 Job duration:

Deputy General Manager is a mid-level permanent position of PKSF. There is a probationary period for one year. Based on satisfactory performance during the probationary period, PKSF will permanently appoint the employee.

6.0 Tasks and duty:

The specific tasks are (but not limited to) the following:

- Lead the SDGs related activities within and outside of PKSF.
- Hold regular meetings with PKSF management, other programmes of PKSF and Partner Organizations (POs).
- Arrange meeting, seminar, workshop and other related events as necessary.
- Coordinate regular on-going research activities on different issues on SDGs taken by PKSF and other organizations related to SDG programme.
- Support the development and implementation of a stakeholder engagement plan.
- Support and strengthen the horizontal and vertical coordination among the partners of SDG programme.
- Serve as liaison between the SDG Secretariat and different stakeholders, including Government entities at appropriate levels.
- Lead the process of the implementation of the decisions under three different committees of people's voice platform.
- Draft policy briefs, speeches, presentations and other documents.
- Carry out regular field visits to assess the quality and adequacy of implementation of SDGs by the PO's and other stakeholders.
- Assess the institutional mechanisms of the POs for integration and implementation of SDGs related activity.
- Carry out publications on SDG related activities and achievements of PKSF, POs and other stake holders
- Any other duties assigned by PKSF authority

7.0 Capacity Building:

- Develop, organize and deliver SDGs related training manuals, training, orientation programmes and workshops for the staff of the PKSF, selected POs and stakeholders.
- Design and implement capacity development initiatives on SDGs.

8.0 Monitoring:

- Develop monitoring and evaluation framework for capturing field level outcome and impacts of PKSF in line with SDGs.
- Carry out monitoring and evaluation and prepare narrative reports with necessary recommendations.
- Provide follow-up services to monitor and ensure whether the recommendations are carried out during implementation of SDGs.
- Recommend specific suggestions to improve the design, implementation and O&M in future.
- Prepare and submit regular SDG implementation progress reports.
- Help POs and other stakeholders for publishing booklet/brochure related to SDGs issues.



9.0 Required knowledge and skills

- Strong interpersonal and networking skills.
- Ability to work with government, non-government and NGOs.
- Excellent proficiency in oral and written communication skills in Bangla and English.
- Strong research and analytical skills.
- Results-oriented, patient, and hands-on with good team work skills.
- Excellent computer skills (MS office, SPSS/stat Pac), internet skill as well as use of social media.

10.0 Experience:

- At least 12 years' experience in development related activities, advisory role on effective development cooperation, governance, project/ programme management, and capacity building
- Experience in managing multi-stakeholder engagement.
- Experience on SDG related tasks will be an added advantage.
- Experience in carrying out research and preparing policy briefs.
- Experience in drafting reports.

11.0 Technical competencies

- Familiar with SDG related national and international documents, national plans, policies and strategies, including the 7th Five Year Plan, the National Social Security Strategy (NSSS), the National Women's Development Policy (NWDPP), the Bangladesh Climate Change Strategy and Action Plan (BCCSAP) etc.
- Knowledge on the SDGs implementation process and follow-up and review of progress will be critically important for the attainment of the SDGs both in PKSF and other stakeholders.
- Demonstrated skills and experience to work with a variety of ministries, stakeholders and partners.
- Proven orientation and technical skills to obtain, manage and share data, information and knowledge from different sources, for the defined purpose/targeted audience.
- Good project management, coordination and facilitation skills.

12.0 Academic qualification:

The candidate must have minimum Master's Degree in English/Economics/Development studies/Social Science/Environmental Science/Disaster Management or a related subject from a recognized university with good academic standing. At least two first divisions/ classes required. No third division/ class at any level is acceptable. Candidate with PhD or any relevant higher professional qualification will be given additional consideration.

13.0 Age Limit

Maximum 45 years.

14.0 Salary and benefits

Monthly basic salary TK. 1, 26,000/-; house rent 60% of the basic salary; medical allowance Tk.3,000/-; hospitality allowance Tk.1,500/-; housekeeping services allowance Tk.2,000/-; education allowance Tk.1,600/- for each child (not exceeding two children); and other fringe benefits as per existing policies of PKSF. Applicable income tax will be deducted from the salary at source.