

Terms of Reference (ToR)

Junior Officer (Logistics and Administrative Support)

for the “Pathways to Prosperity for Extremely Poor People (PPEPP)” project of PKSF

1.0 Basic Information

Title	Junior Officer (Logistics and Administrative Support)
Location	Dhaka, Bangladesh with extensive field visits to project areas (outside Dhaka).
Reports to	Project Director/Deputy Project Director or as assigned by PKSF Authorities
Duration	Initially for one year, with an opportunity for performance-based annual renewal during the project period .
Salary	BDT 62,000/- (consolidated) per month and other admissible benefits (inclusive of all applicable Taxes as per law of Bangladesh)
Age	Maximum 35 years.
Experience	Minimum 04 years of experience in the relevant field.

2.0 Background and Objective of the Project

The UN-sponsored Sustainable Development Goals (SDGs) are aimed at ending extreme poverty for all people everywhere by 2030 (Goal 1). The SDGs also aim to end hunger, achieve food security and improved nutrition and promote sustainable agriculture (Goal 2). Bangladesh, a signatory of this UN declaration, is playing its parts in achieving these global goals. Bangladesh has made remarkable progress in human development indicators. The poverty rate have also demonstrated an impressive steady improvement, falling by about 1.7 percentage points per year. Despite these achievements, the HIES 2016 estimate suggests that about 21 million people live in extreme poverty in Bangladesh and around three-quarters of them are in rural areas.

Palli Karma-Sahayak Foundation (PKSF) is an apex development agency established by the Government of Bangladesh for poverty alleviation through employment generation and holistic development of people. It has been working with extremely poor people since early 2002. Based on the decades of experience in extreme poverty interventions in Bangladesh, PKSF, and UK’s Foreign Commonwealth and Development Office (FCDO; formerly DFID) have jointly designed the ‘Pathways to Prosperity for Extremely Poor People (PPEPP)’ project which will support the extremely poor people to connect with mainstream economic growth and jobs. This comprehensive and integrated project is working towards creating pathways out of extreme poverty for the extremely poor households by addressing multidimensional aspects of poverty. It aims to deliver the results and higher level changes through following six interrelated and multidimensional components: Livelihoods, Nutrition, Community Mobilisation, Market System Development,

Policy Advocacy, and Life-Cycle Grant Pilot. The Project has three cross-cutting areas – Disability, Disaster and Climate Resilience, and Women’s Empowerment Leading to Gender Equality.

The first phase of the project, jointly financed by the FCDO and the European Union (EU), will be implemented from 2019 to 2025. PKSF is the main executing agency for the project, and is implementing Livelihoods, Nutrition, and Community Mobilisation components for the organised extremely poor households and targeted communities. PKSF has established a Project Implementation Unit (PIU) to implement the PKSF components of PPEPP.

Hence, PKSF is seeking qualified candidates in the position of “Junior Officer (Logistics and Administrative Support)” for the PPEPP project. The incumbent will be based in the Project Implementation Unit (PIU) within PKSF. Interested candidates working in the related field may apply to PKSF as advertised. The main requirements for the post are mentioned below.

3.0 Key Areas of Duties, Accountability and Responsibilities

The major duties and responsibilities of “Junior Officer (Logistics and Administrative Support)” are to:

- i. Assist the PIU in preparing correspondence, documentation, and presentation materials of the PPEPP project ;
- ii. Maintain computer and manual filing systems of the project;
- iii. Support the PIU to organize meetings, workshops, seminars and training at PKSF and field level;
- iv. Receive, store and distribute the correspondence (e.g. letters, emails and packages) of the project;
- v. Manage logistics, small procurements etc. of the project;
- vi. Verify current inventory levels and keep records to prevent inventory gaps;
- vii. Assist in organizing field trip to the POs for the senior management of PKSF and the development partners;
- viii. Assist the Project Director, Deputy Project Director and the PIU officials to maintain the administrative procedures of PKSF;
- ix. Organize programme logistics in inter-department meeting and wide range programme administrations;
- x. Observe the da-to-day operation of the office maintaining meeting schedule and write and review contacts;
- xi. Assist PIU in preparation of different Agreements of the PPEPP Project;
- xii. Initiate, view and track a variety of administrative transactions in the computerized systems;
- xiii. Assist in the inventory of the project asset;
- xiv. Perform any other tasks assigned by the authority

4.0 Eligibility Criteria

- i. The candidate must have Master's or equivalent degree from a university recognised by the University Grants Commission of Bangladesh. No 3rd division/class in any examination is acceptable.
- ii. S/he must have at least 04 years' of experience in the relevant field in a reputed organisation (Please provide information in the Experience Field of online application form).
- iii. S/he must have experience and proficient with Microsoft Office (Word, Excel, Power Point and Outlook) (Please provide information in the Experience/Training Field of online application form).
- iv. S/he should have Ability to work in a team environment as well as independently.
- v. S/he must have Excellent time management skills and the ability to priorities work;
- vi. S/he should have strong organizational skills with the ability to multi-task;
- vii. S/he should have strong oral and written communication skills;
- viii. S/he must be willing to travel to the hard-to-reach areas of the country.

Preferred: Working experiences and in depth knowledge on development project funded by the Government, FCDO (formerly DFID) and EU.

5.0 How to Apply

Apply online via PKSf's website at <http://www.pksf-bd.org>

6.0 About PKSf

Palli Karma-Sahayak Foundation (PKSF), an apex development organizations 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 programme for attaining this goal. This loan programme, launched for rural moderate poor, has been diversified over time in accordance with the changing needs of heterogeneous poverty-stricken segments of the society and has gradually evolved into "inclusive financing program". PKSf's present financing programme includes moderate poor of both urban and rural areas, extreme poor, micro entrepreneurs, marginal and small farmers. Members of aforesaid poverty groups are offered customized services. With a view to enabling the poor to come out from low productivity trap, PKSf has integrated capacity building, technology transfer, value chain development and other technical services in its development programme. PKSf has also designed

and undertaken specialised programme for the extremely poor and vulnerable households for moving them out of poverty in a sustainable manner.

PKSF, over the years, has gained in-depth understanding and valuable experiences on multi-dimensional aspects of poverty. Adding new dimension in its mission in 2010, PKSF reshaped its core goal as “instituting human dignity” instead of limiting its efforts towards achieving economic freedom only and started undertaking new programmes and projects for attaining this goal. The major objectives of PKSF are to provide financial assistance and institutional development support to appropriate organizations for implementing sustainable inclusive financial programmes for reduction of poverty through creating productive employment opportunities for the extreme poor, marginal farmers, micro-entrepreneurs and other low-income households and to provide them assistance including education, health, training and risk reduction services as may be necessary for enhancing their capacity with a view to enabling them in leading a dignified life. It is currently working with more than 13 million households through its 200 plus Partner Organizations. Many development partners, such as the World Bank, FCDO, EU, ADB and IFAD are working with PKSF. Visit <http://www.pksf-bd.org/>

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 law of the country.

7. About PPEPP project

7.1 Project Objective

The PPEPP programme has two specific objectives:

- i. To enable two million people to exit from extreme poverty for good
- ii. To support the development of stronger national institutions and systems to deliver the public and private services required by extremely poor people to become resilient and prosper.

7.2 Project Duration and Target Population

2019 to 2025 and covering around 250,000 households. Separate Ministerial approval will be sought by the DFID in 2023 for a second phase that will extend the geographical reach to new areas and cover a further 250,000 households.

7.3 Project Areas

The Programme targets selected districts and upazilas of the regions where prevalence of extreme poverty is high and the decline over the last decade has been slower than in other areas. These are the North West char areas, South West Coastal Belt, and the Haor areas in north-east region of Bangladesh.

7.4 Indicative results over life time of programme

The programme will deliver the following indicative results by the end of Phase 2 (2019-2028):

- Two million extremely poor people exit extreme poverty for good

- 867,000 children under five, women of childbearing age and adolescent girls reached with a package of nutrition-related interventions
- 250,000 women experience a significant change in their social status and ability to make decisions about their lives
- Increased resilience to climate change and other shocks for two million extremely poor people
- Increased GoB investment in quality service provision to extremely poor households in the targeted communities
- GoB increases funding for programmes aimed at promoting the livelihoods of extremely poor people

The programme will deliver the following indicative results by the end of Phase 1 (2019-2025):

- Up to one million extremely poor people (250,000 households) exit extreme poverty and make significant progress along a pathway towards prosperity
- 357,000 women and children have better nutrition
- 125,000 women experience a significant change in their social status and ability to make decisions about their lives
- Increased resilience to climate change and other shocks for one million extremely poor people.

It is to be noted that the position is expected to begin in *November 2020* with an initial appointment for one year, with an opportunity for annual renewal during the project period.