

Terms of Reference (TOR) of
Environment and RECP Officer

People's Oriented Program Implementation (POPI) is going to implement a sub-project titled **'Promoting sustainable growth in leather products manufacturing sub sector through RECP practices'** as part of the 'Sustainable Microenterprise and Resilient Transformation (SMART)' Project. This sub-project aims to increase resource-efficient and resilient green growth of microenterprises (MEs) under Leather Products (shoe making) sub-sector. The project is jointly financed by the World Bank, Palli Karma-Sahayak Foundation (PKSF), and People's Oriented Program Implementation (POPI)

2.0 Sub-project Objectives

1. To promote the adoption of RECP practices.
2. To increase technical knowledge and capacity of MEs for producing diversified leather product.
3. To introduce modern machineries and technologies in the cluster for improved production.
4. To expand circular economic activities in the field.

3.0 Sub-project Working Areas

The sub-project will work across Kishoreganj and Brahmanbaria district.

4.0 Duration

The employee will initially be hired for a one-year term, with possibility of extending the contract till 30 June 2028, based on satisfactory performance.

5.0 Duties and Responsibilities

The 'Environment and RECP Officer' will work under the direct supervision of the Project Manager and will undertake following duties and responsibilities, which are essential but not limited to:

- Assist the Project Manager in planning, monitoring, and supervising the implementation of project activities.
- Create awareness among the microenterprises about environment, climate-resilient RECP, climate vulnerability, and Occupational Health and Safety (OHS).
- Provide training on Environment, Climate Resilient RECP and Climate vulnerability at ME level.
- Facilitate MEs to implement RECP practices.
- Make regular field visits to monitor RECP practices including data collection, analysis, and reporting.

- Educate project staff about environment, climate-resilient RECP, climate vulnerability, and OHS issues.
- Guide project staff to implement climate-resilient RECP and OHS practices.
- Prepare sub-project-specific Environmental and Social Management Plan (ESMP).
- Facilitate formation of Environment Clubs, including arrangement of regular monthly meeting, celebration of national and international days, and youth engagement program.
- Maintain liaison and coordination with local authorities like DoE.
- Any other tasks, duties, or specific tasks assigned by the Project Manager and senior management of the organization.

6.0 Academic Qualifications

- Minimum BSc. (Hons.) in Environmental Sciences/ Geography/ Environmental Engineering from a UGC-approved university.

7.0 Working Experience

- Minimum three (3) years of experience in working on Environmental management and/ or RECP implementation.
- Relevant working experience with PKSF or any project funded by any multi-lateral development partners would be preferred.
- Experience in working in enterprise development related projects will be an added advantage.

8.0 Knowledge and Skills

- Proven knowledge of environmental monitoring regarding use of resource, energy, water, waste-water, waste management, and air emission.
- Field-level experience on environmental management (IEE, EIA, ESMP, etc.) and RECP implementation.
- Experience of providing environment and resources management training, awareness building among mass people on Occupational Health and Safety (OHS) issues.
- Good interpersonal and communication skills.
- Good computer knowledge (MS office suite, typing both English and Bangla).

9.0 Age Limit

- Maximum 40 years of age on the last date of application.

10.0 Salary and Allowances

- Monthly consolidated salary is BDT 50,000/-
- Other admissible benefits (Festival Bonus, Bangla Noboborsho allowance, Mobile allowance, etc.) as per the organization's policy.
- Salary and other admissible benefits (if any) are inclusive of all taxes as imposed by the government of Bangladesh. Taxes will be deducted at sources as per government rules.

Closing date: 22 March 2025