

Terms of Reference (TOR) of
Project Manager

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 footwear production.
4. To expand circular economic activities in the field.

3.0 Sub-project Working Areas

The sub-project will be implemented across Kishoreganj and Brahmanbaria district.

4.0 Duration

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

5.0 Duties and Responsibilities

The 'Project Manager' is responsible for overall implementation, supervision and monitoring of the project at the field. His/ her duties and responsibilities, which are essential but not limited to:

- Coordinate project management activities, resources, equipment, and information.
- Provide strategic direction for project implementation and supervise the project.
- Identify and mitigate project risks and issues to ensure successful project delivery.
- Facilitate project meetings, training, and workshops, and Environment Club meetings
- Manage project budgets, procurement, reimbursement, as well as track project performance.
- Ensure and supervise documentation on events, program learnings and impact, case studies, and reports.
- Ensure and supervise preparation and submission of project progress reports in a timely manner (monthly, quarterly, yearly).

- Maintain regular communication and collaboration with PKSF regarding sub-project implementation.
- Maintain liaison and coordination with local government as well as govt. offices such as Institute of Leather Engineering and Technology, BCSIR, DoE etc.
- Report to senior management regarding project progress regularly.
- Any other tasks or duties assigned by the senior management of POPI

6.0 Academic Qualifications

- Should have a BA/BSS/BSc. /BCom. (pass) degree with master degree or BBA or Bachelor degree (hons) in any subject from a UGC-approved university.
- BSc. in Leather Engineering/ Mechanical Engineering/ Civil Engineering/ Environmental Engineering/ Environmental Science will be preferred.

7.0 Working Experience

- Minimum six (6) years of working experience in project management (only full-time work experience after graduation will be considered).
- Relevant working experience with PKSF or any project funded by multi-lateral development partners would be preferred.
- Good computer knowledge (MS office suite, typing both English and Bangla).

8.0 Age Limit

- Maximum 50 years of age on the last date of application.

9.0 Salary and Allowances

- Monthly consolidated salary is BDT 70,000/-
- 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