

## Terms of Reference (TOR) of Technical Officer

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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 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 'Technical Officer (Leather Products)' will work under the direct supervision of the Project Manager and will undertake the 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.
- Assist to identify potential microenterprises (MEs), select appropriate climate-resilient and resource-efficient cleaner production (RECP) practices for MEs and motivate them to adopt those practices.
- Provide technical support to MEs at cluster level.
- Select MEs for demonstration, set-up demonstration, and follow-up the MEs.
- Prepare training manuals, leaflets, case stories of the sub-project.
- Impart training on new/ improved climate-resilient, resource-efficient and cleaner production in leather products, climate change vulnerability, etc.

- Assist in organizing field days, exposure visits, meetings, workshops, seminars, fairs, Environment Club meetings etc.
- Explore circular economy, value-added product diversification, and new market potentiality.
- Assist to produce monthly, quarterly, and annual progress report as per the requirement of the management.
- Regular field visit at project areas, tracking the MEs progress in adoption of the RECP practices and reporting.
- Maintain linkages with different government departments (i.e. Institute of Leather Engineering and Technology, BCSIR, DoE), academicians, value-chain actors (ME owners, inputs sellers, market actors, transporter etc.), private sector companies, etc.
- Any other tasks, duties, or specific tasks assigned by the Project Manager and management of the organization.

## **6.0 Academic Qualifications**

- Should have B.Sc. degree in Leather Products/ Footwear Engineering from a UGC-approved university.
- Candidate having M.Sc. degree in Leather Products/ Footwear Engineering will be given preference.

## **7.0 Working Experience**

- Minimum 5 years of working experience in Leather products/ footwear manufacturing sector (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.
- Working experience in enterprise development related projects will be given preference.

## **8.0 Knowledge and Skills**

- Knowledge on resource efficiency, Occupational health and safety (OHS), product diversification, certification, environment, climate change and vulnerability will be an added advantage
- Practical knowledge and experiences in training modules, leaflets, case stories, etc. development.
- Ability to work in a team and with good communication and interpersonal skills.
- Good computer knowledge (MS office and relevant applications).

## **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**