



রুরাল রিকনস্ট্রাকশন ফাউন্ডেশন

Rural Reconstruction Foundation

A National Level Non-Governmental Voluntary Development Organisation for the Underprivileged
Reg. No DSS: Jashore-24/85, Societies Act: Khulna-84, FD: 284/89 MRA-01372-00199-00026

Job Circular

Terms of Reference (ToR) for Training Officer under Rural Microenterprise Transformation Project

Project Title:

Rural Microenterprise Transformation Project

Funded By:

Palli Karma-Sahayak Foundation (PKSF)

Implemented By:

Rural Reconstruction Foundation (RRF)

Position Title:

Training Officer

Location:

Jashore, Bangladesh

Contract Duration:

As per project budget provision

Reporting to:

Value Chain Facilitator, Rural Microenterprise Transformation Project

Position Summary:

The Training Officer will be responsible for designing, organizing and delivering training programs to fish farmers and other beneficiaries involved in the microfinance program. The Officer will ensure that participants gain the necessary skills and knowledge to enhance their microenterprises, particularly in the aquaculture sector.

Key Responsibilities:

Training Needs Assessment:

- Conduct assessments to identify the training needs of fish farmers and other microfinance beneficiaries.
- Collaborate with stakeholders to develop comprehensive training plans.

Training Program Development:

- Design and develop training materials, manuals, and modules tailored to the needs of fish farmers and other microenterprise beneficiaries.
- Integrate best practices and innovative approaches in aquaculture and microenterprise development into the training programs.



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Training Delivery:

- Organize and facilitate training sessions, workshops and hands-on demonstrations for fish farmers and other beneficiaries.
- Use participatory training methods to ensure active engagement and practical learning.

Monitoring and Evaluation:

- Develop and implement monitoring and evaluation tools to assess the effectiveness of training programs.
- Collect feedback from participants and stakeholders to continuously improve training content and delivery methods.

Collaboration and Coordination:

- Work closely with RRF staff, local authorities, and other stakeholders to ensure the successful implementation of training activities.
- Foster partnerships with local experts, institutions, and organizations to enhance the training programs.

Reporting and Documentation:

- Maintain accurate records of training activities, participant attendance, and outcomes.
- Prepare and submit regular reports on training progress and impact to the Value Chain Facilitator.

Capacity Building:

- Provide technical support and mentorship to beneficiaries to help them apply new skills and knowledge in their microenterprises.
- Organize follow-up sessions and refresher courses as needed.

Qualifications and Experience:

Education:

Bachelor's degree in Fisheries, Aquaculture, Agriculture, Rural Development, and Development studies or a related field. A Master's degree will be an added advantage.

Experience:

- At least 2 years of experience in training and capacity building preferably in the entrepreneur creation, e-commerce, SMEs, aquaculture or agricultural sector.
- Experience working with microfinance programs and rural communities is highly desirable.

Skills:

Strong facilitation and presentation skills.

Excellent communication and interpersonal skills.

Ability to design and develop training materials.

Proficiency in using Microsoft Office Suite and other relevant software.

Ability of motorcycle driving and having a valid driving license along with a motorcycle will be an advantage.

Personal Attributes:

Demonstrated commitment to community development and empowerment.

Strong organizational and time-management skills.

Ability to work independently and as part of a team.

Flexibility and adaptability to changing circumstances and needs.



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Application Process:

Interested candidates are invited to submit their CV, a cover letter detailing their relevant experience, and contact information for three professional references to "admin@rrf-bd.org" by 9th February, 2025. Please include "Training Officer Application" in the subject line.

This ToR outlines the expectations and requirements for the Training Officer position within the Rural Microenterprise Transformation Project. The successful candidate will play a pivotal role in enhancing the capacities of fish farmers and other microfinance beneficiaries, contributing to the overall success of the project.