

Terms of Reference of Training Specialist

Name of the Organization	Sana Kisan Bikas Laghubitta Bittiya Sanstha Ltd (SKBBL)	
Program	Capacity Development of the Cooperatives under Samriddhi, RERP, Project Area	
Position	Training Specialist (TS)	
Tenure of Employment	Project Period of Samriddhi, GoN, (RERP)	
<p>The Training Specialist (TS) will be the key person for providing trainings and updating training manuals & act as a member secretary of Training Manuals Development and Supervision Committee (TMDSC). He/She will be responsible to DCEO and PIU of Sana Kisan Bikas Bittiya Sanstha Ltd. The TS will undertake the following task:</p> <ul style="list-style-type: none"> • Coordinate the process of updating training manuals. • Conducting TOTs and training to cooperatives. • Provides inputs in the training manuals. • Supports in recruitment of trainers • Support resource persons for conducting ToTs. • Participate ToTs and provide inputs to resource person to make ToTs effective. • Monitor field trainings conducted by trainers. • Compare progress of cooperative before and after the trainings and evaluate the effectiveness of the trainings. • Instruct trainers to achieve target of the cooperatives. • Prepare progress reports. • Perform any other task requested by SKBBL to achieve the project target. <p>Progress reporting</p> <ul style="list-style-type: none"> - Weekly verbal reporting to DCEO and Monthly written reporting to PIU. - Monthly written reporting on improvement status of KPIs of cooperatives including portfolio report - Quarterly progress reporting to RERP/IFAD - Final progress reporting of the project. <p>Deliverables</p> <ul style="list-style-type: none"> - Institutional assessment report of partners cooperatives covered by the project - Training manuals on management, accounting, internal audit/control, financial management, amalgamation, business planning, financial literacy - Monthly written reporting on training provided and improvement status of KPI of cooperatives - Final progress reporting. 		
Places of Assignment	Months Estimated	Date (dd/mm/yyyy)
Central Office with frequent field visit	<ul style="list-style-type: none"> • Maximum 10 months in the fiscal year 2077/78 • Renewal during project period based on performance 	To be confirmed later