

**Terms of Reference
of
Business Promotion Officer assigned in Satellite Service Center**

1. Background and objective of the assignment

Sana Kisan Bikas Laghubitta Bittiyasanstha Ltd. (SKBBL) has planned to provide services to the remotely located partner cooperatives through Satellite Service Centre. SKBBL, therefore, is recruiting Business Promotion Officer (BPO) for providing required training and field based technical support to the board, staff and members of existing and potential partner cooperatives for maintaining up to date records and account, preparing of financial reports and financial analysis, formulating and implementing business plan, and expanding outreach and business volume.

2. Responsibilities of the BPO:

The BPO are expected to perform the following task:

- Participate in the orientation training or ToT to be conducted by the SKBBL
- Diagnose the prevailing issues of the cooperatives based on legal documents, reports and documents of SKBBL, SFACLs and other relevant sources.
- Visit Area Office (AO) team and get information of the assigned cooperatives
- Visit the assigned SFACLs/cooperatives, study books of accounts, records, and other relevant documents, interact with the board and staff and inform the serious issues to AO, if any
- Conduct institutional assessment of cooperatives.
- Prepare SWOT of the assigned cooperatives and formulate business plan for them.
- Implement plans for strengthening and restructuring cooperative and monitor its progress
- Prepare benchmark and cooperatives strengthening plan, get approval from the board and submit to Area Office
- Prepare work division and job description & work plan of the board, staff and committee members and follow up the progress of the work plan
- Motivate board and members for their active participation in different activities of the cooperatives
- Support cooperative staff to prepare up to date records of books of accounts, closing of the account, preparation of financial reports and financial analysis on half-yearly basis
- Provide required training technical assistance to board and staff of cooperatives in the areas of cooperative management, good governance, financial education, financial analysis, portfolio management, business planning and others
- Monitor the uses of knowledge and skill imparted through training to the cooperatives
- Prepare draft for amendment of existing policies or formulate new policies of cooperatives as per requirement
- Supports cooperatives to prepare documents for affiliating with SKBBL and applying for wholesale credit
- To disseminate information about products and services of SKBBL in order to attract potential customers
- Cross verify the sample loan and savings account of the members
- Provide training on cooperative education and financial literacy to members and potential members
- Mobilize staff and board members to provide cooperative education financial literacy training to members and potential members
- Resolve any issues and problems that may arise in the operation of cooperatives
- Attend meeting organise by SKBBL to review the periodic progress or to discuss particular issues

- Document the lessons learned and best practices in the areas of providing orientation in cooperative and financial education to members and potential members, training to board and staff, strengthening of cooperatives, business expansion, internal control, good governance and other areas
- Carry out any other task asked by SKBBL Central Office, AO and as specified in the satellite service centre operation guideline

3. Deliverables

- Weekly verbal reports to AOs and update the progress of strengthening cooperatives
- Monthly written reporting highlighting major activities implemented in the assigned cooperatives and improvement of indicators of the cooperatives
- Training report recommending suggestions for improving training manuals and training methodology

4. Deliverables

- Institutional assessment report of assigned cooperatives
- Closing report, business plan and yearly action plan of assigned cooperatives
- Training and orientation report with list and contact detail of participants, photos of the program, and recommendations suggestions for improving training manuals and training methodology
- Monthly reports highlighting major activities implemented in the assigned cooperatives and improvement of indicators of the cooperatives
- Final progress report comparing progress of cooperatives after interventions

5. Expected outputs:

Indicators	Target
Growth in membership	> 40%
Growth in share	> 20%
Growth in savings	> 20%
Growth in outstanding loan	> 30%
Regular monthly interest payer	> 90%
Regular saver	> 95%
Delinquency rate	Below 2 %
Up to date account and record	Monthly progress report
Achievement of target set in business plan	100%

Passport
size photo

Application letter

Date-----

To:

.....
Sana Kisan Bikas Laghubitta Bittiyasanstha Ltd.
Central Office, Subidhanagar,
Tinkune, Kathmandu, Nepal
P.O. Box 21956

Dear Sir,

In response to the vacancy notice published in your website/Newspaper I would like to apply for the position of BPO. Please find attached documents as required by the ToR for fulfilling eligibility criteria.

Attachments:

1. Citizenship Certificate
2. Certificates of academic qualifications
3. Training and work experience certificate related to assignment
4. Updated CV
5. A letter (English or Nepali) of intent with reasons to work with SKBBL

Authorized Signature:

Name:

Address:

Phone number:

Email: