

## Terms of Reference (TOR) of Local Trainer

<b>Program</b>	<b>Capacity Strengthening of Poor Performing Partner SFACLS</b>
<b>Executing Agency</b>	<b>Sana Kisan Bikas Laghubitta Bittiya Sanstha Ltd (SKBBL)</b>
<b>Implementing Agency</b>	<b>SKBBL, Area Office .....</b>
<b>Expertise</b>	<b>LOCAL TRAINER (TRAINING TO POOR PERFORMING SFACLS)</b>

The Field Trainers'(FT) will be the key person for providing trainings and TA for training to poor performing SFACLS, where he/she is assigned. FTs will work under the supervision of Training Coordinator and Area Office/s and carry out the following activities:

1. Conduct meeting with concerned SFACLS, discuss about their needs, motivation and commitment of SFACLS, and work plan for training to improve the status of SFACLS.
2. Study and analyze the financial performance of SFACLS and undertake institutional assessment concern SFCL on the basis of their primary records and prepare benchmark
3. Develop weekly action plan for training with an objectives to strengthening of SFACLS discuss with AO, inform to TC and get approval of SFACLS, Board
4. Prepare work division plan and job description of the board, staff, committee members
5. Implement reform activities as mentioned in reform guidelines/manuals and action plan
6. Provide required trainings and TA to the staff and board of SFACLS
7. Monitor and supervise the reform progress of SFACLS
8. Assist to amend the policy and procedure of SFCL if necessary
9. Insure that the SFACLS have maintained up to date accounts and financial statements according to the Act under which they are registered.
10. Sample auditing of accounts of borrowers to verify the actual amount mentioned in the books and amount hold by the members
11. Compile the lessons learned and best practices of training to SFACLS.
12. Prepare training and TA progress reports and submit to TC and AM.
13. Participate in various trainings conducted by TC/SFDB
14. Suggest necessary modifications in program and get approval by TC/RU if necessary
15. Undertake any other tasks assigned by TC/ AO.

**Progress reporting**

- Weekly verbal reporting to concern Area Managers (AMs) and Monthly written reporting on training and TA to Area Office/s and Central Office.
- Monthly written reporting on improvement status of KPIs of cooperatives
- Final Progress Reporting

**Deliverables**

- Institutional assessment report of partners MFIs
- Training management, accounting, internal audit/control, financial management
- TA on accounting, business planning, product development, member expansion
- Monthly written reporting on training and TA provided and improvement status of KPI of cooperatives
- Final Progress Reporting

**Expected outputs**

Places of Assignment		Days Estimated	Date
Priority 1		6 Months	To be confirmed later
Priority 2			
Priority 3			