

Terms of Reference (ToR)

Project Title: Promoting GESI Responsive Nature-Based Solutions for Resilience in CHT.

Name of the post : Field Assistant-Female (Nature-Based Solutions)

Grade/Level : D

Contract Type : Fixed Contract (Project Duration)

Job Location : Dighinala Upazila, Khagrachari Hill District

Report to : Program Manager, TUS

Salary and Benefits : Total 28,000/- S/he will get 100% from NbS.

Project Duration : 01 May 2026 to 31 December 2026.

Requirement of Experience: A minimum of 3 years of relevant experience is required and the candidate must be capable of handling the project management activities independently.

Educational Qualification: Diploma in agriculture or Bachelor degree from any recognized University or Institutions.

Other competencies and Skills:

1. Must be willing and physically able to work in and travel frequently to difficult geographical and cultural environments;
2. Working knowledge of operating computers, especially with Windows operating system, MS Office, internet web browsing etc.
3. Previous work experience with TUS is considered as special competency.

Introduction:

Trinamul Unnayan Sangstha (TUS), in partnership with HELVETAS Swiss Intercooperation Bangladesh is implementing the project titled “Promoting GESI Responsive Nature-Based Solutions for Enabling Resilience in Chattogram Hill Tracts (CHT) of Bangladesh” (PGRNER–CHT). The project aims to enhance community resilience to climate change impacts in the CHT through the promotion of climate-resilient, sustainable, and inclusive agricultural practices. It focuses on applying Nature-based Solutions (NbS) and spring-shed management approaches to improve water security, restore degraded ecosystems, and strengthen local livelihoods.

Special emphasis is placed on Gender Equality and Social Inclusion (GESI) to ensure the meaningful participation and benefit-sharing of women, youth, indigenous peoples, and other marginalized groups. By integrating traditional ecological knowledge with modern sustainable practices, the project seeks to build resilient hill communities that can adapt to changing climatic and environmental conditions.

Key Roles and Responsibilities:

1. Field Work and Community Mobilization

- Assist the Field Officer/Field Coordinator in implementing day-to-day field activities according to the project work plan.

- Mobilize and engage community members particularly women, youth, and marginalized groups- in project activities.
- Facilitate community meetings, group discussions (FGDs), awareness sessions, and practical field demonstrations.
- Provide hands- on support to communities in applying Nature-based Solutions (NbS) such as tree planting, soil conservation, spring-shed management, water resource protection, and climate-resilient agricultural practices.
- Encourage community ownership and sustainability of interventions through active participation and follow-up.

2. Data Collection and Monitoring

- Collect accurate field data, beneficiary profiles, and attendance records for project activities.
- Monitor progress of field-level interventions and report observations to the Project Officer.
- Document stories, case studies, and photos highlighting field results and lessons learned.
- Support the implementation of baseline, midline, and endline surveys, as well as periodic monitoring assessments.
- Ensure timely submission of field data and updates as per project reporting formats.

3. Logistics and Event Support

- Assist in organizing community trainings, workshops, and awareness events at the field level.
- Manage the distribution of materials, inputs, and tools to beneficiaries and maintain proper records.
- Support travel and logistical arrangements for project staff, visitors, and monitoring teams.
- Maintain field-level inventories and ensure safe handling of project resources and materials.

4. Communication and Reporting

- Maintain regular communication and coordination with community groups, local leaders, and other stakeholders.
- Share field updates, feedback, and emerging issues with the Field Officer/Technical Officer in a timely manner.
- Support translation and interpretation among Chakma, Bangla, and English during community meetings and documentation.
- Uphold TUS and HELVETAS's communication protocols, ensuring accurate and transparent flow of field information.

5. Gender Equality and Social Inclusion (GESI)

- Promote equitable participation of women, youth, indigenous peoples, and other marginalized groups in all project activities.
- Identify and help address barriers that limit participation or access to project benefits.

- Ensure that all field activities are inclusive, gender-sensitive, and aligned with the project's GESI objectives.
- Support awareness and capacity-building sessions on gender equality and social inclusion at the community level.

6. Safeguarding, Ethics, and Organizational Compliance

- Follow and uphold TUS and HELVETAS's Code of Conduct, safeguarding, and PSEA (Prevention of Sexual Exploitation, Abuse, and Harassment) policies.
- Maintain confidentiality, respect cultural sensitivity, and act with integrity and accountability in all community engagements.
- Immediately report any safeguarding, fraud, or ethical concerns following organizational procedures.

7. Other Duties

- Support any additional activities assigned by the Project Officer or management to ensure effective implementation and learning from the project.
- Participate in training, reflection, and coordination meetings as required by the project.



Convener
Recruitment Committee
Trinamul Unnayan Sangstha
Date: 23.04.2026