

## Terms of Reference / Scope of Work for Policy Coordinator

<b>Job Title: Policy Coordinator</b> <b>Project: Business Finance for the Poor in Bangladesh (BFP-B)</b>	
<b>Contract start date:</b> October 6, 2019 (To be confirmed)	<b>Contract end date:</b> February 2020
<b>Reports to:</b> BFP-B Policy Manager BFP-B Team Leader	<b>Supervises:</b> None
<b>1. Background</b>  <p>Business Finance for the Poor in Bangladesh (BFP-B) is a 6.5-year programme funded by UK aid/DFID from the UK government. The Bangladesh Bank (BB) and Microcredit Regulatory Authority (MRA) are the implementing agencies and the Financial Institutions Division (FID) of the Ministry of Finance (MoF), Government of Bangladesh (GoB), is the executing agency. Nathan Associates London Ltd. is the management agency. The programme aims to improve access to finance for micro and small enterprises (MSEs) and create economic opportunities for small business in Bangladesh through improvements in the policy and regulation of financial services, innovations in financial services, and strengthening of information systems supporting micro-finance and bank lending. BFP-B has three components: a Challenge Fund, a CIB-Microfinance, and a Policy Component. This position is required for the Policy Component.</p>	
<b>2. Background and Context of the assignment</b>  <p>The Policy Component of BFP-B Project has completed 8 studies and came forward with 73 recommendations. BFP-B has already prioritised some policy recommendations through consultations with the regulators and by considering the quick wins within the project period and which will have significant impact on access to finance of MSEs. Among the prioritised policy recommendations, the regulators (Bangladesh Bank and Microcredit Regulatory Authority) have confirmed implementation of 5 recommendations with the Technical Assistance (TA) from BFP-B Project. BFP-B is now offering TA to the respective regulators to develop new or revised rules/guidelines through procuring consultancy services. As part of policy advocacy BFP-B has developed partnership with the champions in the financial and Microfinance sector to influence the policy makers and regulators to implement prioritised policy recommendations. BFP-B has already developed partnership with 4 organisations. The key activities of policy advocacy include publishing newspaper articles and organising roundtable and television talk-shows, and targeted policy advocacy jointly with partners through organising thematic consultation seminars / workshops/ dialogues/ meetings.</p>	
<b>3. Job Responsibilities</b>  <p>The Policy Coordinator will work with the Policy Manager for TA management, programme management and advocacy and communication. The Policy Coordinator will be responsible for following activities:</p> <ul style="list-style-type: none"> <li>▪ Monitor progress of on-going TA with the respective regulators and consultants.</li> <li>▪ Prepare Terms of Reference to offer new TA to be confirmed by the regulator.</li> </ul>	

- Procure consultancy services by following DFID procurement guidelines which include preparation of Expression of Interest (EOI) advertisement, Request for Proposal (RFP) document, proposal evaluation format and proposal evaluation report.
- Attend stakeholder consultation meetings and/or data collection sessions along with the selected Consulting Firms.
- Assist the Policy Manager to organise the Policy Advisory Committee (PAC) and Policy Working Committee (PWC) meetings.
- Prepare meeting minutes and distribute meeting documents/working papers to the PAC and PWC members.
- Organise Policy Component events such as seminars, conferences, workshops, etc.
- Provide necessary Policy Component documents for website updates.
- Assist the Policy Manager to prepare work plans, financial projections and progress reports to be submitted to DFID.
- Provide, where appropriate, comments to the Policy Manager on draft rules/guidelines to be developed by consultants.
- Support the Policy Manager in developing internal and external reports.
- Any other responsibilities assigned by the Policy Manager or Team Leader.

#### **Educational Qualifications and Experiences:**

- Undergraduate degree in Economics / Finance / Business Administration / Development Studies / Public Policy or any other relevant subject. Post graduate degree will be preferable.
- At least 3 year proven experience in banking sector or financial or development sector research or programme in Bangladesh.
- Strong knowledge and experience about financial service providers in Bangladesh.
- Experience in organising seminars/conferences/workshops.
- Knowledge and experience in conducting policy research would be preferred.
- Strong communication skills.
- Language skills: Fluency in English and Bengali.

#### **Timeframe**

The Policy Coordinator will work full-time<sup>1</sup> in Dhaka.

#### **Application Process**

Candidates are requested to download Application Form from by visiting BFP-B website <https://www.bfp-b.org> and send application to [mhasnat@nathaninc.com](mailto:mhasnat@nathaninc.com) . The application should include following:

- Complete application form
- Cover Letter
- Curriculum Vitae

**Last Date of Application: September 22, 2019**

***BFP-B offers equal employment opportunity***

<sup>1</sup> Full time is considered to be a 220 days per year.