

Terms of Reference (TOR) for Upazila Development Facilitator (UDF)

Background: The Upazila Governance and Development Project aims to enhance efficiency and promote good governance by fostering coordination among the 17-line departments of the Upazila Parishad in Bangladesh. The project focuses on empowering the Upazila Parishad through the implementation of infrastructure development projects. The Upazila Development Facilitator (UDF) is a key position appointed in each Upazila to ensure the successful execution of the project.

Position Overview: The primary objectives of the UDF are to ensure effective coordination, streamline communication, and facilitate the implementation of development projects at the Upazila level.

Scope of Work:

1. Facilitation of Upazila Parishad Meetings:

- Ensure the monthly convening of Upazila Parishad meetings.
- Provide timely notices and assistance for the organization of meetings.
- Assist in drafting resolutions for Upazila Parishad General Meetings and Committee Meetings.
- Offer general advice on legal matters in alignment with the Upazila Parishad Operation Manual.

2. Committee Coordination:

- Assist in organizing, implementing, and coordinating meetings of Upazila committees.
- Facilitate the preparation and publication of Annual Action Plans and Five-Year Plans.

3. Information Flow and Awareness:

- Promote the free flow of information, raising citizen awareness about their rights for improved governance and accountability.
- Conduct annual budget meetings, ensuring the timely preparation and release of budgets.
- Assist in the preparation of annual action plans and ensure their publication.
- Facilitate the preparation and display of Citizen Charters for public services.

4. Documentation and Reporting:

- Regularly prepare and assist in sending annual reports and financial reports to the local government branch.
- Assist in the preparation and printing of five-year plans for each Upazila.
- Draft resolutions for various meetings, including assessments, audits, and evaluations, and upload them to the Upazila Parishad web portal.

5. Union Parishad Support:

- Provide support to Union Parishads in the preparation of annual and five-year plans.
- Offer assistance in the meeting, implementation, and coordination of Union Parishad standing committees.

6. Monitoring and Inspection:

- Regularly visit Union Parishads and conduct monitoring of development activities.
- Inspect and monitor the implementation of the Prime Minister's Shelter Scheme and other development projects.

7. Election and Examination Duties:

- Serve as a Presiding Officer in National Elections, Upazila Elections, Union Elections, and educational institutions.
- Perform magisterial duties as an invigilator/tag officer in various public examinations.

8. Leadership and Coordination:

- Lead initiatives such as fish conservation, drug control, and campaigns to prevent child marriage. Assist UNO in running emergency mobile courts.
- Coordinate and organize cultural and social events in collaboration with different committees.

9. Public Duties and Initiatives:

- Perform Magisterial Duties in Examination Centers for public examinations.
- Lead various initiatives as a representative of UNO.
- Serve as an Investigation Officer to settle complaints in educational institutions and social organizations.

10. Training and Capacity Building:

- Conduct training sessions for Union Parishad Chairmen and members.
- Act as a resource person in various training programs within the Upazila.
- Coordinate and participate in workshops related to the Sustainable Development Goals (SDG) and other initiatives.

11. Crisis Response:

- Serve as a frontline officer during natural disaster, crises or pandemic, and coordinate relief efforts.

12. Evaluation and Assessment:

- Contribute to the annual assessment, pre-assessment, post-assessment, annual audit, and midterm evaluations of the Upazila Governance and Development Project.

13. Special Roles:

- Act as Presiding Officer in national, Upazila, and Union elections.
- Fulfill duties as a Tag Officer in Union Parishad.
- Serve as a resource person and trainer for various programs and workshops.

14. Coordination and Welfare:

- Coordinate officers through the Upazila Officers Welfare Club, fostering good relationships and cooperation.

Reporting Structure: The UDF will report to the Deputy Director, Local Government (DDLG) and Project Management Unit (PMU).