

Terms of Reference (ToR) for the position of District Project Coordinator (DPC):

All related Districts level responsibilities in respect of Scale up CFL Project overall coordination, ensure successful planning and implementation and liaison with Sponsor banks, NABARD and Government departments for achieving project Goals.

Project Implementation:

- Project Coordination at districts; Strategic planning, assist in Human resource recruitment, training and mentoring, successful implementation of the project as per the action plan, efficient monitoring, and timely completion of all ongoing projects and programs especially the Scaling up of Centers for Financial Literacy Project in the assigned districts.
- Lead the project team of Financial Counselors, Asstt. Financial counselors and community volunteers/Leaders.
- Be the Nodal Officer for the CFL project for the assigned districts [5 to 7 districts covering 8-10 CFLs].
- Build and maintain a cordial relationship and close coordination with all LDMs, Banks, NABARD and all the stakeholders for smooth functioning of CFLs and successfully timely completion of the project.
- Ensure Compliance with the RBI circulated project SOP and Guidelines.
- Regular and periodical visits to all the CFLs of the assigned districts and conduct Monthly/Quarterly/Annual planning and review meetings for effective coordination and implementation of the project.
- Facilitate FCs in preparation of the work plan and strategy for implementation and participate in field programmes.
- Ensure proper monitoring, review, and control of the ongoing project activities and Human resources engaged in them.
- Ensure timely completion of Research and documentation of Demand survey/Baseline and Endline survey and evaluation and finalize its reports.
- Finalize and Compilation/Writing Monthly/Quarterly/Annual reports and submission to the project sponsors and stakeholders.
- Ensure finalization of Monthly Opex Bills/Invoices within the stipulated time and submit the same to Sponsored banks.
- Follow-up for timely Opex Reimbursement and respond to the queries satisfactorily to the banks with regards to expenditure and bills submitted.
- Ensure regular uploading of program data and its validation on RBI's Online CFL Project portal and MIS system implemented by the organization.
- Assist and provide inputs in the development and up-gradation of training modules, tools, and other resource materials.
- Conducting Training of Trainers/Refresher programs, arranging logistics, coordination, supervision, Team Building to derive the best and the most from each of the team members

- Provide Techno managerial support to CFL staff in project planning and implementation and facilitate them for problem-solving.
- Represent and negotiate for the organization in various review meetings/Consultations/Workshops & Seminars and project progress review meetings called by RBI, Sponsored Banks, NABARD, and other Government officials.
- Support and provide required strategic inputs, information, data, and reports to State Project Coordinator / HO for effective and efficient Planning and implementation of the project.

Business Development:

- Building partnerships with organizations for business development/ collaboration
- Coordinate research and Development in the area of financial Inclusion, Financial literacy, and Livelihood Entrepreneurship with a focus on business finance literacy.
- Liaison, Public relations, rapport building with the funding organization RBI, NABARD, Sponsored Banks, SIDBI, and other funding agencies/Govt. organizations at district level.
- Provide inputs in Image building and improve visibility, publicity, recasting/upgrading website, and promotional literature.
- Explore funding opportunities, Need for project intervention, and provide information data for Concept Notes and Project Proposals.
- Any other work as may be assigned by State Project Coordinator / Head Office from time to time.