

**Terms of Reference (ToR) for the position of State Project Coordinator (SPC):**

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

**Project Implementation:**

- Project Coordination; Strategic planning, 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 State [Uttar Pradesh/Gujarat].
- Lead the project team of District Coordinators, Financial Counselors, and Asstt. Financial counselors.
- Be the Nodal Officer for the CFL project in the state assigned.
- Compliance with the RBI circulated project SOP and Guidelines.
- Preparation of the work plan and strategy for implementation.
- Ensure proper monitoring, review, and control of the ongoing project activities and Human resources engaged in them.
- Finalize and Compilation/Writing Monthly/Quarterly/Annual reports and submission to the project sponsors and stakeholders.
- 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.
- Ensure timely completion of Research and documentation of Demand survey/Baseline and Endline survey and evaluation and finalize its reports.
- Conducting training programs, arranging logistics, coordination, supervision, Team Building to derive the best and the most from each of the team members
- 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.
- 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.
- Build and maintain a cordial relationship with all Regional Office RBI, Banks, and all the stakeholders for smooth functioning of CFLs and successfully timely completion of the project.
- Regular and periodical visits to all the CFLs of the state and conduct Monthly/Quarterly/Annual planning and review meetings for effective coordination and implementation of the project.

- Maintain MIS of all the project activities for all the CFLs functioning in the state.
- Support and provide required strategic inputs, information, data, reports to Head office for effective and efficient Planning and implementation of the project.
- Provide timely data, information reports to Head Office for the ongoing project.
- Manage State Project Office and office-bearers.
- Custodian of State Project office's Assets, Case, Digital and physical data, Records, and Documents.

**Business Development:**

- Business Development; Resource (Fund) augmentation; writing proposals and resource (fund) augmentation for new projects and programs on Financial Literacy/ Financial Inclusion, microfinance, etc. as also in new areas to expand the activities and enhance the financial strength of the organization.
- Building partnerships with organizations for business development/ collaboration
- 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.
- Provide inputs in Image building and improve visibility, publicity, recasting/upgrading website, and promotional literature.
- Provide inputs in Revising/introducing effective control systems and procedures for efficient functioning.
- Capturing/inventing innovations in the areas of Financial/ Digital Literacy, Financial Inclusion, ICT, Financial products and services including microfinance, monitoring, MIS, etc.
- Explore funding opportunities, Need for project intervention, and development of Concept Notes and Project Proposals.
- Prepare/develop and submit tender/bid for new project proposal and represent during the Bid opening process/presentation meetings.
- Any other work as may be assigned by Senior Officers of Head Office from time to time.