



এসডিএস (শরীয়তপুর ডেভেলপমেন্ট সোসাইটি) **SDS** (Shariatpur Development Society)

Circular Number: 2026-2027.000.06

Circular Date: 14/10/2026

Basic Information

Name of Organization	: SDS (Shariatpur Development Society)
Name of the Position	: Project Coordinator
Name of Project	: Strengthening Climate-smart Vegetable and Flower Value Chain in Bangladesh
Number of Position	: 01 (One)
Age	: Maximum. 40 Years (The age limit may be relaxed for experienced candidates.)
Experiences	: Min. 07 Years Professional Experience
Monthly Consolidated Salary	: BDT 70,000/- per month.
Assignment Duration	: 1 Years
Duty Station	: Rajbari

Background:

SDS (Shariatpur Development Society) is a Bangladesh-based non-governmental organization founded in 1991 and formally registered with the Department of Social Welfare (1992), the NGO Affairs Bureau (1993) and the Microcredit Regulatory Authority (2008). SDS received its first foreign funding in 1994 and established a long-standing partnership with PKSf in 1996. Working primarily in climate-vulnerable areas, SDS addresses climate change-induced vulnerabilities, disaster risks and structural poverty through participatory, inclusive and accountable approaches. SDS has experience working with institutional donors including UNDP, UNICEF, WFP, UN Women, FAO, IOM, CARE, Islamic Relief, CJRF, Barnfonden and START Network members and is actively engaged in national, regional and global networks such as CANSA, GNDR, NEAR, INAFI, APWLD and Girls Not Brides. Currently, SDS is implementing multiple donor-funded projects. For more info please visit www.sdsbd.org

SDS is implementing the project "Strengthening Climate-smart Vegetable and Flower Value Chain in Bangladesh" with support from Heifer International Bangladesh. The project aims to improve the income and climate-resilient livelihoods of approximately 7,200 smallholder women farmers in Rajbari District

Position Purpose:

The Project Coordinator will provide overall leadership for the planning, implementation, supervision, monitoring, coordination, and reporting of project activities. The position will work to improve sustainable livelihood and living-income outcomes for smallholder women farmers by strengthening Self-Help Groups and cooperatives, climate-smart production systems, business and market linkages, access to services and finance, and project partnerships. The Project Coordinator will serve as the primary operational link among SDS, Heifer International Bangladesh, government agencies, private-sector actors, academia, cooperatives, and other stakeholders.

Key Responsibilities:

1. Project Planning, Leadership and Implementation

- Prepare and regularly update the detailed implementation plan, annual work plan, activity schedule, and project budget in consultation with the Heifer International Bangladesh program team and relevant SDS management.
- Lead day-to-day implementation of the approved project plan and ensure activities, outputs, and milestones are completed within agreed quality standards and timelines.
- Translate project objectives into clear monthly and quarterly plans for project staff, review progress, address bottlenecks, and ensure timely follow-through on agreed actions.

Sadar Road, Shariatpur, Post Code-8000, Bangladesh.

Cell: 01325060185, Tel: 02478815406, web: www.sdsbd.org, e-mail: sds.shariatpur@gmail.com

Reg. No. Social Welfare: Shari-77/92, NGO Affairs Bureau: 794/93, Microcredit Regulatory Authority: 0374-04616-00229



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- Identify implementation risks and challenges early and submit practical recommendations to SDS management and the Heifer program team.
- Carry out additional responsibilities and instructions required by the donor or authorized project management, consistent with the purpose of the position.

2. SHG, Cooperative and Institutional Development

- Ensure timely formation and strengthening of Self-Help Groups and cooperatives in accordance with project targets and applicable government requirements.
- Strengthen cooperative leadership, management, governance, policies, procedures, savings generation, lending, business management, transparency, and accountability.
- Participate in cooperative meetings, review financial and business reports, provide feedback, and mentor cooperative leaders and staff on governance and market engagement.
- Support cooperatives to prepare or update bylaws, business plans, action plans, and systems required for sustainable operation.

3. Climate-Smart Agriculture and Infrastructure

- Guide the field team in establishing demonstrations for sesame, onion, garlic, vegetables, tomato, flowers, and other climate-adaptive crops and in promoting safe, quality production practices.
- Lead beneficiary and site identification for solar irrigation systems, support farmer cooperation for underground water-distribution infrastructure, and ensure application of the approved business model for sustainable operation.
- Support development of collection points, warehouses, irrigation services, transportation services, and other practical infrastructure required for aggregation and value-chain growth.

4. Market Systems, Enterprise and Partnership Development

- Develop domestic and international market linkages for vegetables and other project commodities and strengthen relationships with buyers, traders, processors, input suppliers, service providers, transporters, exporters, and financial institutions.
- Explore and establish viable cooperative businesses, including product aggregation, buyer linkage, commercial transportation, contracting and subcontracting, storage, and other forward and backward market services.
- Develop and manage sectoral networks, including buyer and input-supplier networks, and help cooperatives identify and address business-related challenges.
- Build functional partnerships with government agencies, private-sector actors, academic institutions, and other development partners for sustainable access to services, markets, knowledge, and resources.

5. Capacity Building and Team Management

- Develop or adapt project implementation guidelines, concept notes, training modules, session plans, and other learning materials as required.
- Supervise, guide, coach, and support project staff and ensure clear responsibilities, coordinated work plans, appropriate workload distribution, and professional performance.
- Build the capacity of project and cooperative staff through training, coaching, mentoring, and learning activities on agriculture, market facilitation, leadership, conflict management, business development, and organizational development.
- Organize and facilitate monthly staff meetings, project self-review processes, workshops, training events, and stakeholder meetings.

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6. Stakeholder Coordination and Representation

- Maintain effective liaison with district, upazila, union, and community-level stakeholders, including administration, cooperative, agriculture, marketing, women and children affairs, local government, and relevant service providers.
- Form and support Project Management Committees and project advisory structures at the appropriate levels in accordance with project guidelines.
- Represent SDS and the project professionally in relevant coordination meetings, forums, workshops, and external engagements.

7. Monitoring, Finance, Compliance and Reporting

- Conduct regular field visits, household visits, and consultations with producers, cooperatives, market actors, and other stakeholders to monitor implementation quality and identify operational constraints.
- Review and verify quarterly fund requisitions, financial reports, budget-versus-expenditure performance, and supporting documentation before submission.
- Ensure timely, accurate, and complete narrative, financial, activity, training, meeting, and progress reports for SDS, Heifer International Bangladesh, donors, and other authorized stakeholders.
- Ensure appropriate use of project resources and compliance with SDS policies, project requirements, donor conditions, applicable government regulations, and agreed documentation standards.

Expected Key Deliverables

- Approved and regularly updated detailed implementation plan, annual work plan, activity calendar, and budget.
- Project activities and outputs delivered on time and to the agreed quality standard.
- Functional SHGs and cooperatives with improved governance, savings, business systems, and market participation.
- Operational market, service, and stakeholder partnerships that support climate-smart production and sustainable cooperative businesses.
- Accurate and timely narrative, financial, monitoring, and donor reports.
- A supported and accountable project team with documented monthly plans and follow-up actions.
- Consistent safeguarding, Code of Conduct, financial, and program compliance across project implementation.

Minimum Qualifications and Experience

- Master of Science or Bachelor of Science in Agriculture, or a master's degree in Social Science or another relevant discipline from a recognized university. Academic specialization in horticulture or a closely related field is preferred.
- At least seven years of relevant experience in agriculture-based development or business projects, including results-based project management, team coordination, partnership development, and field implementation.
- Experience with donor-funded projects and with cooperative, livelihood, agricultural value-chain, or market-systems programming is strongly preferred.

Required Skills and Competencies

- Strong knowledge of agricultural value chains, climate-smart agriculture, safe food production, and rural livelihood development.

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- Sound understanding of market-based programming, enterprise development, financial inclusion, and cooperative governance.
- Strong project planning, budgeting, monitoring, reporting, risk-management, and problem-solving skills.
- Proven ability to supervise staff, facilitate learning, develop partnerships, and coordinate with government, private-sector, community, and development stakeholders.
- Excellent communication, negotiation, facilitation, interpersonal, and strategic-thinking skills.
- Proficiency in MS Word, Excel, PowerPoint, email, and relevant project or financial management systems.
- Ability to work under pressure, manage competing deadlines, and travel regularly to field locations.
- Maximum age: 40 years.

Code of Conduct, Safeguarding and Ethical Responsibilities

Comply with SDS policies and applicable Heifer requirements on integrity, non-discrimination, anti-fraud, anti-corruption, conflict of interest, confidentiality, data protection, safeguarding, and accurate record-keeping. Maintain professional boundaries, protect the dignity and safety of others, and promptly report concerns through approved channels. SDS and Heifer maintain zero tolerance for sexual exploitation and abuse, harassment, child abuse, abuse of power, and retaliation. Violations may result in disciplinary action, including termination. Employment is subject to satisfactory reference and background checks and compliance with the Code of Conduct.

Working Conditions and General Requirements

- Regular presence in Rajbari District and frequent travel to project communities, cooperatives, markets, government offices, and other stakeholder locations are required.
- The position may require flexible working hours during major project events, reporting deadlines, field activities, or emergencies.
- The position holder may be assigned other related duties that are consistent with the purpose and level of the position and the needs of the project.
- This job description may be reviewed and updated by SDS in consultation with relevant project stakeholders to reflect evolving project or organizational requirements.

Application Sending Address

- SDS Head Office, Sadar Road, Shariatpur-8000, Bangladesh
or
- Email Address: recruitment@sdsbd.org

Application Deadline:

- 24/10/2026

Equal Opportunity Statement

SDS is an equal opportunity employer. Qualified women and candidates from diverse backgrounds are encouraged to apply. Selection will be based on merit, suitability, and successful completion of the required recruitment and safeguarding checks.

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