

SOUTH EASTERN UNIVERSITY OF SRI LAKA
Accelerating Higher Education Expansion and Development Operation

Invitation for Expression of Interest

Field Assistant on Assignment Basis

Prospective candidates are invited to send their CV's on or before **04th of April 2022 (Monday)** by email cordorseusl@gmail.com to reach **before 4.00 p.m.** for the Post of Field Assistant on Assignment Basis AHEAD/RA3/DOR/SEU/FMC/OVAA 05a, 05b and 05c under Development Oriented Research (DOR) Faculty of Management and Commerce, South Eastern University of Sri Lanka.

1. Required Qualifications & Experience

- A bachelor's degree in the field of Management ,Commerce ,Economics ,Marketing Management, Entrepreneurship Development, , which is recognized by the University Grants Commission or a qualification recognized by the University Grants Commission as an equivalent qualification to the degree in the above or relevant field.
- Prefer previous work experience at community level.
- Computer literate.
- Language proficiency.
- Good team player, good interpersonal relations.

2. Required Professional Competencies

- Ability to work anytime on an ad-hoc basis.
- Ability to pay full attention to what others are saying, understand the points being made and ask appropriate questions.
- Ability to listen carefully follow instructions relating to the selection of respondents and recording of responses.
- Strong communication, negotiating skills, and good interpersonal relations.
- Being open and engaged and willing to invest in and practice both the being and doing of coaching.
- Recognizing that real change requires inclusive participation and engagement, and ensure attention to inclusion, equity and the less-often heard voices.
- Assisting community teams to set compelling, urgent and achievable short-term goals.

3. Method of Selection

This is based on the assignment method. The task will be assigned by the coordinator. Applicant should send a detailed CV by email to cordorseusl@gmail.com to reach **before 04.00 pm on 04.04.2022**. Late submission of CV will not be considered. Review of applications will begin immediately after the deadline and shortlisted candidates will be **informed through the mail for an interview.**

4. Background

The Sri Lankan government has decided to conduct a series of awareness campaigns to facilitate the implementation of the recently launched Enterprise Sri Lanka interest subsidy loan scheme. Its main aim is to empower rural areas with a culture of entrepreneurship and improve the overall standard of living. The government intends to facilitate grassroots development in the district by empowering its people. Underlying the above government initiative and project scheme, this particular study also aims to target the research objectives to be implemented in the Eastern province of Sri Lanka. The government initiative and scheme will provide the platform for this particular research study.

Accelerating Higher Education Expansion and Development (AHEAD) will focus on Expanding, diversifying, and developing the higher education sector in Sri Lanka to drive Economic growth through knowledge-based industrial and service sector activity and on producing graduates of global quality. The Sri Lankan government has decided to conduct a series of awareness campaigns to facilitate the implementation of the recently launched Enterprise Sri Lanka interest subsidy loan scheme. Its main aim is to empower rural areas with a culture of entrepreneurship and improve the overall standers of living.

Enterprise Sri Lanka encompasses an allocation of over Rs. 5.2 billion, comprising 16 credit financing schemes under three categories: the interest subsidy loan scheme, donor-funded refinance loan scheme and financial and non-financial support program. These loan schemes address the needs of small-scale farmers, agro and fish processing establishments, poultry producers, potential home and vehicle buyers, women, and youth. These programs have to be done in the Eastern Province of Sri Lanka. This study Includes 3 Districts of the Eastern province, 9 selected Divisional secretariat areas.

Accordingly, this TOR is meant for obtaining field assistants to coach the selected community.

5. The Operation

Savings rates contribute to reducing poverty at the household level in many poor countries across the globe. The poor utilize savings to smooth out times of financial crises. For these reasons, savings are thought to be a means to escaping a poverty trap. Over the past several decades the concept of asset-building, encouraging savings that will lead to the purchase of financial assets, has emerged out of discussions regarding alternative methods of social and economic development of poor background people.

An overarching goal of this grant project is to build a solid foundation for a Financial Literacy Program at Eastern Province, and with this foundation, begin to actively and strategically promote financial literacy to target groups such as farmers, fishers, poultry producers, women, and youth. A basic construct of this grant proposal is to push beyond providing Financial Literacy information in a passive form of the above to understand credit, loans, budgeting, or debt. Rather the emphasis is placed on the institution identifying (through sound data mining practices) and aggressively reaching out to small scale holders using a “high touch” method of one-on-one meetings with trained professional advisors, Career Coaches, and where possible using trained Peer Mentors to carry the message of the importance of Financial Literacy

6. Objective of the Field Assistant



To hire Field Assistants on assignment Base to the Development Oriented Research (DOR) project to coach the selected community in Trincomalee, Ampara and Batticaloa district.

7. Scope of the Field Assistant

The field assistant will support the Project coordinator and the team in the implementation of project activities by coaching communities in Trincomalee, Ampara and Batticaloa District. Field Assistants Responsibilities revolve around performing support tasks such as preparing documentation, managing schedules, attending meetings with Project team. There are also instances where a field assistant must visit sites to conduct observation or to gather samples, coordinate with other staff, handle calls and correspondence, and run errands as needed.

8. Key Tasks and Related Activities

The main duties and responsibilities of the Field Assistant will be to:

-  Help enhance the financial literacy among small scale Business holders.
-  Help Community to Discover New Options and Breakthroughs

- ✚ Provide Tools and Strategies to Help Teams Analyze Situations.
- ✚ Help Community to Make Decisions and Develop Effective Structures.
- ✚ Assist Community in Sustaining the Work and Leadership.
- ✚ Ask Thoughtful and Provocative Questions.
- ✚ Provide Reflective and Honest Feedback to the Team: Encourage a Broader Vision, Identify the Stretch Goals to Achieve the Vision, and Lift Up New Behaviors.

The project coordinator will determine the timeline.

9. Mode of Payment

Payments shall be made on successful completion of assigned Coaching sessions from the coordinator on approved PAT's allocated fund under AHEAD/RA3/DOR/SEU/FMC/OVAA 05a, 05b and 05c.

10. Reporting the Deliverables

The Field Assistant shall closely coordinate and report to the Project Coordinator. The Field Assistant shall submit data as per the requirement also be able to attend weekly progress meetings arranged at the South Eastern University of Sri Lanka.

11. Ownership of the Assignment

This assignment is funded by the Ministry of Higher Education via AHEAD-OMST under the program component of AHEAD/DOR. As such, the University shall be the owner of the assignment and will reserve the Intellectual Property Rights for all deliverables of the assignment under the terms and conditions given in the IP policy of the University. The resource person will have no right of claim to the assignment or its outputs once it is completed and **no rights** to use **Data and Information** gathered through the assignment for other purposes without written permission from the Vice-Chancellor of the SEUSL. Any Reports/ Data/Information produced as a part of this assignment shall be handed over to the Client in soft and hard formats.

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