**Terms of Reference**

**Position : District Coordinator (03 Positions)**

Position Type : Long-Term Consultancy Contract (daily rate basis)

Duration : November 2025 – October 2027 (maximum 220 days per year)

Reports to : Citizen Engagement & Outreach Coordinator

Supervises : N/A

Location : Bagerhat, Kushtia, Nilphamari (subject to donor approval)

**Position Overview**

The British Council is seeking qualified District Coordinators to support the implementation of the EU-funded “E-ffective Governance: Accelerating E-Government and Digital Public Services in Bangladesh” project, implemented in partnership with the e-Governance Academy (eGA) of Estonia. This role will focus on managing and implementing the project in close coordination with local government institutions, including Upazila and District administrations. It will involve building strong networks and partnerships with grassroots civil society actors and organisations, supporting and managing identified capacity development needs and resources, and facilitating their engagement with local e-governance processes.

**About the Project**

The project aims to enhance transparency, accountability, and responsiveness in public service delivery through improved e-government tools and processes. Implemented by the e-Governance Academy (eGA) and the British Council, the project focuses on three main objectives:

* Enhancing digital interoperability across government ministries, agencies, and departments (G2G).
* Strengthening public sector capacity to improve service delivery (G2E).
* Ensuring efficient, user-friendly digital public services for citizens (G2C).

This initiative addresses challenges such as fragmented e-services, infrastructure gaps, and inefficiencies in public service delivery by advising government agencies on citizen-centric and interoperable digital transformation strategies.

**Role Purpose**

The District Coordinator will implement efforts to enhance citizen participation, inclusivity, and access to public e-services under the G2C (Government-to-Citizen) component. This role will focus on co-ordinating and managing all project activities in the district and work closely with local government offices, like the Upazila and District administrations. It will also include building good relationships with local community groups and helping to identify and improve their skills in identified needs to deliver project activity.

**Key Responsibilities**

* Work as a district focal person of E-ffective Governance project and implement project activities under the guidance and supervision of the Citizen Engagement and Outreach Coordinator.
* Identify and select the civil society partners and actors needed to deliver agreed project activities with Citizen Engagement and Outreach Coordinator.
* Coordinate delivery with civil society partners and actors to ensure outreach activities at the union, upazila and district level.
* Identified needs for DPF group member and other civil society organisations and actors to deliver project activities.
* Participate in E-ffective Governance project annual and periodic work-planning exercises.
* Coordinate with the local administration and partner CSOs in implementation of project activities in the assigned district.
* Maintain close liaison with local administration including the DC, DDLG, UNOs, UP Representatives, partner CSOs, local NGOs, media and different committees lying at upazila and union level.
* Organize and, where agreed with Community Engagement Coordinator, conduct meetings, workshops, seminars, conferences at the district, upazila and/or unions level to meet the project objectives.
* Maintain close relationship with British Council meeting and event logistic suppliers.
* Prepare and submit monthly, quarterly and annual reports following the prescribed formats.
* Monitor and document the lessons learnt for district activities under the guidance of RMEL team.
* Any other duties commensurate with this position as assigned by the Community Engagement Coordinator.

**1. Education Qualifications:**

* Bachelor’s degree in public administration, Social Sciences, Digital Governance, or a related field.

**2. Required Professional Experience, Knowledge & Skills:**

* Sound knowledge of local government systems in Bangladesh
* Five years of experience in project management and implementation, coordination with the local administration including Upazila, District and Divisional Administration.
* Experience in supporting partners deliver project activities.
* Experience in working with grassroots CSOs and local government
* Excellent interpersonal and communication skills
* Strong networking skills; sensitivity to and responsiveness to all partners
* Maintain respectful and helpful relationships with District & Upazila level officials,
* Proficient in basic IT skills (MS Word, PowerPoint, Excel)

**How to Apply**

To apply, please submit the following documents, in PDF format, via email at recruitment.nfe@britishcouncil.org and mdshariful.haque1@britishcouncil.org

* A motivation letter outlining your relevant experience and suitability for the role. The letter should be your own original work, without AI assistance or external editing.
* A current curriculum vitae (CV) detailing your professional experience and qualifications.

Please ensure to mark the subject line as: “**Application for District Coordinator position.**”

**Closing date: 04 October 2025.***Note: Only shortlisted candidates will be contacted for the next stage of the recruitment process.*