

TERMS OF REFERENCE

COMMUNITY LIAISON OFFICER

JOB SUMMARY

1. The Community Liaison Officer (CLO) will report to the Project Manager (PM) and will be responsible for facilitating the active involvement of communities in the identification, formulation and implementation of all sub-projects funded by the Project. The CLO is expected to take the lead for the Implementing Agency (IA) team in project cycle activities related to skills training sub-projects.

DUTIES

2. The duties of the CLO are:

- (a) marketing the BNTF Project and generating a pipeline of sub-projects, involving public relations, community consultants, calls for tender and other methods approved by the PM based on the policies and guidelines of the Programme;
- (b) Assisting in selecting sub-projects based on Programme guidelines and procedures and presenting same to the PM, Oversight Entity (OE) and CDB for approval;
- (c) requesting the support of regional consultants in preparing selected sector portfolios as may be required;
- (d) organizing and conducting Community Needs and Assets Assessment (CNAA) for each selected sub-projects and channeling field data into the M&E system;
- (e) guiding the formation of Project Monitoring Committees (PMCs) for the implementation of each sub-project and preparing appropriate briefs to discuss with members of the community;
- (f) supporting the PM in exploring areas of mutual interest and forging partnerships with private corporations, civil society organisations and public sector bodies;
- (g) assisting the PM, other funding partners, other project sponsors, the regional consultants, project engineer, engineering consultant and beneficiaries to prepare project documentation for submission to the OE and CDB for review and approval;
- (h) updating the data management systems with sub-project and sector portfolio information to facilitate the approval process;

- (i) providing timely inputs to the PM for the planning process, specifically estimates of the number and value of sub-projects that could be expected over the planning period (annual);
- (j) facilitating training and sensitization on behalf of communities towards strengthening capacity of non-government organisations, community and faith based organisations and community leaders for providing quality inputs throughout the project cycle;
- (k) Assisting with procurement activities for consultancy and non-consultant services including preparing terms of reference, requests for proposals, evaluation reports and contract documents;
- (l) Supervising the implementation of HRD sub-projects and where necessary request the support of regional consultants support for the implementation of HRD sub-projects;
- (m) Assisting the Project Engineer with the implementation of infrastructure sub-projects.
- (n) Assisting the relevant government departments to monitor post-implementation activities, in partnership with sponsoring agencies and assist in the evaluation of social and economic impact of sub-projects, using participatory approaches.
- (o) Performing any other duties that may be assigned.

QUALIFICATIONS

3. The CLO is expected to have at least a Bachelor's Degree in Sociology or Rural Development or in a related field with at least five years' relevant project experience working with rural communities and in the application of participatory methods. Proficient computer skills are required. Administrative and management competence would be an asset. Good written and oral communication skills are required.

PERFORMANCE INDICATORS

4. Performance in this role will be measured against the following and specific targets will be formulated on an annual basis:

- (a) The percentage of sub-projects (number and value) planned and achieved;
- (b) The number and mix of sub-projects (sectors and beneficiaries) planned and achieved;

- (c) the funding partnerships formed (numbers, value); and
- (d) the quality of partner and beneficiary feedback.