

Terms of References_ Community Outreach Officer (COO)

The COO will have operational responsibilities for implementing Component 1 of SIFWaP at the country, island, and community levels. S/he will be based at the NDU and will travel to the SIFWaP target communities/Islands as required. The COO will report to the NTM and perform all daily management tasks of Project Component 1 activities, including human resources management and planning, communication, and reporting supervision. S/he will be responsible for ensuring that SIFWAP's targeting mechanisms are effectively implemented and monitored regarding the inclusion of vulnerable groups including women, youth, and PWDs.

Specific Tasks

- a) Undertake preparatory activities for inclusive community consultation and planning under Component 1 including:
 - Review TORs and selection criteria for Island Facilitators (IFs) and recommend adjustments.
 - Conduct recruitment of IFRs when/as required
 - Organise training of IFs as required.
 - Refine procedures and templates for preparation of CDPs.
 - Ensure that all participating communities are informed of the Project.
- b) Work with the Ministry of Health to conduct an effective and continuous nutrition awareness campaign targeting vulnerable and disadvantaged communities and households.

General Responsibilities

- a) Prepare the detailed activities and budgeting for activities under Component 1 and share them with the NDU team promptly for inclusion in the project AWPB.
- a) Prepare schedules of project component 1 activities by quarter.
- b) Establish effective coordination mechanisms at national and island levels.
- c) Oversee implementation of all Component 1 activities and staff performance.
- d) Liaise with and report to the NDU using the required format and procedures.
- e) Ensure that relevant, high quality and gender-disaggregated information is provided to all implementing partners, including at the island level.
- f) Cooperate fully with the NDU in the conduct of annual audits of Component 1 operations.
- g) In collaboration with the NTM, identify key policy issues regarding gender and social inclusion, and assist in bringing these forwards to the appropriate forum.
- h) Translating (in writing and verbally) key documents as required/requested, from English to te taetae ni Kiribati and vice versa, to support community engagement activities.
- i) Refine Component 1 procedures to ensure that they reflect community needs and are consistent with other components of the Project.
- j) Provide leadership for Component 1 staff and supervise their performance, especially concerning community engagement and social inclusion.
- k) Ensure quality control and implementation of Component 1 operational procedures, consistent with the MOU between the NDU and NGO partners.

- l) Monitor the use and acquittal of funds, ensuring that funds are applied in line with approved AWPBs, with regards to component 1
- m) Review, approve, and monitor all service agreements with Service Providers in relation to Component 1.
- n) Establish effective coordination mechanisms for all activities implemented under Component 1.
- o) Assist the NDU in preparing the six-monthly financial and progress reports for component 1.
- p) Assist the NDU to ensure that procurement is undertaken in line with approved procurement guidelines.
- q) Cooperate fully with the NDU in conducting annual audits.
- r) Promote transparency and accountability in implementation procedures.
- s) Cooperate with and provide logistic support to IFAD supervision, implementation support, and evaluation missions as required by the NTM.
- t) Other duties applicable as delegated by the NTM
 - a) Other duties applicable to the Consultant as delegated by the NTM

Qualifications, Experience, Skills, and Abilities

- Tertiary qualification from a recognized institution in a relevant field
- At least five (5) years of work experience in designing and successfully undertaking participatory community engagement activities in Kiribati.
- Demonstrated experience in socially inclusive community or rural development or another relevant field.
- Excellent interpersonal skills and capacity to engage with vulnerable and disadvantaged communities and households.
- Proven management experience (including staff, finances, report writing, verbal communication skills, planning, and organizational skills).
- Extensive experience with liaison and consultation with a wide range of organizations and community groups, including organizations representing women, youth, and PWDs.
- Proven experience in managing projects in rural communities with diverse stakeholders and meeting deadlines.
- Demonstrated capacity to lead innovation and change.
- Understanding and commitment to community development principles including pro-poor objectives of the Project.
- Computer literacy with strong skills in word processing spreadsheets.
- Broad understanding of the cultural and development issues in the project areas.
- Understanding of Participatory Learning and Action techniques used for community governance, education, and development.
- Respect for and acknowledgement of, traditional knowledge and where this can be integrated into the overall direction of the Project.