

TERMS OF REFERENCE

Contract No and Title:	<u>CSI-12 Community Engagement and Communications Coordinator (National)</u>		
Project / Grant No.	Kiribati: South Tarawa Water Supply Project (STWSP) ADB Grant No: 0652/0653 - KIR		
Expertise	Community Engagement, Communications, Community Participatory approach		
Source	National	Category	Independent
Background and Objectives of this Assignment The Ministry of Finance and Economic Development (MFED) Ministry of Infrastructure and Sustainable Energy (MISE) and Public Utilities Board (PUB) are implementing agencies of the South Tarawa Water Supply Project (STWSP). The Community Engagement and Communications Coordinator (CECC) will work as a member of the Project Management Unit (PMU) to lead work on public consultations, community and stakeholder engagement and coordination and supporting the implementation of WASH program. The role will report to the Project Manager and will be based at the local PMU Office in Betio. The initial assignment is for one year, with possible extension subject to satisfactory performance.			
Scope of Work: The community engagement and communications coordinator (National) will have the following roles and responsibilities: i. Provide an oversight role to the community engagement and public relations activities by leading, managing and coordinating all community engagement activities in the project including Water and Sanitation Hygiene programs, land acquisition, safeguards, civil works activities, project awareness, promotions and all other activities as directed by the project manager. ii. Organize fortnight meetings for progress updates and workplans with the team under her/his supervision. iii. Provide weekly lookaheads using the standard template used by all PMU national staff. iv. Provide support needed for Safeguards Manager, Social Safeguard and Gender Officer, project implementation assistance consultants (PIAC), Contractors and other Technical Assistants in their activities that relates to communities. v. Prioritize the work in leading and coordinating community engagement activities before and during GDW-2/1 Construction of Water Supply Networks and work in coordination with PUB and other relevant projects such STREP and STWSP to ensure streamlined community engagement and ensure effective implementation. vi. Keep an updated register of all communities on South Tarawa, urban councils and all other relevant community parties useful to the project, including contact details and focal persons for each community.			

- vii. Maintain and update community engagement activities register that records key important data and information needed in the project.
- viii. Provide strategic advice with the support from the PMU management and the community engagement team on critical information for different communities and areas across South Tarawa that will be useful in project implementation.
- ix. Provide strategic advice in addressing community and public issues and grievances.
- x. Monitor the implementation of the Stakeholder Engagement Management Plan (SEMP) and continue to provide progress updates and reminders to the PMU about engagement activities in the plan.
- xi. Lead the completion of all public consultation's reports needed for the Deputy Project Manager reviews and endorsement.
- xii. Provide inputs to the Quarterly Progress Reports, Semi-annual safeguards monitoring reports, Gender Monitoring reports and other relevant reports that is needed by the project.
- xiii. Lead and coordinate preliminary community activities and studies needed to facilitate and support project implementation. programmes, etc and to submit to SM for review.
- xiv. With the community engagement team, empower community members to take an active role in the project.
- xv. Provide an effective and efficient communication link between the STWSP and its Government stakeholders.
- xvi. Provide support to the International Consultants and its local staff contracted to deliver the WASH Awareness Program (WAP) including Behaviour Change Communication (BCC) campaigns.
- xvii. Provide support to international consultants towards the drafting and implementation of the WASH Part B community engagement and behavior change communication campaigns.
- xviii. In collaboration with international consultants, coordinate and effectively implement the dissemination and presentation of the above BCC campaigns and related interventions to various community stakeholder groups.
- xix. Provide support to international consultants and the PMU's Social Safeguard and Gender Officer for review and update of the Monitoring, Evaluation and Learning Framework (MELF) under WASH Part B and for the project's overall Performance, Monitoring and Evaluation Framework.
- xx. Perform any other duties requested from time to time by the PMU and PIA team.

Reporting and Communication

The Community Engagement and Communications Coordinator will be supervised by the Project Manager for day-to-day operations, guidance and support and will also directly report to the Project Manager for key decisions.

Schedule of Deliverables	Due Dates
1. Community Consultation Register	Updated and submitted every quarter
2. South Tarawa Community Register that records profiles, focal contact details, locations and other information needed in the project.	The Register to be established within the 6 months of engagement and updated every quarter.
3. SEMP Monitoring reports	Establish a monitoring and reporting template within 6 months of engagement and submit the progress updates every quarter.
4. Inputs to Quarterly Progress Reports	Due on the 15 th of these months – January, April, July, October
5. Inputs to Semi-annual Safeguards Monitoring Report	Due on the 15 th of these months – January and July every year.

Minimum Qualifications Requirements

The Community Engagement and Communications Coordinator **MUST** have a minimum of bachelor's degree qualification in communication, public relations, social development and other relevant disciplines.

The candidate will possess good verbal and written communication skills both in Kiribati and English, proactive and confident to work in a team with minimum supervision.

The following experiences/skills are not required but will be an advantage:

- previous experience in donor-funded development projects that involve community engagement, particularly ADB and WB.
- previous experience in project management
- be competent in Microsoft Office, Outlook, and other software applications
- Experience in community engagement, communications, public relations and related disciplines.