

TERMS OF REFERENCE

Contract No and Title:	CSI-17 Community Engagement Officer (National)		
Project / Grant No.	Kiribati: South Tarawa Water Supply Project (STWSP) ADB Grant No: 0652/0653 - KIR		
Expertise	Community Engagement, Community participatory approach		
Source	National	Category	Independent

Background and Objectives of this Assignment

The project management unit (PMU) is the core unit responsible for the overall implementation of the South Tarawa Water Supply Project (STWSP) including the day-to-day project activities, compliance with the provisions of all grant agreements and government policies and guidelines, project administration, preparation of grant withdrawal applications and maintenance of records. The implementing agency (IA) for STWSP is the Government of Kiribati's Ministry of Infrastructure and Sustainable Energy (MISE).

The Community Engagement Officer will work as a member of the Project Management Unit (PMU) and work closely with the Community Engagement specialists in the PDA and PIA consultant teams, the PMU Public Relations Officer (PRO) and the PMU Safeguard Manager. The primary role is to support the Community Engagement Coordinator in implementing stakeholder engagement processes. This includes assisting in community consultations, helping to ensure that project information is clearly communicated and disclosed in line with the Stakeholder Engagement Management Plan (SEMP), and providing support in the implementation of the Grievance Redress Mechanism (GRM). You will also help communities access appropriate channels to raise concerns, and ensure that feedback is promptly reported to the Community Engagement Coordinator for action.

The initial assignment is for one year, with possible extension subject to satisfactory performance.

Scope of Work.**1. Communications, Consultations, Grievance Redress, and Reporting**

This category covers the core function of communication, community engagement, operational support, data collection and updating, grievance management, reporting.

- i. Support the Community Engagement and Communications Coordinator (CECC) in carrying out community engagement activities across the project, including Water and Sanitation Hygiene (WASH) programs, land acquisition consultations, safeguards, civil works activities, project awareness, promotions, and other related activities as directed.
- ii. Assist in the implementation of community engagement activities led by the CECC and participate in fortnightly meetings to provide progress updates and inputs to workplans.
- iii. Provide weekly lookaheads using the standard template used by all PMU national staff.
- iv. Provide operational support to the Safeguards Manager, Social Safeguard and Gender Officer, Project Implementation Assistance Consultants (PIAC), Contractors, and other Technical Assistants in activities that involve direct interaction with communities.
- v. Participate in and support community engagement efforts during GDW-2/1 Construction of Water Supply Networks, and work in collaboration with PUB and other relevant projects (such as STREP and STWSP) to ensure effective and coordinated community engagement.
- vi. Assist in maintaining and updating a register of all communities in South Tarawa, including urban councils and other relevant groups, with contact details and focal persons.
- vii. Collect and share critical information from communities with the CECC and team to support project implementation.
- viii. Provide initial feedback on community and public issues or grievances and report them promptly to the CECC

- for advice and resolution.
- ix. Assist in monitoring the implementation of the Stakeholder Engagement Management Plan (SEMP) and report progress on engagement activities to the Community Engagement Coordinator.
- x. Maintain updated records of community engagement activities, ensuring data and information are accurately captured and organized for project use.
- xi. Contribute to the preparation of public consultation reports for review by the CECC and the PMU management.
- xii. Provide inputs for Quarterly Progress Reports, Semi-Annual Reports, and other project reports as required.
- xiii. Support the coordination of preliminary community activities and studies that facilitate project implementation.
- xiv. Work with the Community Engagement Team to empower community members to take an active role in project activities.
- xv. Act as a communication link between communities and the project team, ensuring that messages and feedback are delivered clearly and effectively.
- xvi. Assist international consultants and local staff contracted to draft the WASH Awareness Program and its implementation including Behaviour Change Communication (BCC) campaigns.

2. WASH Part B community engagement and BCC campaigns.

This category focuses on campaign awareness and supporting the Monitoring, Evaluation and Learning Framework.

- i. Work with International consultants and the CECC to support the dissemination and presentation of BCC campaigns and related interventions to community stakeholder groups.
- ii. Assist the International consultant and the PMU's Social Safeguard and Gender Specialist in collecting data and providing feedback for the Monitoring, Evaluation and Learning Framework (MELF) under WASH Part B, and contribute to the project's overall performance monitoring and evaluation activities.
- iii. Perform other community engagement-related duties as assigned by the Community Engagement and Communications Coordinator, PMU, or PIA team.

3. General Duties

This is a standard clause for any ToR to cover ad-hoc tasks.

- i. Any other duties and tasks assigned and directed by the Project Manager.

Reporting and Communication

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

Schedule of Deliverables	Due Dates	Type
1. Inputs into the Community Consultation Register	Updated and submitted every quarter	Report
2. Inputs into the 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.	Report
3. Input into SEMP Monitoring reports	Establish a monitoring and reporting template within 6 months of engagement and submit the progress updates every quarter.	Report
4. Inputs to Quarterly Progress Reports	Due on the 15th of these months – January, April, July, October	Report

5. Inputs to Safeguards Report	Semi-annual Monitoring	Due on the 15th of these months – January and July every year.	Report
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Minimum Qualifications Requirements

The Community Engagement and Communications Officer **MUST** have Certificates including Certificate II in Community Services **OR** 7 years of working experiences in community engagement and public relation.

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.