

## **TOR FOR COMMUNITY LIAISON OFFICER**

### **1. JOB SUMMARY**

- 1.01 The Community Liaison Officer (CLO) will be responsible to the Project Manager (PM) 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.

### **2. DUTIES**

- 2.01 The duties of the CLO are:-

- (a) Marketing the BNTF Project and generating a pipeline of sub-projects, involving public relations, community consultations, 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 Programmes guidelines and procedures and presenting same to the Project Manager (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) Providing support to the PM or Procurement Specialist in the conduct of the procurement functions of the IA.
- (e) Organising and conducting Community Needs and Assets Assessment (CNAA) for each selected subproject and channeling field data into the M&E system.
- (f) 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.
- (g) Supporting the PM in exploring areas of mutual interest and forging partnerships with private corporations, civil society organizations and public sector bodies.
- (h) 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

- (i) Collaborating closely with the preparation and implementation specialists to develop, finalize and implement interventions or assessments in relevant sector portfolios.
- (j) Liaising with co-implementing agencies to lend support and guidance to enhance the quality of implementation and ensuring monthly/quarterly reporting requirements are fulfilled. The CLO is to prepare quarterly reports in collaboration with the M&E Officer and a final report for each sector portfolio upon completion of all activities under that Portfolio.
- (k) Updating the data management systems with sub – project and sector portfolio information to facilitate the approval process.
- (l) 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).
- (m) Facilitating training and sensitization on behalf of communities towards strengthening capacity of non – governmental organizations, community and faith-based organisations and community leaders for providing quality inputs throughout the project cycle.
- (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) Utilising the Operations Manual (OM) and Country Progress Report (CPF) for guidance of all Project activities as appropriate.
- (p) Performing any other duties that may be assigned.

### 3. QUALIFICATIONS

- 3.01 The CLO must 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.

### 4. PERFORMANCE INDICATORS

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

- a) the volume of sub projects (number and value) planned and achieved;
- b) the mix of sub-projects (sectors and beneficiaries) planned and achieved;
- c) funding partnerships formed (numbers, value); and
- d) partner and beneficiary feedback.