

<p style="text-align: center;">TERMS OF REFERENCE</p> <p style="text-align: center;">COMMUNITY FACILITATOR FOR CALAMIANES</p>	<p>PROJECT: CS FUND</p>
<p>Reports to:</p> <ul style="list-style-type: none"> • CALAMIANES LIFESPACE COORDINATOR • LIFESPACE PROGRAM HEAD 	<p>Office: CALAMIANES OFFICE (CORON BASED)</p>
<p>Supervisor:</p> <ul style="list-style-type: none"> • CALAMIANES LIFESPACE COORDINATOR • LIFESPACE PROGRAM HEAD 	<p>Effectivity Date : MARCH 1, 2025 Completion Date: DECEMBER 30, 2025</p>
<p>WORKING RELATIONSHIPS</p> <p>Internal: Project Team, Project Coordinator, DED External: Community Partners and Networks</p>	
<p>JOB SUMMARY:</p> <p><u>Community Engagement & Mobilization</u></p> <ul style="list-style-type: none"> • Material preparation for community meetings. • Support the Calamianes team in organizing community meetings, workshops, and training sessions. • Actively engage with community members to promote participation in conduct of activities. • Build relationships with local leaders, community-based organizations, and other stakeholders to foster cooperation. • Taking minutes at meeting discussions capturing lessons, recommendations, decisions, and action items. <p><u>Community Capacity Building</u></p> <ul style="list-style-type: none"> • Assist in the preparation and delivery of training programs aimed at enhancing the community's capacity to maintain and operate project infrastructure. • Work with the community to identify champions or local leaders who can take the lead in organizing and mobilization efforts. <p><u>Documentation and Reporting</u></p> <ul style="list-style-type: none"> • Gather feedback from the community and report challenges or areas where additional support may be needed. • Maintain clear and organized records of community interactions and training sessions for reporting purposes. • Support documentation and reporting on project activities and outputs in line with donor and government requirements. <p><u>Collaboration with stakeholders</u></p> <ul style="list-style-type: none"> • Support coordination between the community and technical terms to ensure the smooth handover and sustainability of services. 	

- Facilitate communication between local authorities and community members to address any challenges related to execution of program and project deliverables.
- Support the community in resolving any disputes or conflicts related to the conduct of program and project activities, and
- Work with the staff to mediate and provide solutions when conflicts arise.

QUALIFICATION:

- At least a Bachelor's degree
- At least 1-2 years of experience with community-based development
- Acceptable public speaking and writing skills
- Can drive a motorcycle
- Bilingual (Filipino and English), local language is an advantage
- Use of word and excel for planning and reporting activities
- Ability to work independently as well as in a team environment
- Understanding local culture is desirable
- Previous experience working with Tagbanwa communities in Calamianes is desirable

EMPLOYMENT STATUS:

- Consultant based, fulltime
- Periodical assessment (6 months)
- 70% area-based and 30% office-based
- Start date: Immediately

APPLICATION PROCEDURES

Only shortlisted candidates will be contacted.

Interested and qualified candidates are invited to send a letter of interest highlighting their suitability for and potential contribution to the position, a detailed CV, and contact details for three referees to hrphil@samdhana.org at **the latest on 21 February 2025**