

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

<ul style="list-style-type: none"> <li>Facilitate communication between local authorities and community members to address any challenges related to execution of program and project deliverables.</li> <li>Support the community in resolving any disputes or conflicts related to the conduct of program and project activities, and</li> <li>Work with the staff to mediate and provide solutions when conflicts arise.</li> </ul>	
<b>QUALIFICATION:</b> <ul style="list-style-type: none"> <li>At least a Bachelor's degree</li> <li>At least 1-2 years of experience with community-based development</li> <li>Acceptable public speaking and writing skills</li> <li>Can drive a motorcycle</li> <li>Bilingual (Filipino and English), local language is an advantage</li> <li>Use of word and excel for planning and reporting activities</li> <li>Ability to work independently as well as in a team environment</li> <li>Understanding local culture is desirable</li> <li>Previous experience working with Tagbanwa communities in Calamianes is desirable</li> </ul>	
<b>EMPLOYMENT STATUS:</b>	<ul style="list-style-type: none"> <li>Consultant based, fulltime</li> <li>Periodical assessment (6 months)</li> <li>70% area-based and 30% office-based</li> <li>Start date: Immediately</li> </ul>

<p><b><u>APPLICATION PROCEDURES</u></b></p> <p>Only shortlisted candidates will be contacted.</p> <p>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 <a href="mailto:hrphil@samdhana.org">hrphil@samdhana.org</a> at <b>the latest on 20 May 2025</b></p>
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