

## TEMPLATE FOR CURRICULUM VITAE (CV)

|   |                    |
|---|--------------------|
| <b>Name of Expert:</b>                  | {Insert full name} |
| <b>Date of Birth:</b>                   | {day/month/year}   |
| <b>Country of Citizenship/Residence</b> | Insert Country     |

**Education:** {List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained}

**Employment record relevant to the assignment:** {Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included.}

| <b>Period</b>            | <b>Employing organization and your title/position. Contact information for references</b>                                     | <b>Country</b> | <b>Summary of activities performed relevant to the Assignment</b> |
|--------------------------|---|----------------|---|
| [e.g., May 2005-present] | [e.g., Ministry of ....., advisor/consultant to...<br><br>For references: Tel...../e-mail.....; Mr. Hbbbbbb, deputy minister] |                |   |
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|                          |   |                |   |
|                          |   |                |   |
|                          |   |                |   |

**Membership in Professional Associations and Publications:**

Insert Details

**Language Skills (indicate only languages in which you can work):**

Insert Details

**Adequacy for the Assignment:**

| Reference to Prior Work/Assignments that Best Illustrates Capability to Handle the Assigned Tasks |
|---|
|   |

**Expert's contact information:** (e-mail **Insert Email** phone **Insert Phone**)

**Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available, as and when necessary, to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the Client, and/or sanctions by the Bank.

{day/month/year}

Name of Expert

Signature

Date

# **TERMS OF REFERENCE (TOR)**

## **Main sections of the TOR include:**

1. BACKGROUND INFORMATION ON THE PROJECT
2. OBJECTIVE (S) OF THE ASSIGNMENT
3. SCOPE OF WORK & DESCRIPTION OF TASKS
4. EXPECTED OUTCOMES/DELIVERABLES WITH TIMELINES
5. DURATION OF THE ASSIGNMENT AND ESTIMATED EXPERT-TIME INPUT
6. REPORTING REQUIREMENTS
7. CLIENT'S INPUTS

## TERMS OF REFERENCE

### CONSULTING SERVICES (Open, Individual)

**Position: Community Liaison Officer - Team Lead**

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#### Project Overview

**Project Name:** Community Access & Urban Services Enhancement Project II (CAUSE II)

**Activity Reference Number (STEP):** SB-HCC-472051-CS-INDV

**Agency Name:** Honiara City Council

**Country:** Solomon Islands

**Position Title/Activity Description:** Community Liaison Officer - Team Lead

**National/International:** National

#### Project Background

##### Project Details:

- **Project Aim:** The aim of CAUSE II is to enhance urban development and community resilience in the Solomon Islands. The Community Liaison Officer - Team Lead will play a pivotal role in ensuring the effective implementation of community-based activities, particularly at the settlement level.
- **Project Length:** The project is expected to commence in November 2024 and conclude by September 2030.
- **Project Location:** The project will be delivered in selected urban centers across the Solomon Islands, including Honiara, Gizo, Noro/Munda and Auki.
- **Other Relevant Information:** The project consists of five components: (i) Resilient Township Development; (ii) Safe and Inclusive Communities; (iii) Enhanced Urban Productivity; (iv) Urban Management and Maintenance; and (v) Project Management.

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#### Contract Details

**Objective:** The Community Liaison Officer - Team Lead will be responsible for overseeing community resilience activities, organizing and delivering awareness programs, and monitoring and managing waste management initiatives at the Community level. This role requires strong leadership, effective communication, and a deep understanding of community engagement and development.

**Duration:** This position is full-time and will last for the duration of the CAUSE II Project, initially set at 12 months with the possibility of extension based on performance and project needs.

**Reporting:** The Community Liaison Officer - Team Lead will report to the Project Manager and work closely with other project staff, community members, and stakeholders to ensure the effective implementation of community-based activities.

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#### Contract Scope

##### Contract Goals and Outcomes:

1. Ensure the effective implementation of community resilience activities.
2. Organize and deliver awareness programs to enhance community skills and knowledge.
3. Develop and implement sustainable waste management strategies.
4. Lead and manage a team of community liaison officers and support staff.
5. Establish and maintain strong relationships with community leaders, NGOs, government agencies, and other stakeholders.

##### Specific Deliverables of Contract:

| Key Deliverables  | Timing  | KPI                                     |
|---|---------|---|
| Oversee the implementation of community resilience activities at the community level. | Ongoing | Effectiveness of resilience initiatives |

| Key Deliverables  | Timing  | KPI  |
|---|---------|--|
| Engage with community members to identify needs and develop appropriate resilience-building initiatives               | Ongoing | Community satisfaction                         |
| Ensure the integration of resilience principles into all community activities   | Ongoing | Integration rate                               |
| Monitor and evaluate the effectiveness of resilience initiatives and make necessary adjustments                       | Ongoing | Initiative success rate                        |
| Plan, organize, and deliver awareness programs to enhance community skills and knowledge                              | Ongoing | Awareness effectiveness                        |
| Collaborate with subject matter experts to develop relevant awareness content   | Ongoing | Relevance of awareness content                 |
| Ensure awareness programs align with the development objectives of CAUSE II   | Ongoing | Alignment rate                                 |
| Evaluate the impact of awareness programs and provide feedback for continuous improvement                             | Ongoing | Impact evaluation                              |
| Develop and implement waste management strategies at the Community level  | Ongoing | Effectiveness of waste management              |
| Promote sustainable waste management practices within the community   | Ongoing | Community participation rate                   |
| Work closely with the HCC-WMCD and coordinate waste collection, segregation, and disposal activities                  | Ongoing | Efficiency of waste management                 |
| Monitor waste management practices and ensure compliance with environmental standards                                 | Ongoing | Compliance rate                                |
| Lead and manage a team of community liaison officers and support staff  | Ongoing | Team performance                               |
| Provide guidance, mentorship, and support to team members   | Ongoing | Staff satisfaction                             |
| Conduct regular team meetings and performance evaluations   | Ongoing | Meeting frequency and evaluation effectiveness |
| Establish and maintain strong relationships with community leaders, NGOs, government agencies, and other stakeholders | Ongoing | Strength of relationships                      |
| Facilitate regular communication and collaboration between stakeholders and the project team                          | Ongoing | Communication effectiveness                    |
| Represent the CAUSE Project at community meetings, workshops, and other relevant events                               | Ongoing | Representation effectiveness                   |
| Prepare regular reports on community activities, awareness programs, and waste management initiatives                 | Monthly | Timeliness and accuracy of reports             |
| Maintain accurate records and documentation of all community-based activities   | Ongoing | Documentation accuracy                         |
| Provide timely updates to the project management team on progress and challenges                                      | Monthly | Timeliness of updates                          |
| Develop and implement monitoring and evaluation frameworks for community activities                                   | Ongoing | Effectiveness of M&E frameworks                |
| Conduct regular assessments to measure the impact of initiatives  | Ongoing | Assessment accuracy                            |

| Key Deliverables   | Timing  | KPI                        |
|--|---------|----------------------------|
| Use evaluation findings to inform future project planning and implementation | Ongoing | Use of evaluation findings |

## Evaluation Requirements

### Mandatory Criteria:

- **Education:** Bachelor's degree in Community Development, Social Sciences, Environmental Management, or a related field from a recognized institution.
- **Experience:** At least 5 years of professional experience in community development, project management, or a related field. Proven track record in managing community-based projects, awareness programs, and waste management activities. Experience working with community groups, NGOs, and government agencies. Demonstrated ability to lead and manage teams effectively.
- **Skills:** Excellent communication and interpersonal skills. Strong organizational and time management abilities. Proficiency in project management software and Microsoft Office Suite. Knowledge of community development principles and practices. Ability to manage and lead a team effectively. Strong problem-solving and decision-making skills. Understanding of waste management practices and sustainability principles. Ability to work independently and collaboratively with diverse stakeholders.

### Desirable Criteria:

- **Knowledge:** Familiarity with community resilience principles and practices. Understanding of the local context in the Solomon Islands.

### Other Criteria:

- **Outcome-Oriented:** Focused and flexible.
- **Communication Skills:** Ability to communicate effectively in English, both orally and in writing.
- **Cultural Sensitivity:** Ability to work effectively in a diverse cultural environment.

## Resources Provided

Equipment (IT/Comms, etc.): Necessary IT equipment and communication tools will be provided.  
Office Space: An office will be provided within the MLHS premises.

## Selection Process

The selection process will include an initial review of qualifications and experience, followed by interviews with shortlisted candidates. The final selection will be based on the candidate's ability to meet the mandatory and desirable criteria outlined above. The expected timeline for the selection process is as follows:

- Application Deadline: 17 March 2025
- Shortlisting: 24 March 2025
- Interviews: 1 April 2025
- Final Selection: 5 April 2025

## Application Procedure

Interested candidates should submit the following documents:

- A cover letter outlining their suitability for the position.
- Detailed CV highlighting relevant qualifications and experience.
- Contact information for three professional references.

Applications should be submitted by 3:00pm 17th March 2025.

For any further information or queries, please contact CAUSE Procurement at +677-21173/21178.