

Terms of Reference

Position Title	Community Capacity Development Advisor
Post	Ministry of Housing & Community Development
Reports to	Director Housing
Duration	24 months
Salary	To be discussed

About the Programme: The Ministry Housing & Community Development in Partnership with the UN-Habitat is the Adaptation Fund Board to implement the project 'Increasing the resilience of informal urban settlements in Fiji that are highly vulnerable to climate change and disaster risks'. The programme works with vulnerable urban communities to conduct rapid countrywide profiling of climate vulnerable informal settlements, vulnerability assessments for the key 16 identified settlements and to produce action plans and strategies for implementing climate adaptation actions within communities, as well as at town/city level. Underpinning this project is a focus on capacity strengthening in order to enhance the climate resilience of these most vulnerable settlements.

About the Position: Under the supervision of the Ministry of Housing & Community Development and UN-Habitat Regional Office for Asia and the Pacific (ROAP), the consultant is required to assist the Government's and UN-Habitat's partners in the design and delivery of the community capacity building and awareness raising activities.

Key Accountabilities: Technical contribution to the delivery of the community capacity development component of the FRIS project and its key objectives and results, through the following main activities:

- Development and coordination of community capacity development and awareness raising activities in close coordination with MHCD and implementing partners
- Technical Lead on capacity development activities, including design of trainings
- Coordination and training of 4 municipal Resilience Officers, and monitoring of their capacity development field work
- Ensure alignment of community capacity development with the implementation of infrastructure interventions (when applicable and feasible)
- Ensure inclusive participation in all trainings according to environmental and social safeguards
- Ensure proper knowledge management and documentation of all training activities
- Monitoring and Evaluation of capacity development activities, including the development of indicators, baseline and end of project evaluation
- Provide guidance and training to identified officers from the ministry on community engagement and ongoing community capacity building
- Management and technical supervision of input from implementing partners if any
- Contribution to media coverage through press releases and social media posts

Outputs: The Consultant is expected to deliver the following main outputs:

- Work plan covering all activities and timelines for the overall consultancy (after 1 month)
- Updated Capacity Development Strategy (after 3 months)
- Monthly reports (including updated Capacity Development Database)
- Capacity Development Database, including all materials used (end of consultancy)
- Capacity Development evaluation Report (end of consultancy)
- Final Report (end of consultancy)

Qualifications, Skills, Knowledge & Experience: You are expected to have the following qualifications and skills

- Relevant Master's Degree in the fields of social science, environmental sciences, international development, or related field, with a minimum of 2 years of relevant working experience, or Bachelor Degree with additional 2 years of relevance experience in lieu of Master Degree.
- Background in community engagement and relevant work experience
- Background in climate change planning and relevant work experience (and/or)
- Background in informal settlements upgrading and relevant work experience
- Experience in Water, Sanitation and Hygiene (WASH) is an advantage
- Experience in working with local communities in Fiji is required
- Strong written and verbal skills (in English)
- Demonstrated computer skills, in particular MS Office. GIS, database management, Adobe Suite Applications are an advantage.

Additional Comments: You must also:

- Be able to provide a police & Medical clearance