

REQUEST FOR EXPRESSION OF INTEREST
(REI NO. 2018-04-005 NCDDP)
April 20, 2018

HIRING OF TECHNICAL SPECIALIST

(1) REGIONAL COMMUNITY DEVELOPMENT SPECIALIST (RCDS)

I. Scope of Work (Responsibilities and Deliverables)

The Regional Community Development Specialist (RCDS) shall be responsible in ensuring effective and quality facilitation and implementation of community-driven development strategies, approaches and activities along the Community Empowerment Activity Cycle (CEAC) through technical supervision over the Community Development Officers assigned at the Regional or Sub-Regional Project Management Offices or, in the absence of the SRPMO, over Area Coordinating Teams (ACTs).

The RCDS shall ensure that activities are aligned with the RPMO KC-NCDDP Work and Financial Plan (WFP) and relevant directives from the NPMO.

Job Outputs:

1. Regional CD Work Plan
2. RCDS Work Plan and semi-monthly accomplishment report
3. Popularized materials on CD guidelines, tools and framework
4. Quarterly CEAC and Safeguards Narrative Report
5. Reports and updates on project implementation for management decision making
6. Monitoring and Technical Assistance Plan to SRPMOs and ACTs
7. CD related training packages for the Program staff and other stakeholders (includes training design, curriculum, modules, materials, assessment and evaluation tools and others)
8. Report on thematic study/assessment
9. Monitoring/Travel reports and Field Notes
10. Knowledge Management Products on lessons, strategies and best practices

Specific Responsibilities and Tasks:

1. Contextualize the use and application of CD guidelines, tools and framework of the Program and the Department in a manner that is understandable to project implementers and stakeholders.
2. Provide policy recommendations and technical assistance to the RPMT and organic staff on implementing COD interventions, CSO and inter-agency engagement, and in realizing the Department's mandate on community development.
3. Conduct quality assurance and quality control of CEAC facilitation by ACTs. Monitor implementation of CEAC development processes and interventions through process audit, report review, field visits, and spot checks.
4. Oversee and provide technical assistance on the following:
 - 4.1 Implementation of CEAC to ensure regional compliance to Program standards and policies such as but not limited to facilitation and community mobilization, social safeguards, gender, peace and social cohesion, and DRRM.
 - 4.2 Execution, management, assessment and evaluation of CB and training interventions to Program staffs and stakeholders.
 - 4.3 New and emerging COD technologies like PGIS, L&E, Project 1000, EBDMP and others.

5. Lead purposive capacity building of Program staffs and stakeholders. In coordination with the training unit, determines training needs, develops and administers capacity development plan to include formal training, team building, coaching, mentoring, task demonstration and other approach.
6. Undertake review through studies and assessments of how standards in community mobilization and thematic areas (safeguards, gender, peace and conflict, DRRM) are applied, and how relevant the contextualized facilitation manuals, guidance notes and tools are used in Project operations.
7. Generate lessons, strategies, and best practices in field implementation, documents good practices, and ensure these are widely disseminated and used to enhance operations.
8. Supervise and provide technical assistance to the Regional Capability Building Specialist and Community Development Officers.
 - 8.1 Undertake regular meetings for actions planning, plan implementation, performance review and assessment, tactic sessions to address issues and gaps.
 - 8.2 Lead the preparation of Regional CD Sector Work Plan taking into consideration NPMO and RPMO directives and priorities.
9. Prepare periodic work and financial plans and progress reports specific to the functions outlined above, and coordinate with the proper officials and staff at all levels in the performance of the above tasks and functions and in conduct of field monitoring, assessments and other activities related to KC-NCDDP, as needed;
10. Participate and provide technical guidance and inputs on COD policies and standards, and other concerns related to his/her specialization during KC-NCDDP regular meetings.
11. Perform other functions as may be assigned by the Regional Program Director and Regional Program Manager.

II. Qualification:

Education: Bachelor's Degree in Social Science and other related fields. Post-graduate degree or units in social science, sociology, anthropology, community development, development research, project management, and/or development studies, an advantage.

Training: Minimum of 72 hours relevant training in community organizing and development, development research, project management, monitoring and evaluation, gender and development, social and environmental safeguards, and other related fields. Training in Project Management, Gender and Development, Participatory Local Governance, Community-based Resource Management, Community-based Disaster Risk Reduction Management, and Conflict Sensitivity and Peace Building, and IP sensitivity will be an advantage.

Experience: Six (6) years of progressive work experience in community organizing and community development, and project management. Work experience in the context Foreign Assisted Projects (FAPs) an advantage. Experience in Participatory Local Governance, Community-based Resource Management, Community-based Disaster Risk Reduction Management, and Conflict Sensitivity and Peace Building, and IP sensitivity will be an advantage.

Other Qualifications:

Proficiency in word processing and database applications. Excellent verbal and written communication skills, in English and Tagalog, and in the major dialect of the region to which the candidate will be assigned.

III. Duration of Engagement:

The contract duration as stipulated in the contract is subject to renewal upon the recommendation of the Regional Program Director based on performance and subject to concurrence of the National Program Manager.