

DRAFT TERMS OF REFERENCE

COMMUNITY OUTREACH OFFICER

1. BACKGROUND

- 1.01 The UWI Seismic Research Centre (SRC) is the premiere research and monitoring agency for geological hazards in the Caribbean and one of the few specialised research institutions of The UWI. Established in 1953, SRC has been providing Eastern Caribbean Governments with expert advice on geologic hazards affecting the region for over 60 years and currently operates the largest network of geophysical monitoring instruments in the Caribbean region. All of its installations and operations are located within communities and SRC has been engaged with vulnerable island communities in the Eastern Caribbean for most of its existence. In addition to routine monitoring the SRC collaborates with local, regional and international agencies on research projects relevant to the core areas of its remit (seismology, volcanology and education & outreach). The SRC plays an active role in promoting geologic hazard awareness, volcano contingency planning and especially early warning systems.
- 1.02 The [Community Disaster Risk Reduction Fund](#) is a multi-donor fund established by the Caribbean Development Bank (CDB) with grant financing from the Department of Foreign Affairs, Trade and Development, Canada and the European Union under the ACP-EU-CDB Natural Disaster Risk Management in Cariforum Countries project. . The Fund finances community-based disaster risk reduction (DRR) and climate change adaptation (CCA) initiatives at the local level across eligible borrowing member countries of the CDB, with the exception of Haiti
- 1.03 The UWI Seismic Research Centre has recently *accessed* financing from the Community Disaster Risk Reduction Fund which is managed by the Caribbean Development Bank (CDB) towards the cost of implementing the **Volcano Ready Communities in St. Vincent & The Grenadines Project**. St. Vincent and the Grenadines is among the most disaster-prone territories in the world, and is affected on a regular basis by the negative impacts of natural hazards such as volcanoes, earthquakes, hurricanes, landslide, rainfall events, storm surge and drought. An estimated 41.6% of the population is exposed to two or more hazards. These events cause significant and often recurrent damage to national infrastructure including schools, road networks, housing, hospitals and other facilities such as telephone lines, water and electricity. Additionally, the impacts of natural hazards significantly affect human welfare, national economic activities, property, and natural resources. The Soufriere volcano represents a major threat to St. Vincent and the Grenadines. It is an active volcano, which directly threatens the northern half St. Vincent.
- 1.04 The Volcano Ready Communities in St. Vincent & the Grenadines Project will seek to provide the scientific information and resources and its downscaling to support community level volcano contingency planning, community-led multi-hazard mapping and capacity building for disaster risk reduction. The Project will seek to fully utilize and leverage recent research outputs and products such as from the Strengthening Resilience

in Volcanic Areas (STREVA) project that has provided invaluable insights into community needs, and the recently updated National Volcanic Emergency Plan (NVEP). The Project will seek to prepare and equip 12 vulnerable communities in northern St Vincent and the Grenadines to effectively respond to an eruption of the Soufriere Volcano in a manner that will minimize the number of associated fatalities and injuries. Vulnerability to the multi-hazard environment of the Soufriere Volcano will also be reduced by a combination of activities designed to enhance community early warning procedures, increase adaptive capacities, strengthen awareness and enhance response capacities. Against this background, SRC is seeking to engage a consultant to provide project management services.

2. OBJECTIVES

2.01 The Community Outreach Officer (COO) shall be responsible for organising community engagement activities across the 12 project communities and any other communities identified during implementation of the Project, in an effort to mobilise community residents to participate in the Project being implemented by the Seismic Research Centre (SRC). The objective of the COO will be to keep the wider community informed and gather feedback on all activities related to the Project. The COO will respect the confidentiality of all information acquired through working as a member of the SRC Project Management Team (PMT).

3. RESPONSIBILITIES

3.01 The COO's duties will include, but not be limited to:

Engagement

- a) Conducting a mapping exercise to determine the various routes to engage with men, women, youth, vulnerable and hard to reach groups.
- b) Acting as the key point of contact between the PMT and the community and providing timely feedback on issues/concerns raised.
- c) Working with the PMT to devise and implement appropriate plans of engagement to gather wide ranging and representative knowledge during project implementation.
- d) Organising and attending a range of targeted children and young people, vulnerable adults, hard to reach and community group outreach events to promote gender equality, disaster risk reduction (DRR) and climate change and obtain views on these issues.
- e) Building awareness amongst the wider staff team of creative ways of involving the wider community.

- f) Attending and participating in the planning and delivery of wider community development activities.

Volunteer Development:

- a) Developing a list of community volunteers.
- b) Working with the communities to develop a range of volunteering opportunities for and encouraging active involvement in Project related activities.
- c) Assisting with the development of community activities related to gender equality, DRR and climate change adaptation.

Reporting

- a) Producing reports on activities and the views and opinions of the wider community.
- b) Preparing monthly reports for submission to the PM.
- c) Providing the PM with suggestions or recommendations based on feedback from the communities.

3. IMPLEMENTATION ARRANGEMENTS

- 3.01 The Consultant will be provided with related administrative facilities and equipment required for the implementation of the consultancy.
- 3.03 The Consultant will be required to carry out the duties listed at Section 2 of the TOR at the offices of the National Emergency Management Organisation located in St. Vincent and the Grenadines and any other locations related to the components of the project. The Consultant will be required to work collaboratively with the members of the project management team on the implementation of various project activities as well as participate and conduct meetings and consultations with the project stakeholders as required.

4. QUALIFICATIONS AND EXPERIENCE

- 3.01 Prospective candidates should have an Associate Degree or equivalent in Public Administration, Social Work or Social Sciences or other related field, with a minimum of three years proven practical experience in the working with outreach activities in the implementation of community development projects.
- 3.02 Strong communication, community engagement, interpersonal, problem solving, community motivation, monitoring and reporting skills are required. Knowledge of gender issues and their importance in community development projects will be an asset. The COO shall have qualifications and experience that are acceptable to the Caribbean Development Bank.

5. DURATION

4.01 The consultancy will be implemented over a period of twenty-four months.