



# Terms of Reference

**Social Development Officer**

## **1.0 BACKGROUND**

1.01 The **Government of Belize (GOBZ)** has received financing from the Caribbean Development Bank (CDB), towards the cost of the Belize Social Investment Fund and Basic Needs Trust Fund Programmes. These Programmes are part of an overall strategy of GOBZ to deliver multi-sector developmental projects to reduce poverty in Belize.

1.02 The Social Development Officer (SDO) will be responsible for enhancing the knowledge and skills of staff in assessing the social dimensions of development, identifying community needs and resources, and designing and implementing projects. The SDO will also conduct project appraisals, supervision, and monitoring, and will serve as a resource person for the BSIF in conducting social and institutional appraisals and will report to the Technical Unit Coordinator, BSIF.

## **2.0 OBJECTIVE**

2.01 The objective of this consultancy is to conduct social and gender analysis utilising participatory methods and integrating the analysis into BSIF sub-projects at all stages of the sub-project cycle.

## **3.0 SCOPE OF SERVICES**

- (a) The scope of services include: Review relevant reports, plans, policies, procedures and guidelines
- (b) Perform all duties in keeping with the procedures, guidelines, and agreements provided for by the organization.
- (c) Review participatory methods being used to engage beneficiaries and analyze the lessons learnt from these experiences.
- (d) The SDO shall be responsible for developing the capacity of technical staff to enhance their understanding of the complex social context in which the community projects are being implemented.
- (e) The SDO shall use the lessons learnt from the review to train staff in:
  - (i) conduct of social and gender analyses;
  - (ii) use of participatory planning methods;
  - (iii) use of Community Needs and Assets Assessment; and
  - (iv) use of other creative tools used for community and organizational development;
- (f) Develop an operational framework for effective collaboration with non-Governmental and Community-based Organizations and other service providers to project beneficiary communities.
- (g) Develop an operational framework for the engagement of staff in the provision of support to sub-project beneficiaries during the post implementation transitory of the sub-projects.
- (h) Provide training for staff in the application of participatory project monitoring and evaluation methods.
- (i) Implement the integrated development approach to all of its interventions.
- (j) Participate as a member of BSIF's Technical Unit in organizing and supervising community needs and assets assessments and organizational needs assessments.
- (k) Conduct economic, sustainability, institutional, and social assessments of project proposals.
- (l) Participate as a member of BSIF's Technical Unit in developing projects, which shall be presented to the BSIF Board of Directors and funding agency(ies) for approval.



- (m) Assist in the evaluation of expressions of interest submitted by consultants, followed by the technical and financial evaluation of proposals submitted for the provision of consultancy services.
- (n) Monitor and supervise the activities undertaken by consultants to ensure that services rendered to the BSIF are in accordance with the terms and conditions of their respective contracts.
- (o) Liaise with various counterparts to ensure the efficient execution of project activities.
- (p) Work along with various line ministries, non-governmental organizations, and community-based organizations to strengthen collaborative efforts.
- (q) Assume responsibility for the Fund's Assets assigned to the officer for the execution of duties;
- (r) Report to the Technical Unit Coordinator on the progress of activities under execution.
- (s) Any other duties required for the effective functioning of the BSIF.

#### **4.0 CAPACITY-BUILDING PROGRAMME**

4.01 The Consultant shall from time to time provide training to BSIF technical staff to enhance their understanding of the complex social context in which the community projects experience and in participatory methods.

#### **5.0 INPUTS**

5.01 The Consultant is expected to provide services at the office of BSIF during normal business hours.

#### **6.0 DELIVERABLES**

6.01 The deliverables will vary during the course of the contract period but shall not be limited to and may be reasonably expended as part of the requirement of the consultancy. The Consultant will be compensated on a monthly basis.

#### **7.0 QUALIFICATIONS AND EXPERIENCE**

7.01 A minimum of a Bachelor's Degree in Sociology, Rural/ Community Development, or a Bachelor's degree closely related to the primary area of Qualification..

7.02 At least three years of experience in community engagement and community development using participatory methods.

The Consultant must be fluent in English (both written and oral); Good written and verbal communication skills; Proficient in Microsoft Office suite; Excellent interpersonal skills and technical writing skills. Knowledge of Spanish would be an asset.

7.02 The candidate must also have at least 3 years' working experience in mentoring/training and providing technical direction and guidance to less experienced staff and should possess excellent communication, presentation, analytical and team-leadership skills, as well as the ability to interact and negotiate at a senior management level.

7.03 In-depth knowledge and working experience of the Caribbean socioeconomic context in general, and working closely with non-Governmental and Community-based Organizations, other service providers to project beneficiary communities and other development partners in socioeconomic project implementation would be an asset.



7.04 Experience in working with Projects funded by international agencies such as the Caribbean Development Bank, World Bank, Inter-American Development Bank, etc will be an asset.

7.05 Training and Experience in project management is an asset.

## **8.0 DURATION OF CONTRACT**

8.1 The duration of the assignment is 24 consecutive months. The SDO should be able to assume duties by September 1, 2025.