**DRAFT TERMS OF REFERENCE**

**ENHANCING DISASTER RESILIENCE OF RURAL COMMUNITIES THROUGH COMMUNITY-TARGETED INTERVENTIONS**

**CONSULTANCY FOR PROJECT COORDINATOR**

1. **BACKGROUND** 
   1. The National Emergency Management Organisation (NEMO) is implementing the “Enhancing Disaster Resilience of Rural Communities through Community-Targeted Interventions Project” (the Project) which aims to improve early warning in targeted vulnerable communities in Belize and enhance knowledge and capacity of these communities for disaster preparedness and response. The Project will target twelve community groups that face these risks in various parts of the country. Project activities include the training of community members, including youth from schools, to enhance community disaster preparedness and response, installation of emergency communications equipment and testing of EWS.

* 1. NEMO is seeking the services of a Project Coordinator (PC) to coordinate and support the execution of project activities.

1. **OBJECTIVE**

2.01 The objective of this consultancy is to provide strategic leadership to the Project, and to coordinate and support execution of all Project activities.

1. **SCOPE OF SERVICES**

3.01 The Consultant will support NEMO in the execution of the project for a period of 24 months. The PC, supported by the National Emergency Coordinator (NEC) will be responsible for community mobilisation to facilitate successful execution of project activities. The position requires regular visit to communities and interaction with residents, particularly young persons in the target communities.

* 1. The tasks will include, but not be limited to:

1. Maintaining and monitoring project plans, project schedules, work hours, budgets, and expenditures.
2. Organising, attending, and participating in stakeholder meetings in twelve (12) selected communities.
3. Documenting and following up on important actions and decisions from meetings.
4. Preparing necessary presentation materials for meetings.
5. Ensuring project deadlines are met.
6. Determining project strategies and changes.
7. Ensuring projects adhere to frameworks and all documentation is maintained appropriately for each component of the project.
8. Assess project risks and issues and provide solutions where applicable.
9. Ensure stakeholder views are managed towards the best solution.
10. Chair and facilitate meetings with community leaderships and distribute minutes to all project team members.
11. Create a project management calendar for fulfilling each goal and objective.
12. Supervise the Community Outreach Consultants to conduct the related community need assessments.
13. Maintaining regular communication with communities, particularly community leaders and young persons, on the issues of community disaster risk reduction.
14. Maintaining regular communication with partners ministries and agencies
15. Motivating and organising community disaster risk reduction initiatives and practice.
16. Working closely with the District Coordinators for arranging, conducting and following up training relevant to the project.
17. Assist the District Coordinators in updating information on community disaster risk reduction progress from the community.
18. Follow-up and support the Community Emergency Response Teams trained to act accordingly.
19. Provide support for preparing Community Disaster Risk Management Plans.
20. Provide support for preparing School Disaster Risk Management Plans.
21. Establishing and maintaining linkages among groups in the community.
22. Support the NEC to generate qualitative and quantitative data to document milestones of project progress and submit to the NEC on monthly basis.
23. Keep the NEC updated on the progress of the project and any issues that may arise during the course of the implementation that need NEC attention.
24. On regular basis, collect district data of program activities, review and check to ensure that all information is correct and adequate.
25. Any other task assigned by the NEC.
26. **REPORTING REQUIREMENTS**

4.01 The Consultant shall provide the following documents and reports to the NEC.

1. Inception Report including project plans, schedules, work hours, budgets, and expenditures
2. Project Management Calendar for the fulfilment of project goals and objectives
3. Communication Plan
4. Monthly Status Reports
5. Final report on Project Implementation.
6. **IMPLEMENTATION ARRANGEMENTS**
   1. The PC is responsible for the day-to-day management of tasks within the Project. The purpose of coordinating projects is to streamline the workflow of project tasks. The PC informs other project staff, HQ staff and District staff about who's responsible for each section of the project and its deadlines. The Project Coordinator reports to the National Emergency Coordinator.
7. **QUALIFICATIONS AND EXPERIENCE**
   1. A minimum of a bachelor’s degree in project management, emergency or disaster management, urban and regional planning, Natural Sciences or Social Sciences Certification. Training in project management would be an asset.

**Relevant Experience**

* Minimum of 3 years coordinating projects in community-based settings
* Proven track record in mobilizing communities and coordinating with diverse stakeholders
* Proven Experience working on emergency management, youth engagement, or development projects

**Community & Cultural Competence**

* Familiarity with the socio-cultural dynamics of the target communities
* Demonstrated ability to work effectively with youth and vulnerable populations
* Working-level fluency in Spanish, Kriol or Q’eqchi

**Mobility & Field Readiness**

* Willingness and ability to travel regularly to project sites
* Experience conducting field visits and on-the-ground engagement

**Soft Skills & Personal Attributes**

* Strong interpersonal and communication skills
* Team-oriented with demonstrated leadership capabilities
* Highly organized and able to manage multiple tasks under pressure
* Culturally sensitive and respectful in community interactions

**Reporting & Coordination Abilities**

* Capable of reporting to NEC and liaising with other project stakeholders
* Skilled in documentation, progress tracking, and basic data analysis
* Comfortable using project management tools or platforms

1. **DURATION**

7.01 The duration of the assignment is 24 consecutive months. Duty Station is the NEMO Headquarters in Belmopan.