



## TERMS OF REFERENCE

### A. POST DETAILS

Post Title	:	Upazila Community Resilience Facilitator
Salary	:	30,000/-BDT
Project Name	:	CoRLIA Project, RHDC
Project Duration	:	Joining date to February, 2025

### B. Duties & Responsibilities:

Under the supervision of Technical Officer-CoRLIA and Monitoring and Reporting Officer of HDC and overall supervision of District Officer-CoRLIA s/he will be responsible for:

- Preparing village profile;
  - Organizing, mobilizing the targeted communities;
  - Social map, resource map;
  - Support formation of Women led Climate Resilience Committee (WCRC);
  - Build capacity of WCRC as per project need;
  - Conduct different awareness raising sessions at community level;
  - Support to organize monthly meetings and maintain meeting resolutions;
  - Support WCRC to conduct Community Climate Vulnerability Assessment (CCVA);
  - Support CRC to prepare Local Resilience Plans (LRPs) and project proposals following the prioritized actions;
  - Primary data collection;
  - Coordination with other components of HDC (WGEIE, LoGIC);
  - Liaison and linkage building with Union Parishads, Traditional institutions, GoB line departments etc.
  - Organise communities for different visitors to show project activities/results;
  - Participate in Bimonthly UDCC meetings and necessary support for WCRC proposals and need;
  - S/he will support LRF at his/her working area to perform his/her duties as per project guidance/needs.
  - Support CALO identification and implementation.
  - Support Communities to implement community Climate Resilience building projects and documentation.
  - S/he will perform any other duties/assignments as and when required by the project.
- Qualifications

### Education & Experience:

- Minimum HSC.
- Minimum 3 years' experience with NGOs as Community Facilitator or mobiliser or organizer, or similar position in relevant projects.
- S/he must be permanent resident from the locality/Union. If no suitable candidate s/he must be from nearby Union in the Upazila. Must be able to physically move in remote areas.
- Prior experience working on similar projects (RHDC & SID-CHT, UNDP jointly implemented projects) with a demonstrably successful track record is strongly preferred.

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