



DOCUMENT TITLE	Terms of Reference Template	DOCUMENT REFERENCE	
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## **MAG**

### **TERMS OF REFERENCE**

#### **Community Liaison Manager (CLM)**

#### **MAG Somalia – August 2010**

This Terms of Reference document is additional to the Job Description and Person Specification which you will already have received. It does not replace these documents, but is supplementary to them and you will be expected to perform the duties in the Job Description as well as the Terms of Reference.

#### **Overall purpose of the job**

To establish, develop and manage the first nationwide CL/MRE teams in Puntland State of Somalia under the stewardship of MAG Somalia's TFM-TL, PM and MAG's Regional CLM.

Once established, the CLM and their teams will work to reduce the risk posed by mines and ERW to IDP and conflict-affected communities by effective implementation of a targeted programme of mine risk education and community reporting networks.

#### **Specific Responsibilities**

- Recruit and train new teams and support staff
- Creatively develop CL/MRE tools for field use
- Design, implement and monitor field team reporting mechanisms
- Assist in the planning and implementation of deployments in conjunction with the TFM-TL and the Puntland Mine Action Centre (PMAC)
- Coordinate the monitoring, evaluation and development of the MRE programme
- Ensure accuracy and quality collection/reporting of Dangerous Areas (DA's), Suspected Hazardous Areas (SHA), on IMSMA formats from your teams
- Write case studies which detail and promote MAG operations in Somalia
- Liaise and where possible/desirable cooperate with other relief and development actors in the region
- Represent MAG at government/INGO coordination meetings

#### **Requirements**

- Good negotiation skills
- Understanding of the history, politics and culture of the Horn of Africa
- Experience in training and capacity building
- Experience in project monitoring and evaluation
- Experience in MRE or an educational process that requires changing behaviour
- Strong understanding and experience of working using participatory approaches
- Local language skills a distinct advantage
- Experience working for INGOs in a donor driven environment
- Previous experience using of information/database systems such as IMSMA
- Willingness to contribute to proposal development, writing and budgeting
- Ability and willingness to spend periods of time in the field with limited movement and field access due to potential security risks