

DOCUMENT TITLE	Terms of Reference Template	DOCUMENT REFERENCE	
AUTHOR	Jane Gilchrist	DATE	07/05/2009
ISSUE	Version 1	DOCUMENT TYPE	Template

## MAG

### TERMS OF REFERENCE

#### Community Liaison Manager

#### Programme: DRC Province: Bandundu & others

*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 reduce the risk posed by mines and ERW to IDP and conflict-affected communities by effective implementation of a targeted programme of risk education and community networks.

This will involve:

- Performing a competency based assessment of MAG and Partner's national staff.
- Supporting in the implementation and delivery of MRE.
- Design and then deliver further training, to be delivered to staff on how to monitor and evaluate MRE programmes.
- Assist in the planning and implementation of deployments.
- Assist in the monitoring and evaluation of the MRE programme.
- Collection and reporting of Dangerous Areas (DA's), Suspected Hazardous Areas (SHA), Confirmed Hazardous areas (CHA) on IMSMA formats.
- Conducting participatory assessment with community leaders to identify development projects to be implemented after mine action
- Collect basic data to enable approximate costing of development projects
- Liaise with identified development actor to assess project feasibility
- Develop specific case studies for each identified mine field highlighting the link between mine action and development for further funding.

#### Specific Responsibilities

- Day to day management of the CL teams.
- Submittal of timely and accurate reports.
- Design and implement work and deployment plans to optimise productivity.
- Liaison with local authorities, military; NGO's working within the area of Bas Congo.
- Liaison with development actor

#### Requirements

- Previous African experience in a similar role.
- Extensive experience working for NGOs in a donor driven environment.
- Previous experience in the development and execution of information systems IMSMA.
- Good understanding of feasibility of livelihood projects
- Extensive experience in contributing to proposal development, writing, and budgeting.
- Ability to spend periods of time camping, away from the operations base, leading CL/Technical teams on scheduled deployments.
- Problem solving ability.
- French language skills.

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**Programme: DRC; Province: Kasai Oriental**

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This will involve:

- Performing a competency based assessment of MAG and Partner's national staff.
- Build Partner's staff (operational & support) technical and organizational capacity
- Supporting in the implementation and delivery of MRE.
- Design and then deliver further training, to be delivered to staff on how to monitor and evaluate MRE programmes.
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- Problem solving ability.
- French speaker is a must.