

Annex-18.1: Terms of Reference for District Community Mobilizer (DCM)

DISTRICT COMMUNITY MOBILIZER (DCM)

Duty Station: District Headquarter/ CMO Office

Duration: 6 months with the possibility of renewal subject to satisfactory performance

Reporting to: Project Director, MHSSP and CMO of Respective District

Objective of District Community Mobilizer:

Under the overall supervision of the Chief Medical Officer, the District Community Mobilizer will be responsible for Community Intervention implementation by organizing large-scale community engagement activities to support MHSSP. The District Community Mobilizer will support the project team and partners to plan, implement, supervise, monitor, and evaluate community mobilization activities including the SBCC (social and behaviour change communication), VHSNC, SHGs and MHIP training activities in his/her respective areas. S/he will ensure commitment and involvement of local authorities, village level institutions and community members in the program. S/he will work in close coordination and maintain good working relationship with the PMU of MHSSP, other government line agencies, and other stakeholders in the State and the World Bank team for the smooth operation of project activities. The detailed tasks and responsibilities are mentioned below:

Responsibilities:

The District Community Mobilizer will liaise closely with district level stakeholders as well as the Project Coordinator, MHSSP and the World Bank Team.

Key responsibilities will include:

- Contribute to community intervention strategy roll out in the district by liaising with PMU, community level functionaries and the community members.
- Work closely with Health & Wellness Centres to roll out community intervention activities.
- Ensure effective delivery of services, timely submission of monthly plans and completion report from the community level functionaries for timely release of funds.
- Work closely with the IPA assessment team, verification agency and the implementing partners to ensure timely collection, analysis, and reporting of the field-level data.
- Undertake regular field visits to ensure smooth implementation of the community intervention activities of MHSSP.
- Proper documentation of the community level activities.
- Contribute to innovation in community level activities.
- Perform any other duties as required or directed by the reporting authority.

Measurable outputs of the work assignment:

- Monthly reports are prepared and updated.
- Implementation of project activities as per the plan.
- All project related assignments to be performed in timely manner.

Educational Qualification:

Master's or equivalent degree in Social Work/ Social Sciences / Public Health/ Public Administration/Political Science/ or any other relevant field as required.

Experience:

- Minimum of 2 years relevant experience in humanitarian activities and/ or community mobilization or related area is required.
- Experience in community development, and communication related activity is an added advantage.
- Knowledge of local community development principles, trends, and policies in Mizoram is an asset.
- Strong oral and written communication skills in English and Mizo.

Languages:

Fluent working knowledge (Written and Verbal) of English and Mizo language is essential.

Essential:

- Good computer skills (word processing, spread-sheets, email / internet) and ability to be self-supporting in most administrative tasks.
- Ability to develop reports and plans.
- Excellent conceptual and analytical skills. Demonstrable ability to think strategically, innovatively and practically to ensure achievement of desired change objectives.
- Ability to communicate effectively with a wide range of audiences at local, state and national levels.
- Strong organizational skills and ability to effectively handle multiple tasks and meet strict deadlines.
- Excellent interpersonal skills, flexibility, adaptability and ability to work effectively as a member of a team.
- Skills in Communication and People Management is required.
- Qualified local candidates are strongly encouraged to apply.

Salary and Contract term:

- Consolidated Pay of Rs 40,000/- (Rupees Forty Thousand) per month.
- The assignment is on purely contractual basis. The tenure will be co-terminus with the project duration. The contract will be for 6 months at a time and extended based on satisfactory performance.