

YOUTH RESILIENCE INCLUSIVE SOCIAL EMPOWERMENT (RISE) PROJECT

TERMS OF REFERENCE

SERVICES OF ASSISTANT PROJECT COORDINATOR

1. BACKGROUND

The Government of Belize (GOBZ) has requested assistance from the Caribbean Development Bank (CDB) in financing the scaling up of the Youth and Community Transformation (YCT) Project in at risk communities in Dangriga and San Ignacio/Santa Elena. Communities in these are challenged by, inter alia, increasing crime and violence and anti-social behaviour and limited access to social services. The Youth Resilience and Inclusive Social Empowerment (RISE) Project will address these challenges by supporting the expansion of, and access to, existing social services as well as the development and implementation of new services so as to reduce social exclusion among youth and families in target communities. In the main, the Youth RISE Project will provide services to enhance literacy and adaptive life skills, support community security and improve inter-linkages and the sharing of best practices among participating agencies working in those communities. The Project is being implemented through the Project Implementation Unit (PIU) located within the Ministry of Human Development, Social Transformation and Poverty Alleviation (MHDSTPA).

Engaging the surrounding communities and sustaining their active participation in programmes and activities to be developed and delivered in close collaboration with government ministries and participating agencies (PAs) is critical to attaining project outcomes and sustaining the effective use of social services during and after implementation. In this regard, the intervention will utilise the Project Operations Manual (POM) incorporating a Community Participation Plan (CPP) and a Gender Equality Guidance Note (GEGN) that was developed and is being operationalized under the ongoing YCT project.

2. OBJECTIVE

The Assistant Project Coordinator (APCs) will be required to coordinate and integrate the services provided by participating Agencies (PAs) in San Ignacio/Santa Elena and assist GOBZ in improving social service delivery outcomes through mechanisms of community participation and the effective integration of gender equality considerations.

3. SCOPE OF SERVICES

The APCs shall provide, inter alia, the following:

- (a) Monitoring and implementation of all components of the project and informing the PC of any events likely to impact negatively on implementation;

- (b) Promoting the various elements of the project within the target communities and among key stakeholders to support recruitment of participants;
- (c) Ensuring the incorporation of gender analysis at appropriate stages of the project's outputs;
- (d) Liaising with lead agencies in the communities to implement the various components of the project. Supporting PAs in outreach and recruitment efforts to enroll participants;
- (e) Coordinating with sites to ensure that logistics are in place for delivery of programmes;
- (f) Prepare gender-responsive quarterly reports on project implementation progress for submission to YCT Coordinator;
- (g) Supporting PAs in coordinating community activities; and
- (h) Undertaking any other duties as may be assigned from time to time.

4. QUALIFICATIONS AND EXPERIENCE

The APCs should possess the following minimum qualifications:

- (a) Associate Degree in Social Work, Education or Social Science;
- (b) A minimum of two years' experience working with at-risk youth and families; and
- (c) Strong spoken and written communication skills and fluency in the English language. Knowledge of Spanish and local dialects would be an asset.
- (d) **Possession of a valid driver's license is required.**

5. DURATION

The successful candidate will be employed on a contractual basis for a period of one (1) year initially, renewable based on a satisfactory performance appraisal.

6. REPORTING REQUIREMENTS

The APCs shall report to the YCT Project Coordinator. The APCs will furnish reports on the assignment as set out in the Scope of Services to the YCT Project Coordinator.

7. SUBMISSION DEADLINE

Applicants must submit a letter of interest and their CV/ resume to:

projectcoordinator.yct@humandev.gov.bz

cc: procurement.specialist@humandev.gov.bz

Deadline for submission of applications is **June 15th, 2018**

Only short-listed applicants will be contacted.