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|  | **UNITED NATIONS DEVELOPMENT PROGRAMME****TERMS OF REFERENCE** |

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| **I. Position Information**  |
| Position title: Community Engagement Focal Point**Agency: PNUD****Type of contract: Service Contract (SC)****Level: SB4/Peg3****Duty Station: Sao Tome e Principe** |

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| II. Organizational Context  |
| Community Engagement Focal Point (CEFP), reporting to the UCIMI/UNDP Project Coordinator for a large, country-wide malaria project. The CEFP directly supports the communication and engagement activities in São Tomé and Príncipe (STP) pertaining to the University of California Irvine Malaria Initiative (UCIMI). UCIMI is a non-profit collaborative program made up of researchers from 5 different University of California campuses who are dedicated to the elimination of human malaria by modifying mosquito populations to prevent transmission of malaria. UCIMI works in direct partnership with São Tomé and Príncipe Ministry of Health. This position will work directly with community leaders and community engagement personnel at field sites in São Tomé and Príncipe to manage community assessments and community education and awareness activities related to malaria and the UCIMI project. The CEFP will identify community knowledge gaps and preferred communication pathways and will act as a communication liaison between STP stakeholders, community, and the UCIMI project team. |

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| III. Functions / Key Results Expected |
| **Summary of key functions:*** Work in partnership with UCIMI’s Community Engagement Team.
* Represent UCIMI/UNDP project and promote UCIMI’s mission through various outlets including presentations, meetings, etc.
* Implement communication and engagement program strategies, goals, and objectives as outlined in the UCIMI communication and project work plans.
* Develop and maintain relationships of trust and open communication with project stakeholders and all associated communities/publics associated with the project in São Tomé and Príncipe.
* Act as a communication liaison between UCIMI, STP community and all STP partners, collaborators and stakeholders.
* Maintain accurate and complete records of important documents and data.
* Manage the implementation of project-focused community awareness and education activities and manage community assessments to identify knowledge gaps and preferred communication pathways.
* Provide culturally appropriate and professional services.
* Assist UCIMI team in understanding best practices and communication techniques to advance UCIMI’s mission and partnership within STP.
* Inform the teams and partners about current events.
* Under the supervision of the UCIMI/UNDP project leadership, manage community education surrounding malaria transmission, control, and prevention as aligned with the UCIMI community engagement strategy.
* Perform other administration and coordination duties as assigned by the UCIMI team.
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| *The Community Engagement Focal Point essential responsibilities will consist of:***Community engagement, education, awareness and support for STP Project team*** Manage, coordinate and facilitate all community meetings, promotional campaigns, educational material distribution, and community awareness activities associated with the project.
* Provide regular communication and updates on community engagement activities to UCIMI team.
* Assist in budget and communication plan development for STP engagement activities
* Act as a liaison between the UCIMI team and the STP stakeholder, public and community groups.
* Manage, support and provide oversight for assessments of community and stakeholder concerns and understanding of malaria transmission and control, and for project research methods, objectives and goals.
* Assist in the development of community profiles, dossiers, and stakeholder profiles
* Support and provide oversight for all STP health educators, community agents and other partner groups involved directly in the UCIMI community engagement effort.
* Work collaboratively with the STP Project Consultant and all identified partners in the development and implementation of community awareness activities associated with the project.
* Ensure that education and information about the project is regularly provided to community and stakeholder groups.

**Project administration and support for UCIMI Engagement Team*** Assist in the collaborative design and content development process of engagement and education materials and tools to be used in STP.
* Provide timely community assessment and engagement data reports to UCIMI project leadership team.
* Ensure completion of required monthly/quarterly/annual progress reports
* In partnership with the UCIMI/UNDP Project Coordinator, ensure completion of data entry, data analysis and report summaries associated with community assessments or surveys
* Assist with technology logistics for STP engagement personnel (equipment function, connection, and training).
* Ensure access to required engagement supplies and equipment for STP engagement personnel.
* Coordinate and facilitate community awareness activities.
* Assist in the identification of stakeholder groups and provide information to UCIMI engagement team.
* Assist in the administration of training for community health educators who will work directly with the UCIMI engagement team.
* Attend and participate in regular meetings, conferences, etc. with the STP project team as needed/required.
* Assist in writing/reviewing reports.

**Domestic travel*** Occasional travel to selected conferences or community and stakeholder meetings at sites throughout country and between STP islands to provide input and organizational support to stakeholders, community members, public, community engagement and field staff.
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| V. Competencies |
|  **Corporate Competencies:*** Demonstrates integrity by modeling the UN’s values and ethical standards.
* Promotes the vision, mission, and strategic goals of UNDP.
* Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
* Outstanding organizational skills, attention to detail and ability to work under pressure and manage project work with a high degree of accuracy.
* Willing and able to undertake other tasks as assigned by the project leadership.

**Functional Competencies:**Development and Operational Effectiveness* Experienced in providing health related education and information to people in communities.
* Outstanding organizational skills, attention to detail and ability to work under pressure and manage project work with a high degree of accuracy.
* Ability to organize and prioritize work in a constantly changing environment; adjusting timelines and priorities to meet the program needs.
* Strong computer and technology skills; proficiency in Microsoft Word and Excel, social media platforms (facebook, twitter, instagram), and interest in and ability to learn new programs and platforms.
* Superb interpersonal skills and the ability to work collaboratively with all members of the project team, international partners/collaborators, stakeholders, and community/public groups.
* Must be willing and able to travel locally (within all 7 districts of STP).
* Advanced understanding of STP political and social structures, values, beliefs and culture.
* Ability to solve problems and work collaboratively with others to develop solutions.
* Basic understanding of malaria and malaria transmission.
* Friendly, reliable, positive and professional attitude.
* This position needs to feel comfortable working with UCIM and supporting the work of UCIMI. UCIMI is developing a mosquito that is genetically modified so that it cannot transmit malaria to humans.
* Knowledge and understanding of mosquitoes and mosquito borne diseases, and/or entomology.
* Training in motivational interviewing, effective communication skills and/or meeting facilitation.
* Experience working as a language translator, or with a language translator, in a professional capacity.
* Experience designing and developing educational materials (flyers, brochures, booklets, PowerPoints, posters).
* Understanding of quality improvement process and framework.
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| **VI. Recruitment Qualifications** |
| Education: | Bachelor’s degree in a social science field (public health, sociology, psychology, political science, cultural studies), education or communication field. |
| Experience: | 5 + years of experience working with STP communities in the sector of health, education, engagement, communications or politics. |
| Language Requirements: | Fluency in both Portuguese and English. |