

Terms of Reference

Field Facilitator

Regional Officer, Region 9

A. Objective:

The Field Facilitator is to be responsible for the support, effective and timely implementation of the Hinterland Project's field supervision work, collecting field data and assist in monitoring field activities in Regions 9.

B. Characteristics of the Appointment

I. Type of Appointment: Individual

II. Duration: 1 year, renewable on the basis of performance.

III. Place of Work: Hinterland Environmentally Sustainable Agriculture
Development Project Office, Lethem, Region 9, Guyana.

IV. Reporting: The Facilitator will report to the Project Manager, and will work closely with both Regional Project Coordinators, other PMU staff, and service providers.

C. Qualification: Diploma or equivalent Certificate of six (6) CSEC subjects including English Language.

General Experience:

- A. At least one (1) year of field experience as a facilitator working as a volunteer and/or employee in the public/NGO sector with developmental programmes implemented in Region 9 at the communities and/or at the District and/or Regional level.
- B. Rural areas grass roots experience working with Amerindian communities is essential
- C. Must be familiar and have experience with project implementation, particularly with indigenous groups.
- D. Rural areas grassroots experience, with knowledge and understanding of indigenous populations' culture is essential
- E. Previous experience with gender equality, ideally in a project/programme framework
- F. Good interpersonal, facilitation, organizational, communication and knowledge transfer (using print and/or other media) skills are essential
- G. Functional in Computer Software (Word, Excel, etc.) is essential

D. Position Responsibilities

The Field Facilitator will:

Assist with the M&E Specialist in the overall M&E and knowledge management tasks and will also provide support to the project administration and account staff in the following-up to timely submission of proof of purchase and payment regarding expenditures from local services providers in the regions. Specifically, he/she will:

1. Assist with the timely collection of quotes, bills, receipts, proof of purchase and payment regarding expenditures from local service providers in the regions, technical and financial reports from communities or producers' groups in order to facilitate timely disbursements in scope of investment plans.
2. Be directly responsible for the timely collection of reliable data required for measuring the LF indicators; while using disaggregated data will allow monitoring the targeting strategy and the mainstreaming of vulnerable groups (sex, age groups, tribes) and inputs into database;
3. Follow-up with service providers in the regions (including the Financial Institution (s)), in order to ensure they provide the Project Management Unit with the required data, reliable and timely;
4. Provide training to rural and indigenous communities and producers groups in the use of participatory monitoring and evaluation tools developed by the M&E Specialist;
5. Assist with the coordination and implementation of the annual Regional Evaluation and Planning Workshops, ensure recording of results for use in next year's AWPB;
6. Assist with development of evidence-based knowledge products;
7. Assist PMU staff and project beneficiaries from indigenous and rural communities and producers' groups in developing the writing of short development (success) stories;
8. Assist with the setting up and regular meetings of thematic networks in the Region that would lead to capturing knowledge; and
9. Assist with the development of short videos and radio programmes (as alternative for beneficiaries to written communication).

A. Compensation Package

The contract will be for one-year duration but is subject to annual renewal. The compensation package is negotiable but cannot exceed specific scales currently in place for projects funded by IFAD.