Consultancy Terms of Reference

National Communication and Community Engagement Coordinator, Fiji

The Communicating with Disaster Affected Communities (CDAC) Network is seeking a national consultant to lead a project titled ‘Operationalising Localisation and the Participation Revolution: Communications Preparedness and Accountability for Disaster Response in Fiji and Vanuatu’. The project, funded by Australian Department of Foreign Affairs and Trade (DFAT), is jointly implemented with Ground Truth Solutions (GTS).

Purpose of this consultancy
Working with the NDMO, the CDAC Regional Communication and Community Engagement Specialist, CDAC members and partners on the ground, support implementation of the National Communication and Community Engagement Platform in Fiji, and support incremental progress towards the achievement of project outcomes.

Timing of Consultancy
The consultancy will be initially for a 4-month period to 30 April 2020 with potential for a 2-3 year extension (pending funding from May).

Background
Established in 2009, the CDAC Network is a growing platform of more than 30 humanitarian, media development, social innovation, technology, and telecommunication. Member organisations from the UN, Red Cross/Movement, NGOs and private sector are dedicated to catalysing the ability of communities to connect, access information, have a voice and leadership in humanitarian emergencies (see www.cdacnetwork.org for information on CDAC member organisations).

Ground Truth Solutions (GTS) is an international non-governmental organisation that helps humanitarian responders to systemically listen and respond to feedback from people affected by crisis.

The project seeks to address two critical needs in times of disaster or conflict:

i) That affected communities are meaningfully engaged throughout the humanitarian preparedness and response phase and have access to life-saving information and communications capacities to enable their leadership.

ii) That the humanitarian response is systematically informed by and adapts to the views, perceptions and priorities of affected communities based on an analysis – at regular intervals – of a representative sample of their views.

The overarching project aim is to assist local and regional organisations in Fiji and Vanuatu in bringing the benefits of the Participation Revolution\(^1\) to the programmes they manage, by ensuring effective communication and community engagement and making

---

\(^1\) One of the global Commitments made by signatories of the World Humanitarian Summit (WHS), Grand Bargain agreement in 2016
collecting and acting on feedback from communities a driver of the transition from humanitarian emergency relief to longer-term development.

The project has two outcome areas:

**Outcome 1: Building on existing structures, two platforms for communication and community engagement are pre-positioned and lead to better preparedness and response.**

It will involve the pre-positioning of a communication and community engagement platform in Fiji, which will have the potential for regional influence, and one in Vanuatu with a national and local focus.

**Outcome 2: National and local responders are better prepared to systematically listen and respond to the perceptions of people impacted by crises and to adapt programming accordingly.**

Capacity development on systematic collection, analysis and sense-making of feedback from affected communities on key dimensions of humanitarian performance, aimed at national and local organisations in both Fiji and Vanuatu.

The project has been approved by the Permanent Secretary of the Ministry of Rural & Maritime Development & National Disaster Management and by the Director of the National Disaster Management Organisation (NDMO) and is now in Year 2 of implementation.

This consultancy role of National CCE Coordinator supports project implementation in Fiji.

As a result of project support to date, the Fiji Communication and Community Engagement Working (CCEWG) was established in May 2019 as a preparedness platform for the coordination of CCE activities in times of disaster. It sits within the Fiji Communications Cluster and links closely with the second Cluster Working Group: the Emergency Telecommunications (ETC) WG. The NDMO and the Ministry of Communications have convened four meetings of the multi-stakeholder CCE Working Group to date.

**CCEWG Leadership:** The Fiji Ministry of Communications is responsible for leading the Fiji Communications Cluster as a whole. The Department of Information within the Ministry of Communications leads the CCE Working Group, with the support of the Fiji Council of Social Services (FCOSS) and UNICEF as Co-Leads of the CCE Working Group. The Department of Communications within the Ministry of Communications leads the ETC Working Group, with the support of the Telecommunications Authority of Fiji (TAF) as a Co-Lead of the ETC Working Group.

**National and international actors involved:** NDMO, Ministry of Communications, Ministry of Education, Telecom Authority of Fiji, OCHA, UNICEF, FAO, IFRC, the Australian High Commission, Fiji Council of Social Services (FCOSS), Live and Learn Fiji, Plan International Australia, ADRA, FemLink Pacific, Fiji Disabled Peoples Federation, Rainbow Pride Fiji, Partners in Community Development Fiji, Save the Children Fiji, Ground Truth Solutions and CDAC, among others.

With technical support from CDAC, the CCE WG Terms of Reference, governance structure and a joint CCE action plan/ workplan has been agreed.

**Specific objectives of this consultancy:**
The consultant will work closely with the CDAC Regional Communication and Community Engagement Specialist to:

- Support the sustainable functioning of the locally led CCE Working Group which has the potential to provide a service to the existing humanitarian architecture in Fiji.
- Facilitate formal endorsement of the Fiji Communications Cluster Terms of Reference by platform participants, Ministry of Communications and NDMO.
- Lead and support implementation of the platform’s collective CCE action plan and monitor progress.
- Actively engage Platform members, and in particular seek representation from: NDMO, FC OSS, Partners in Community Development Fiji (PCDF), UNICEF, IFRC, OCHA, Save the Children, CARE, Plan International, Digicel and other private sector and media development agencies, among others to build further momentum for the initiative.
- Support the facilitation of national CCE platform meetings, held approximately every one to two months, and one divisional CCE platform meeting in the Western Division in quarter 1, 2020.
- Share regular updates between meetings and attend public events for visibility on the project mission and its leadership by NDMO and Ministry of Communications.
- Produce advocacy products (as/ if required) to support roll out of the CCE platform at Divisional level.
- Support a consultancy on a joint Fiji-Vanuatu Learning report by an independent consultant(s)
- Support the Joint Fiji-Vanuatu Peer-to-Peer learning event in Suva in March 2020, working closely with CDAC’s conference organiser.
- Support a meaningful link between the GTS outputs on the systematic collection and analysis of feedback data to ensure it informs ‘platform’ activities and decision-making.
- Support the delivery of participatory training on CCE tailored to the Pacific context, as required
- Work with local partners and the NDMO to strengthen local data collection analysis and response on perpetual feedback from affected people.
- In the event of an emergency, work with diverse stakeholders to build agreement on and implement communications and community engagement response activities.
- Actively consult and engage with all key stakeholders through formal and informal processes.

**Reporting and project financial management**

This role will report to the CDAC Regional Communication and Community Engagement Specialist who is based between Suva and Port Vila.

The CDAC Executive Director will be the secretariat lead for this project.

**Duty Station**

The consultant will be based in Suva, Fiji.

**Consultancy fees**

A competitive monthly rate will be agreed based on the profile and experience of the selected candidate for the equivalent of 15 working days per month. One working day is 8 hours.

**Consultant specifications**

*Essential*
1. More than 10 years professional experience working in media and communications
2. Experience working with the Fiji National Disaster Management Office and/ or the Fiji Meteorological Service
3. Expertise in engaging with the Government of Fiji and UN agencies at the senior leadership level
4. Demonstrated skills in leadership, coordination, consensus building, facilitation and conflict resolution
5. Strong oral and written communication skills, including responsiveness on email. Fluency in Fijian or Fiji Hindi is essential, as are excellent verbal and written skills in English.
6. Ability to foster sustainable partnerships and work collaboratively to bring people together
7. Good attention to detail, proactive and a self-starter
8. Ability to start work as soon as possible
9. A work permit/ permission to work in Fiji

Desirable
1. Knowledge of Communications Preparedness and Accountability for Disaster Response.
2. Experience working on Australian Government supported projects and programs
3. Private sector links that could advance this project and enable greater humanitarian-development linkages

Invitation to submit

We invite interested individuals to submit:
   a) Proposals (max 2 pages): should address the selection criteria, capacity, competence, and other relevant information on the ability to successfully deliver. The financial section of the proposal should include fees.
   b) CV
   c) A recent sample of report writing
   d) Names and contacts of three referees.

Send applications to the following email address: recruitment@cdacnetwork.org

Deadline: 2 January 2020

Interviews: 10 January 2020 (Tentative)

Safeguarding: In CDAC we will not tolerate any form of misconduct, including sexual harassment, exploitation and abuse. We have a code of conduct in place, and are committed to creating a culture of integrity in the organisation where misconduct is not tolerated, situations of abuse are quickly investigated and perpetrators are dealt with effectively.

Find out more about CDAC at www.cdacnetwork.org or @CDACN Twitter | Youtube | Facebook. COMMUNICATION IS AID – click and see why