

TERMS OF REFERENCE (TOR)

Position	:	<i>Community Mobilizer</i>
Duration	:	July 1, 2024- January 31, 2025 (8 Months)
Department	:	Plastic Innovation Project/ Waste Management, CIUD
Duty Station	:	Kirtipur Municipality and the selected communities of Ward 1, 2, 3, and 4
Thematic Assurance	:	Team Leader
Report To	:	Project Coordinator, Plastic Innovation Project, CIUD
Supervises	:	Community women, Waste Management Stakeholders
Job Summary	:	Engaging communities, raise level of awareness and behavioral change, on Safe collection of plastic waste at the source, a separate collecting system through dedicated stakeholders, sorting, processing, and manufacturing to products, supporting enterprises run by local women groups, and promotional actions (mela, marketing, and branding of the locals) The overall support provided to project beneficiaries and the project coordinator in order to build plastic waste management communities, which will lead to the establishment of businesses that will use innovative technology. As a result, the municipalities' selected ward communities are plastic-managed, litter-free rivers in Kirtipur Municipality and nearby wards of a neighboring municipality in Kathmandu Valley.
Provision of support services	:	Office space Yes <input type="checkbox"/> Equipment (Computer etc.) Yes <input type="checkbox"/> Secretarial Services Yes <input type="checkbox"/>

A. Major Function:

The Community Mobilizer's primary function, under the direct supervision of the Project Coordinator, would be to conduct outreach activities in the designated communities of wards 1, 2, 3, and 4 of the Kirtipur Municipality, as well as those surrounding the Balkhu River (adjacent communities of Chandragiri and Kathmandu on the opposite bank of the river), in order to achieve plastic litter-free rivers. S/he must assist in raising the level of awareness and promoting behavioral change in communities in order to achieve a complete circular value chain model of the plastic waste in the paradigm. This includes source segregated collection of plastic waste, as well as separate collection from existing stakeholders and its proper processing. S/he must work under the supervision of the Project Coordinator and coordinate efforts to fulfill the project's goals.

B. Major Duties and Responsibilities:

1. Support in organizing community meetings, workshops, and outreach to select the communities for raising the level of awareness and engage them in plastic waste management.
2. Identify and work with local leaders, influencers, and community groups to foster collaboration and support for project activities.
3. Develop and disseminate educational materials such as leaflets, posters, and social media content related to plastic waste management.
4. Conduct and facilitate training sessions on best practices for reducing, reusing, and recycling plastic waste and coordinate with local government bodies, CBOs, and other stakeholders to align project activities with existing waste management initiatives.
5. Facilitate partnerships with schools, businesses, and community organizations to promote plastic waste reduction efforts.
6. Monitor community participation and project progress, providing regular reports to the Project Coordinator/Manager.

7. Collect and document data on plastic waste reduction, collection, processing (Sorting, washing, cleaning, drying, transferring etc.) and community engagement for project evaluation.
8. Implement strategies to encourage behavioral changes in the community regarding plastic use, recycling, upcycling and plastic waste safe disposal.
9. Recognize and reward community members and groups who actively participate in and contribute to plastic waste management efforts

C. Qualification and Experiences:

1. A minimum of Bachelor's degree in Social Sciences or a related field.
2. At least 2 years of professional experience in Social Mobilization related project.
3. Written and spoken English, Newari and Nepali languages.
4. Proficiency in computer MS Word and Excel and PowerPoint Presentation.

D. Required Competencies:

1. Ability to go beyond established procedures and models, propose new approaches which expand the range of projects.
2. Builds strong relationships with all partners, focuses on impact and results and responds positively to critical feedback.
3. Consistently approaches work with energy and a positive, constructive attitude.
4. Ability to work in a multi-cultural team environment with a positive attitude;

E. Time frame:

The regular 6 days a week (full time) work in the ground and have possibility reporting to the office time to time as per the requirement to fulfill the task dedicated through the Project Coordinator.

F. Payment modality:

Regular monthly payment after the report of the actions carried out and the attendance records at the office.

G. Review/approval time required to review/approve the outputs before authorizing payments:

CIUD reserves rights to withhold/reassign/review the work and/or return it to the party contracted for finalizing the work if need be. The payment will be delivered once the assignment is completed with finalized product.

H. Confidentiality and Data Ownership:

All data, information and product received for this assignment are to be treated confidentially and are only to be used in connection with the execution of these Terms of Reference. All intellectual property rights arising from the execution of this ToR are assigned to the CIUD. The contents of written materials obtained and used in this assignment may not be disclosed to any third parties without the expressed written authorization of the CIUD.

I. Application Process:

1. The interested candidates must fill the job application in the link:
<https://forms.gle/p3syjLzigvARUha6> .
2. Please also submit your Cover letter and latest resume in our email id ciud.mail1@gmail.com by 7th July 2024.



3. Only short-listed candidate will call for further interview.