
Terms of Reference

Subject Volunteer (Process Documentation)

Purpose: Process Documentation of Project Activities

Duration of Assignment: 6 Months (October 2011 to March 2012)

Oxfam, as a member of NARRI consortium is implementing the 6th DIPECHO Action Plan in 33 villages of 3 unions of Faridpur District and 4 wards of Sylhet City Corporation area where AKK and VARD is working as the implementing partner respectively.

As part of risk reduction initiatives, the project is carrying out various activities including community mobilization and awareness raising, capacity building, coordination with local government representatives and local level advocacy, school based activities etc. As an outcome of these activities, communities are taking various self initiatives to reduce their risks of hazards and local government officials are also contributing by leveraging resources.

Various community led small initiatives are taking place at field level which can be seen as a direct outcome of the project interventions. Also the local level government officials are actively getting involved with the project which can also be seen as a positive change in mobilizing government resources. Hence there is pressing need to document the process of these initiatives along with success stories to identify good practices and areas for replication and improvement.

Scope of Work:

The documentation officer (volunteers) will need to travel to the project intervention areas namely 33 villages of Faridpur District and 4 wards of Sylhet City Corporation on a need basis. The specific involvement requires:

- Documentation of different processes being evolved and followed while project implementation such as
 - Community mobilization, awareness and capacity building
 - Community led local level advocacy and mobilization of government resources towards implementation of Disaster Risk Reduction
 - Community self initiatives towards Disaster Risk Reduction
- Document the process about activation and involvement of local government bodies including Disaster Management Committees (DMCs) for the effective implementation of DRR initiatives
- Document the process about how women leadership being evolving within the project
- Experience of community managing localized flood situation during current monsoon as a better prepared community
- High quality documentation of at least 2-3 success stories every month to substantiate the above mentioned processes
- High quality documentation of at least 2-3 success stories every month to capture sectoral DRR initiatives e.g. Water Sanitation and Hygiene (WASH)
- Conduct analysis of processes and success stories and come out with the good practices and lessons

A Disaster Resilient Future: Mobilizing Communities and Institutions for Effective Risk Reduction

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6th DIPECHO Action Plan

A Disaster Resilient Future: Mobilizing Communities and Institutions for Effective Risk Reduction

Methodology:

- Visit to project geography – Direct observations, interview with beneficiaries
- FGDs and KIs with project team, CBOs and DMs
- Review of existing project documents
- Photographs

Days of Involvement:

The Documentation Officer will be involved maximum 7 to 10 days per month (including travel) for total period of 6 months. Each month a work plan will be agreed and payment will be made accordingly. It is expected that a regular visit should not exceed 3-4 days (including travel). Report should be submitted within 2-3 days of field visit.

Compensation:

- The documentation officer will receive a payment of Tk. 1, 000 (Taka One Thousand Only) per day as compensation for his/her involvement in the project
- All field related expenditure including travel (using public transport), food and accommodation will be provided on actual basis
- Travel and accommodation will be provided based on organizational policy and considering staff security.

Specific Outputs and Deliverables (Every month within seven days of field visit):

- Report of the process documents
- Success stories
- Data collection tools/checklists
- Photographs

Reporting line:

The volunteer will report to Programme Officer MEL&A.

Key Requirements:

- Fresh graduate / post graduate in relevant discipline who want to develop their career in the development / humanitarian sector
- Should have excellent writing skills (English)
- Should be able to interact with different stakeholders (villagers, local elected members, local level government officials) in Bengali
- Willing to travel to field specially in char areas
- Should have proper understanding on process documentation of development and Disaster Risk Reduction programmes
- Preference will be given to those who have similar work experience
- IT literacy - Should have excellent command over MS office
- Having a laptop will be an added advantage

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