



The Roman Catholic Archdiocese of Port of Spain

Catholic Commission for Social Justice (CCSJ)

Episcopal Delegate/ Chair: Leela Ramdeen

& Chair, Archdiocese's Ministry for Migrants & Refugees

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TERMS OF REFERENCE

Title:	Administrative Facilitator
Duration of service:	6 months commencing 15 th June – 15 th December 2021
Type of service:	Individual service provider contract

PURPOSE

CCSJ/AMMR is working closely with the US Embassy, UN and national partners with the aim of providing protection and assistance to any vulnerable migrant or refugee in need. To support these efforts, CCSJ/AMMR is seeking to engage a short-term service provider as an Administrative Facilitator

MAIN RESPONSIBILITIES AND TASKS

The Administrative Facilitator will be responsible for the administrative operations of the AMMR's Child Friendly Spaces (CFSs) and will also support the administrative work of the AMMR.

The Administrative Facilitator will:

- Following up on weekly targets as set by CFS coordinator
- Track the attendance of facilitators at all sessions.
- Hold weekly working meeting with facilitators.
- Maintain a constant communication flow with parents which will include updates, sending of emails and personalized meetings with parents.
- Form part of the programming team and contribute new ideas and concepts.
- Communicate and follow up with potential volunteers and facilitators.
- Provide weekly reports to the Programme Coordinator of AMMR.
- Supporting the CLO in expanding the knowledge and attendance for the CFS
- Supporting the creation of workbooks for students (information to be provided by combined effort of CFS coordinator, Facilitators, and CFS Admin)
- Compile list of children for each home room facilitator
- Be willing to teach, if a facilitator is sick or unable to make a session.
- Supporting the monitoring, and recording of sessions where possible
- Communicate and support activities of the CCSJ/AMMR including CFSs, Community Outreach, Alternative Care Programme, Capacity Building, Health Fair and Community Child Protection Committees.
- Network to identify and build relationships with parents and caregivers in the CFS spaces.
- Support community development activities and build a 'community spirit' around the CCSJ/AMMR projects and initiatives.
- Engage communities and raise public awareness of available activities, resources, and support.

- Foster an environment that encourages and supports community involvement and engagement in the design, implementation, monitoring and evaluation of projects and initiatives.
- Support orientation sessions on new programs and initiatives conducted by the CCSJ/AMMR.
- Act to identify gaps and challenges, connect persons to specific programs and make recommendations to improve programs and initiatives.
- Support and develop human interest stories from program beneficiaries and the migrant population.
- Provide support in meetings, workshops, publications, trainings etc. and support orientation for CCSJ/AMMR volunteers.

CCSJ/AMMR will:

- Provide the Administrative Facilitator with an email address and phone allowance.

DELIVERABLES

Outputs	Total Cost (TTD)
<ol style="list-style-type: none"> 1. Monthly Reports (activities, meetings, M&E etc) 2. Development of at least 5 key knowledge products for the CFS 3. At least 6 programme orientation presentations to parents and volunteers 4. At least 4 social media packages per month that showcases the work of the CFS. 5. Monthly stakeholder engagement plans 	<p>TT \$21,000 paid in monthly instalments of \$3,500 upon satisfactory completion of required tasks and deliverables.</p> <p>TT \$2100 phone allowance paid in monthly instalments of \$350 reimbursed upon submission of telephone card/data plan.</p>

CONDITIONS

The Service Provider is expected to work remotely for the assignment with provision of its own computer. The Service Provider selected will be governed by and subject to General Terms and Conditions for contracts. **The Service Provider will be required to work from 8am-4pm from Monday-Friday.**

REPORTING

The successful Service Provider will have weekly virtual meetings with the CCSJ/AMMR Chair and Supervisor and key counterparts to provide updates on any progress or challenges being encountered.

PAYMENT TERMS

Payment is made against approved deliverables. Payment will be made upon the submission of a final acceptable product and invoice submitted to the CCSJ/AMMR Supervisor, who is responsible for certifying all payments.

MINIMUM QUALIFICATIONS AND COMPETENCIES

- At least 5 CXC Passes
- Training in Child Protection, Psychosocial Support, Positive Behaviour Management.
- Good understanding of the migration context in Trinidad & Tobago.
- Experience working in child-friendly environments and within the Venezuelan/migrant community will be an asset.
- Knowledge of the migrant community needs and the ability to interview others to get needed information
- Strong interpersonal, networking and partnership building skills.
- Excellent written and verbal communication skills.

- Excellent understanding of Excel, Microsoft Office, Google Docs, Kobo and other reporting mechanisms.
- Fluency in both Spanish & English will be an asset.

HOW TO APPLY

Prospective service providers should submit their expression of interest through short cover letter with budget as stated and CV with names of two (2) references to the email address socialjustice@catholicct.org no later than **June 7th 2021 at 11:59 pm**.

University students are welcomed to apply and the job will be treated as a 3 month internship.

Kindly ensure the subject line is denoted with the heading **“Administrative Facilitator”**.