



designed to reduce disaster risk and improve climate change resilience while creating a cleaner environment and reducing greenhouse gas emission.

C. OBJECTIVES OF ASSIGNMENT

The objective of this assignment is to develop and implement information, education and communication strategy and framework for Solid Waste Management Systems in Zone 3 by closely working with Public Awareness and Community Capacity Building (PACCB) consultant. That is to ensure all the work carried out through the project including development of education and awareness material, information and data collected in the field are captured, documented, analyzed and prepared in a results-based and timely manner for the public, Government, Donors and internal purposes on an effective and a timely manner.

It also requires institutionalization and robust adoption of internal and external communications and awareness strategies, Public Relations (PR) activities, the production of external and internal communication and awareness materials, writing for project purposes and coordinating public awareness activities in accordance with the project documents and in collaboration with the project team, project consultant and stakeholder agencies to ensure all communication strategy is established and awareness campaigns of projects are carried out smoothly and on time.

D. OVERALL RESPONSIBILITY

The overall responsibilities of the Information, Education and Communication Specialist include, but are not limited to the following. These responsibilities are to be fulfilled in collaboration with the PACCB consultant and Trust Fund coordinator (for the activities in the outer islands).

1. Act as the Project focal point for communications.
2. Act as the Gender Focal Point in the PMU overseeing gender mainstreaming activities in the Project, including the Gender Action Plan (GAP) and its reporting.
3. Develop and implement a comprehensive information, education and communication strategy and framework which identifies the information needs of stakeholders, identifies messages, campaigns, delivery mechanisms and timely delivery of the projects.
4. Establish an effective plan and implementation of communication, advocacy and knowledge management, including the development of specific communication components.
5. Ensure full coherence and alignment with donors branding guidelines while implementing the communications strategy and awareness programs.
6. Design, develop and produce external and internal communication, education and awareness materials as well as write-ups for project purposes.
7. Design and develop waste management training materials for islands & other stakeholders, including waste segregation, handling, transporting and composting.
8. Design, develop and deliver a comprehensive awareness program. Awareness program should be designed in way that can be replicated to other regions in the country.
9. Develop a training and capacity building action plan
10. Implementation of Knowledge management.



