



**TERMS OF REFERENCE AND SCOPE OF SERVICES**  
**CONSULTING SERVICES FOR COMMUNITY DEVELOPMENT OFFICER (CDO)**  
**Duty Station: GCNA Business Complex, Kirani James Blvd, St. George**

**BACKGROUND OF THE RURAL DEVELOPMENT UNIT**

The Government of Grenada has established a Rural Development Unit (RDU) in 2019 with the intention to initiate, facilitate, coordinate and act as a catalyst for the implementation of rural development programmes, leading to sustainable and improved standard of living in rural communities.

This Unit consist of two main Rural Development Projects; the Climate Smart Agriculture and Rural Enterprise Programme (SAEP) Phase II and the Basic Need Trust Fund (BNTF).

The specific objectives of the Rural Development Unit are;

- i. Provide comprehensive farm development support to small and medium farmers in a sustainable manner (climate smart) for improved livelihoods
- ii. Facilitate the development of rural enterprises and small industries for sustainable jobs in rural communities.
- iii. Increase job opportunities through training (skills development) for rural youths.
- iv. Facilitation of essential infrastructure development to support economic and social advancement.

**BACKGROUND OF THE CLIMATE SMART AGRICULTURE AND RURAL ENTERPRISE PROGRAMME (SAEP) PHASE II:**

The Government of Grenada (GOGR) intends to implement the second phase of the Climate Smart Agriculture and Rural Enterprise Project (SAEP Phase II). The Project aims to enhance the productivity and climate resilience of Grenada's agri-food system through strategic infrastructure investments and targeted technical assistance. CDB will finance the Project through a loan for infrastructure development and a technical assistance grant for institutional strengthening.

SAEP Phase II comprises three core components. The first focuses on climate-resilient infrastructure development, including the climate-proofing and rehabilitation of priority rural agricultural roads and the establishment of communal irrigation schemes previously identified but not completed under Phase I. The second component addresses agricultural water resource management, supporting the development of a national governance framework for agricultural water in Grenada, Carriacou, and Petite Martinique, as well as management plans for rehabilitated irrigation schemes, ponds, and wells used for irrigation and livestock watering. It also includes pilot demonstration plots showcasing innovative irrigation technologies for small-scale farmers.



The third component emphasises capacity building and value chain strengthening, providing training for farmers and extension officers in Climate Smart Agriculture (CSA) and Sustainable Land Management (SLM), and strengthening the apiculture value chain to diversify incomes, promote rural enterprise development, and enhance ecosystem services. A suite of gender-responsive multimedia agriculture extension aids will be developed from the training and capacity-building component to support agriculture extension and technology transfer post-programme. The Project will be implemented through a dedicated Project Management Unit (PMU) within the Rural Development Unit under the direction of the Ministry of Economic Development, Planning, Agriculture and Lands, Forestry, Marine Resources and Cooperatives. GOCR now wishes to engage the services of a Community Development Officer (CDO) to execute activities under the Project.

### **BACKGROUND OF THE BASIC NEEDS TRUST FUND (BNTF) PROGRAMME:**

The Basic Needs Trust Fund (BNTF) Programme is a Regional grant-funded initiative of the Caribbean Development Bank (CDB) which started over 42 years ago and is now in its tenth phase. BNTF is one of the CDB's key instruments for addressing poverty reduction by providing access to basic public services through the provision of social and economic infrastructure and the development of skills to enhance employability, community management and engagement. The eleventh phase of the BNTF Programme (BNTF 11) will continue to assist poor and vulnerable communities in nine BNTF Participating Countries (PCs), vis., Belize, Dominica, Grenada, the Co-operative Republic of Guyana, Jamaica, Montserrat, Saint Lucia, St. Vincent and the Grenadines and Suriname. The BNTF Programme also includes a Regional Coordination component which is managed by CDB and supports programme implementation and management, and monitoring and evaluation.

Each PC has an established Implementing Agency (IA), which reports to an executing ministry, and is responsible for the administration of sub-projects in the respective country. BNTF 11 focuses on three key sectors/areas: Education and Human Resource Development (including citizen security, youth at risk, livelihoods and micro-enterprise development); Water and Sanitation and Basic Community Access and Drainage. The construction of the sub-projects in these sectors/areas ensures gender-inclusive participation by communities and transparency in community decision-making in the identification and priority setting process

### **OBJECTIVE:**

The objective of the consultancy is to promote inclusive community participation and strengthen local capacity in the planning, implementation, and management of the Project climate-smart infrastructure and training and capacity building technical assistance. The CDO will engage rural



communities, including women, youth, and small farmers, to ensure equitable access, social accountability, and sustainable management of Programme-supported facilities.

### **SCOPE OF SERVICES/KEY FUNCTIONS AND RESPONSIBILITIES:**

The CDO will play a critical role in ensuring continuous engagement and collaboration with rural communities, farmers' associations, and key stakeholder groups including male and female farmers and youth throughout the design, development, operation, and monitoring of the Programme's components. The CDO will ensure that all activities are inclusive, participatory, and aligned with principles of transparency, gender equity, and social accountability.

The CDO will be responsible for the following key activities:

- (a) Eligibility and Selection Criteria: Develop and periodically revise transparent and participatory eligibility criteria for selecting rural communities and practitioners, ensuring alignment with Programme objectives and national development priorities.
- (b) Community Profiling: Prepare gender-responsive community profiles capturing demographic, socio-cultural, economic, environmental, and organisational characteristics of each target community to inform planning and decision-making.
- (c) Stakeholder Engagement Planning: Develop and maintain a dynamic Stakeholder Engagement Plan (SEP) for each participating community. The SEP will include:
  - (i) Identification and analysis of key stakeholders.
  - (ii) Design of engagement strategies and communication methods.
  - (iii) Schedule of consultations and information dissemination activities.
  - (iv) Mechanisms for periodic updates and feedback integration.
- (d) Community Organisation and Training: Facilitate the training of community-based organisations to ensure local ownership, participatory decision-making, and sustainable management and maintenance of Programme-supported infrastructure.
- (e) Partnership and Coordination Mechanisms: Develop and implement mechanisms to promote collaboration and communication between the Programme, government ministries (Agriculture, Social Development and Gender Relations, Youth and Education), civil society organisations, and community groups to support Programme implementation, monitoring, and sustainability.
- (f) Capacity Building and Gender Mainstreaming: Design and deliver gender-responsive capacity-building programmes for community leaders and members focusing on organisational management, budgeting, Programme planning, monitoring, and adoption of climate-smart agricultural practices.
- (g) Community Participation and Documentation: Facilitate participatory assessments, institutional mapping, focus group discussions, and consultations at community and national levels to ensure meaningful engagement of all stakeholders, particularly women,



youth, and small farmers. Maintain accurate records and documentation of all engagements.

- (h) **Grievance Response Mechanism (GRM):** Establish and operationalise a participatory Grievance Response Mechanism in collaboration with local communities and stakeholders to identify, record, and resolve grievances or risks arising during Programme implementation, ensuring transparency and accountability.

### **KEY DELIVERABLES:**

In fulfillment of the consultancy objectives, the CDO shall deliver the following key outputs, according to a schedule agreed with the Programme Manager:

- (a) Gender-Responsive Community Profiles for each targeted community, providing baseline demographic, socio-economic, and organisational data to inform Programme implementation.
- (b) Stakeholder Engagement Plans (SEPs) and a supporting Information, Education, and Communication (IEC) Strategy outlining participatory approaches, consultation methods, and communication tools for community engagement.
- (c) Grievance Response Mechanism Records documenting community consultations, complaints received, actions taken, and resolutions achieved.
- (d) Periodic Progress Reports (monthly and quarterly) summarising implementation progress, key performance indicators, and recommendations for strengthening community participation and programme outcomes.
- (e) Capacity Building and Maintenance Plans detailing community training activities, organisational strengthening, and frameworks for the sustainable management of climate-smart irrigation facilities and farm access roads.

### **DURATION:**

The consultancy is expected to span a period of **forty-eight (48) months** from the date of contract signing, covering the full implementation period of the Programme.

### **REPORTING:**

The CDO will be based within the Project Management Unit (PMU), housed in the Rural Development Unit under the direction of the Ministry of Economic Development, Planning, Agriculture and Lands, Forestry, Marine Resources and Cooperatives and will report directly to the Programme Manager.

The CDO will submit monthly and quarterly reports detailing progress on the Stakeholder Engagement Plan, capacity-building activities, grievance redress actions, and other community-related Programme deliverables.



### **QUALIFICATION AND EXPERIENCE:**

The CDO must be a citizen or bona fide resident of a CDB member country and possess strong interpersonal, communication, and facilitation skills, with a proven ability to work collaboratively with diverse stakeholder groups. The required qualifications and experience are as follows:

- (a) A university degree in Sociology, Anthropology, Community Development, or a related social science discipline.
- (b) Sound knowledge and practical experience in community development, mobilisation, and participation; programme management and monitoring; and the design and implementation of public awareness and stakeholder engagement campaigns.
- (c) A minimum of ten (10) years of relevant experience working with rural communities, preferably in agricultural or rural development contexts, with demonstrated expertise in stakeholder engagement, gender-responsive approaches, participatory research, and community-based capacity development.
- (d) Proven ability to design and facilitate organisational capacity development and maintenance plans within the agriculture and rural development sectors.
- (e) Fluency in English (oral and written) with excellent report-writing, facilitation, and presentation skills.