TERMS OF REFERENCE-TOR
CS3(b)-AF: Social Mobilization Officer

Scope of Work:

The Social Mobilization Officer will be responsible for community engagement, social coordination and grievance management for the construction, reconstruction and rehabilitation of schools under the Sindh Secondary Education Improvement Project (SSEIP) and the Sindh Secondary Education Improvement Project – Additional Financing (SSEIP-AF), financed by the Asian Development Bank (ADB) under Loan Nos. 3845-PAK and 4409-PAK(COL). The Social Mobilization Officer will work under the Project Director through the concerned Deputy Project Manager, coordinate with District Education Officers, Taluka Education Officers and local communities, and ensure that site possession, Voluntary Land Donation Agreements (VLDAs), social surveys, temporary learning arrangements and community issues are managed in accordance with the ADB Safeguard Policy Statement (2009), the Loan Agreements, the Project Administration Manual (PAM), the project's Grievance Redress Mechanism (GRM) and the applicable laws and policies of the Government of Sindh.

Detailed Tasks and/or Expected Output:

The Social Mobilization Officer will perform the following functions, duties, and tasks:

(i) Act as the focal person of the Project Implementation Unit (PIU) for coordination with District Education Officers (DEOs), Taluka Education Officers (TEOs), Head Teachers and School Management Committees (SMCs), and attend district and taluka level coordination meetings and follow up on the decisions taken.
(ii) Obtain from DEOs and TEOs school-level information required for planning and implementation, including land and boundary status, enrolment, staffing and any dispute or encroachment affecting the school site.
(iii) Prepare and implement community engagement and social mobilization plans for school sites, and conduct consultation and information meetings with parents, SMCs, village elders, landowners, local representatives and other stakeholders before, during and after construction, ensuring participation of women, persons with disabilities and vulnerable groups.
(iv) Inform communities about the scope, schedule and expected impacts of construction (such as noise, dust, access restrictions and safety risks) and the mitigation measures to be taken, and maintain minutes, attendance sheets and photographs of all consultations.
(v) Support and coordinate the site possession process in collaboration with the Works, Safeguards and Land teams, the revenue and education departments and landowners, including verification of ownership, availability and boundaries of school sites, and ensure that site possession documents are complete and on record before the site is handed over to the contractor.
(vi) Identify encroachments, disputes and competing claims on school sites at an early stage, report them to the Project Director with recommended actions, and maintain a site possession tracker showing the status of all school sites.
(vii) Facilitate Voluntary Land Donation Agreements (VLDAs), ensuring that donations are voluntary, made by persons with legal title and without adverse impact on the donor or other land users, assist in preparation and execution of VLDAs with supporting

documents, and maintain a VLDA register in coordination with the Safeguards Specialist.

(viii) Conduct or support social surveys, consultations and baseline data collection at school sites, support social safeguards screening (involuntary resettlement and indigenous peoples), and provide inputs to safeguard documents and reports.

(ix) Coordinate with DEOs, TEOs, Head Teachers and SMCs for safe makeshift/temporary learning arrangements for students and teachers during demolition and reconstruction of schools, ensure that these arrangements are agreed in writing before works start, and monitor that they remain safe, functional and adequately equipped.

(x) Serve as the PIU focal person for the Grievance Redress Mechanism (GRM) at the school construction level; create awareness about the GRM; register, categorize and track complaints and community issues arising during construction; facilitate their resolution with contractors, DSC, education officers and community leaders within the GRM timelines; and escalate unresolved grievances to the Project Director.

(xi) Make regular visits to school sites and prepare visit reports; submit monthly progress reports on consultations, site possession, VLDAs, temporary arrangements and grievances; and provide inputs to quarterly progress reports and ADB review missions.

(xii) Perform other duties as assigned by the Project Director.

Minimum Qualification Requirements

Bachelor's Degree from a recognized University/Institute. Master Degree is preferable. Relevant trainings in community mobilization, social safeguards, grievance redress or conflict resolution are preferable. Minimum 08 years of professional experience, of which at least 05 years should be specific experience in social mobilization, community engagement, land possession/donation or grievance redress in infrastructure or education projects, preferably under ADB or other donor-funded projects in Sindh. Sound knowledge of the ADB Safeguard Policy Statement (2009).

Minimum General Experience: 08 Years
Minimum Specific Experience (relevant to assignment): 05 Years