

CBPF-LHF Project (Terms of Reference)

Community Engagement Volunteer (CEV) – AICA / CBPF-LHF PROJECT

1. Background

The Alawite Islamic Charity Association (AICA) is a non-profit organization dedicated to humanitarian aid, providing essential multisectoral services in education, food security, healthcare, livelihood, protection, and community engagement. AICA is implementing an OCHA-funded project to enhance community engagement, student retention, and child protection in North Lebanon and Akkar. Through this initiative, Community Engagement Volunteers (CEVs) will play a key role in mobilizing communities, engaging at-risk students, and delivering psychosocial and recreational activities at designated community centers for any community child visiting the center.

The CEVs will focus on:

1. Ensuring daily engagement of vulnerable students and reducing dropout risks.
2. Facilitating structured walk-in activities for visiting children.
3. Engaging caregivers in follow-ups and awareness sessions if needed.
4. Ensuring alignment with humanitarian child protection and education principles.

This role directly contributes to OCHA's Localization Strategy and Accountability to Affected Populations (AAP) commitments, ensuring inclusive and sustainable education and well-being interventions in crisis-affected communities.

2. Key Responsibilities

A. Community Engagement & Outreach

- Identify and monitor at-risk students facing academic or psychosocial challenges.
- Coordinate with caregivers to ensure consistent participation and provide guidance when absenteeism occurs.
- Establish and maintain relationships with local stakeholders, school directors, and community members to improve retention efforts as requested by Center coordinators and the PM.
- Conduct awareness-raising activities on the importance of education and child protection within the community.

B. Walk-in Activity Facilitation

- Plan and conduct structured walk-in activities (e.g., arts and crafts, storytelling, recreational games) tailored for children aged 6–12.
- Ensure that all activities align with the walk-in curriculum and community needs.
- Maintain a safe and inclusive environment in line with safeguarding and child protection policies.
- Track participation, attendance, and engagement levels.

C. Child Protection & Well-Being Awareness Sessions

- Deliver monthly child protection and well-being awareness sessions for attending children.
- Topics include:
 - Bullying prevention
 - Online safety
 - Personal safety and well-being
 - Protection from Sexual Exploitation and Abuse (PSEA)

- Ensure activities are inclusive and responsive to community needs.

D. Reporting & Compliance

- Maintain accurate records of attendance, student engagement, and feedback.
- Submit regular reports to Center Coordinators and the Project Manager regarding community engagement outcomes.
- Identify challenges and propose data-driven solutions for improving student retention and outreach.

3. Qualifications & Requirements

- High school diploma required. Training in community development, social work, or education is an advantage.
- Previous experience in outreach, community engagement, education, or volunteering preferred.
- Strong interpersonal, communication, and organizational skills. Basic IT proficiency is preferred.
- Fluency in Arabic is required; English or French is a plus.
- Compassionate, community-driven, and committed to education and child protection.
- Preference is given to community members from targeted areas: Sahel Akkar, Deir Amar, Mohajreen, and Mina.

4. Duration

- 11 Months, monthly payment.

5. Reporting Line & Supervision

- CEVs will report daily to their respective Center Coordinators and/or weekly to the Project Manager.
- Performance will be evaluated monthly based on:
 - Student engagement metrics (attendance, dropout rates, feedback).
 - Effectiveness of retention strategies and learning support.
 - Compliance with AICA's child protection and safeguarding policies.

This ToR ensures that all aspects of the Community Engagement Volunteer role are clear, structured, and aligned with humanitarian best practices. The CEV position is critical in ensuring the successful implementation of AICA's OCHA-funded CBPF-LHF project. The selected candidate will play a key role in community engagement, service coordination, and compliance with humanitarian best practices.

Applicant Name: _____

Date: _____

Signature: _____