

**國合會104年度海外服務工作團**

**與高雄醫學大學合作招募「索羅門洪災衛生計畫專案志工」規劃書**

**壹、源起**

本（103）年4月索羅門群島之Guadalcanal省發生該國史上最嚴重洪災，5.2萬民眾受到影響（近全國人口1/10），首都Honiara市超過1萬民眾被迫安置。洪水並沖毀公共設施及居民財產，衍生公共衛生及民眾生計等問題，災區無法獨立解決用水衛生情況，致腹瀉、急性呼吸道感染等因用水衛生不佳所造成之病例驟升。

為改善當地情況，國合會計畫於103年12月至105年5月期間與台灣世界展望會合作進行「索羅門洪災衛生計畫」，協助提供資源並提升12個受災社區之能力，以因應衛生與健康環境問題。本計畫規劃透過衛生推廣、供水系統修復及提供動物圍籬等方式，進而改善災區衛生與健康情況，並協助恢復受災區之生活情況及提升災民衛生與健康知識（計畫書詳如附件一）。此外，國合會預定派遣具專業知識、經驗或能力之專案志工兩名前往索羅門，協助世界展望會在當地推動WASH及公衛相關之執行作業。

**貳、志工招募需求及派遣時間**

1. 招募需求：

* + 1. 派遣地點：索羅門Guadalcanal省
    2. 預訂派遣時間：104年4月1日至104年9月30日(6個月)
    3. 預訂派遣人數：2名，供水、環境衛生和個人衛生/WASH志工及公衛志工各1名，無適任者得從缺錄取
    4. 工作內容：赴索羅門群島Guadalcanal省協助推動本會與台灣世界展望會合作之「索羅門洪災衛生計畫」，與世展會國際團隊一同執行任務，提供專業服務。主要服務內容在協助計畫團隊監督與確認計畫執行進度，並產製相關報告（專案志工工作規範書詳如附件一）。
    5. 報名資格：

1. 具有中華民國國籍，年滿20歲之男性（需役畢或免役）
2. 國際發展、政治科學/國際關係、經濟、社會學、公共衛生相關科系畢業
3. 具3年以上緊急援助工作經驗者優先考慮
4. 英文聽說讀寫能力優良
5. 能獨立自主並在壓力環境下工作者
6. 其他要求請詳見工作規範書

**參、與高雄醫學大學合作規劃**

鑒於 貴校及所屬醫療體系在索國已深耕多時，熟悉當地發展狀況，本會擬請 貴校共同合作進行本計畫之專案志工招募作業，說明如下：

一、招募作業：

本會將請 貴校協助招募適格志工，並於104年1月26日(一)前以電子郵件提供專案志工推薦候選名單及報名資料（報名資料詳如附件二，請寄至本會海外志工小組信箱：[tov@icdf.org.tw](mailto:tov@icdf.org.tw)）。

二、志工甄選:

本會收到 貴校提供之名單後，將進行以下審查作業：

1. 書面資料審查：

本會將於1月27日(二)至1月29日(四)期間進行書面資料審查，並於1月30日(五)通知審查合格者面試時間。

1. 面試：

訂於2月5日(四)舉辦，本會將邀請 貴校及台灣世界展望會推派代表共同評選。

1. 公布錄取名單：

本會將依據審查結果，於2月10日(二)前公布錄取名單。

1. 教育訓練：

志工赴任前須參加本會所安排之服務前教育訓練課程，包括 1) 為期3日之觀念課程 (訓練大綱請參考附件三)及2)專業訓練課程（將視志工需要請 貴校另行規劃及安排），相關費用(講師費等) 由本會負擔。

本專案志工招募作業國合會承辦人聯絡資訊如下：

吳亞彜小姐 TEL:(02)2873-2323，分機308

[y.y.wu@icdf.org.tw](mailto:y.y.wu@icdf.org.tw)

**附件一、「索羅門洪災衛生計畫」計畫書**

**Project Brief:**

* + - * 1. **Project Number:**
  1. **Project Name:** Solomon Islands: Addressing Health and Hygiene needs of those affected by the Solomon Islands Flooding in Weathercoast, Guadalcanal
  2. **Project Sector:** Health and Hygiene
  3. **Implementation Location:** Wards 10, 11, and 12, Guadalcanal Province, Solomon Islands
  4. **Implementation Period:** December 1, 2014 to May 31, 2016
  5. **Executing Agency:** World Vision Solomon Islands, and partner agencies – Provincial Ministry of Health and Medical Services
  6. **Project Amount:** US$ 500,000 - Supported by Taiwan ICDF
  7. **Project Description:**

This project will address the health and hygiene needs of those affected by the flooding through a combination of capacity building of local health workers; greater awareness among community members on how to prevent disease through increased awareness and knowledge; restoration and improved water supply systems; and addressing the environmental conditions from damage to pens and corrals for animal raising. The major contents of the project will include: (1) strengthening the capacity of health workers to deliver health and hygiene training in their communities and building on existing rural health systems; (2) promote the awareness and knowledge of health and hygiene practices to reduce the incidence of disease; (3) restoring and/or improving water systems that provide potable water; and (4) restoring environmental conditions through the proper building of pens and corrals for raising poultry and livestock in order to improve hygiene and reduce mosquito breeding areas around households, as well as prevent damage to gardens and crops.

1. **Project Background**

*Project Background should include the background of the project (the Project Rationale) and Current Status (stating the reasons for implementing the project and problems to be solved).*

* 1. **Project Rationale:**

A tropical depression affected the Solomon Islands between 1 and 3 April 2014 and resulted in heavy rain and severe flash flooding which left at least 23 people dead and 25 missing in Honiara City and Guadalcanal Province. Multiple rivers burst their banks washing away houses and affecting an estimated 12,000 in Honiara City and 40,000 people in Guadalcanal Province. Up to 10,000 persons have been displaced and have been seeking refuge in evacuation centers in Honiara. Although the number of displaced persons in Guadalcanal Province is unknown due to poor access - a result of infrastructural damages to roads, river crossings and exacerbated by rough seas - it is expected that a large proportion of the rural population requires assistance. This flooding resulted in damaging water supply systems, livestock and poultry corrals and pens, as well as food sources for the affected population. Please see the WVSI assessment data table below.

**WVSI Assessment Data for 3 Wards in Weathercoast, Guadalcanal\***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Ward (ward no)** | **Head of Family** | **People in HH** | **HH without water** | **Houses with all or most food gardens destroyed** |
| Moli (10) | 90 | 502 | 29 | 66 |
| Tetekanji (11) | 82 | 527 | 69 | 75 |
| Birao (12) | 63 | 306 | 32 | 60 |
|  |  |  |  |  |
| **Total** | **235** | **1,335** | **130** | **201** |

\*Note: the assessment did not cover all households in the wards, but was a sampling of households.

All three of these factors have adversely affected the health status of those in Weathercoast, Guadalcanal. The Chief Medical Officer for the Marau Area Health Clinic in Weathercoast has stated that the flooding has contributed to increases in preventable diseases, such as diarrheal, influenza-like illnesses, skin disease, and malarial and other water-borne diseases. Please also see the attached below, *Post-Flood Disaster Early Warning Surveillance Report No. 8*, from the National Surveillance Unit (Ministry of Health and Medical Services), providing disease surveillance information that highlights increased incidence of disease in Honiara and Guadalcanal following the floods.



* 1. **Assessment of Problems and Opportunities**

In Weathercoast, Guadalcanal, the main issues for the affected population are threefold: 1) damage to water supply systems that have resulted in diarrheal and other water-borne disease; 2) insufficient knowledge of hygiene practices to counter the unclean water conditions; and, 3) damage to holding pens for animals resulting in both spread of manure/feces around habitable areas, damage to small gardens and crops, and standing water from burrowing animals that provide breeding areas for mosquitoes.

The water supply systems in the target area were not extensive prior to the flooding, and as a result of the flooding the systems in the target communities and surrounding area are in need of repair and/or new systems. WVSI will conduct a thorough assessment to determine the needs in the target area at the start of the project, and will be providing design and construction for rain-water system, gravity fed system, and repair/maintenance of existing systems. An initial review of 33 communities in Weathercoast shows definite damage from flooding to water systems in 6 communities, and the likelihood of benefiting a population of 1,000 persons from improving those systems. Additional 17 communities are in need of water systems, but additional assessment work is needed to demonstrate that flooding damaged their systems and thus could be incorporated into the project.

WVSI has found that lack of awareness on health and hygiene practices is a common problem in rural communities in Solomon Islands. In the current WASH projects for the WVSI flood response, there is a health promotion team that has provided training in basic practices of hand washing, use of sanitation facilities and disposal of waste, washing dishes with soap, and personal hygiene. The project will build this knowledge through community health workers to support longer-term messaging and adoption of practices in the target communities. In addition, it will mobilize youth to engage in drama performances to reinforce the hygiene messaging during community events.

In relation to animal management, the FAO, in its report, Mixed crop – livestock farming, <http://www.fao.org/docrep/004/y0501e/y0501e06.htm>, notes the benefits of housing and management of animals includes the following:

* Excreta management
* Disease control
* Prevention of damage to crops

Thus, better animal control in the community setting improves the environmental conditions that lead to less disease and better health for the community members, with reduction in both malaria and dengue. Mr. Mark Koro, Head of Anti-malaria Programme in Marau Region, confirms this is the situation in the target areas for this project: “The release of animals following the flooding creates a health danger because of the increased burrowing that provides the breeding areas for mosquitoes and vector-borne disease.” The project will address this through working with impacted households to restore damaged pens and corrals, and thereby address this contributing factor to poor sanitation and disease.

The opportunities are present because the 12 target communities have Health Champions and Community Health Workers (CHWs), who are part of the rural health system. These health workers have the ability to provide organization and messaging around health and hygiene issues in the target communities. In addition, World Vision Solomon Islands (WVSI) has an Area Program in Weathercoast, and has the ability (via office, vehicles, boats, staffing) to reach the 12 target communities and to conduct the health and hygiene training, and to transport materials for WASH and pen/corral restoration activities. WVSI also has both a Health Coordinator and a Hygiene Promotion Officer in its Honiara Office that can coordinate with the Ministry of Health and Medical services, and jointly provide advice and training to project staff and health workers to address the need for greater awareness and knowledge on health and hygiene. Lastly, the Area Program in Weathercoast is familiar with these communities, and has experience in several sectors, including community planning and economic development, where they can address the multiple factors that have had negative impact on the health and well-being of the affected population. Another opportunity will be to align with a proposed livelihoods project funded by the UNDP and implemented by WVSI (awaiting approval) that covers some of the communities in Weathercoast.

1. **Expected Results**

*Project benefits are “outcome-oriented,” and project outcomes are the prime concern of each project. Based on the project outcomes, consider what effect these outcomes may bring. Next, consider what outputs bring us to these outcomes. Lastly, consider what activities or resources are needed to get these outputs. A cost effectiveness analysis should be conducted based on the nature of the project. Using financial or economic analysis, cost effectiveness analysis aims to select the most appropriate and effective plans with limited resources from among all eligible plans. It is a reference for determining resource allocation and prioritization.*

1. **Impact**

The impact will be to improve the health and hygiene status among the flood-affected population in 12 communities in 3 wards in Guadalcanal Province, Solomon Islands. Target households for 12 communities is about 550, and a total population of 3,114 population, representing the target beneficiaries. Should communities in the target area be identified outside this initial 12 for water system interventions, then the beneficiary number will increase, with about 120-150 beneficiaries per community.

1. **Outcome**

*What has been successfully achieved at project completion due to the project’s outputs, and will help to realize the project impact. Outcomes usually refer to the changes of the beneficiaries from the project (e.g., knowledge-related, attitudinal, and behavioral changes).*

12 flood-affected communities in Weathercoast, Guadalcanal with capacity and resources to address poor health and hygiene conditions

1. **Outputs**

*The specific goods (tangible) and services (intangible) produced as a result of project operations.*

* + 1. 12 target communities build capacity to message around health and hygiene
    2. Five communities install adequate water supply systems for drinking, washing, and bathing. Note: additional communities may only require basic repairs of existing systems, and they will be included in the WASH project activities following a proper assessment of the water supply needs in the target area.
    3. Materials provided to 160 households restore pens and corrals (using both community and external resources).
    4. Project staff demonstrates effective monitoring and evaluation activities.

1. **Implementation Arrangements**

*This should include the content of major project activities. Please also plan the schedule of these activities to complete the DMF schedule.*

The 12 communities represent about 550 households, and a total population of 3,114 persons. This represents the initial target beneficiaries as outlined below.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Ward(s)** | **Target Communities** | **Condition of Water System** | **Population** | | | | | | |
| **1-12yrs** | | **Youths** | | **Adults** | | **TOT** |
| **M** | **F** | **M** | **F** | **M** | **F** |
| **TETEKANJI**  **(11)** | 1. Karivaolu | * Requires major repairs /to have a new system since the water system has been damaged; not in use as the community people uses the river. Access to closer water source for gravity fed. | 23 | 26 | 32 | 22 | 62 | 75 | **240** |
| 1. Kadaho | * Kadaho community has no water system implace where now it is vital for the newly established Early Childhood Education Centre (ECE) in the community as well as for people to access safe and clean drinking water during rainy & floodings. | 14 | 27 | 28 | 32 | 58 | 64 | **223** |
| 1. Komuniboko | * These communities has access to gravity fed from nearby water source where currently do not have any water system in the community. | 34 | 21 | 32 | 46 | 74 | 63 | **270** |
| 1. Valekilo |
| **MOLI**  **(10)** | 1. Sukiki | * Needs major repairs on the water system- damaged from flash flooding | 42 | 37 | 41 | 49 | 77 | 64 | **310** |
| 1. Balo | 64 | 59 | 72 | 88 | 135 | 120 | **538** |
| 1. Kololauvi/   Visunauru | * Kololauvi is a cluster community of Visunauru that may access the same water source from Visunauru. Where the Visunauru Water System requires repairs on flash flooding. Where it is needed that the system be improved and extended to Kololauvi | 24 | 7 | 42 | 27 | 46 | 49 | **225** |
| 1. Ghaimabulu | * Requires major repairs on the water system after the flash flooding for damaged leaking pipes. Otherwise, these 3 communities have old water system. | 24 | 31 | 25 | 27 | 36 | 32 | **175** |
| **BIRAO**  **(12)** | 1. Ngalidova/Sava | 28 | 34 | 29 | 34 | 42 | 31 | **198** |
| 1. Poinaho | 31 | 26 | 38 | 21 | 43 | 52 | **211** |
| 36 | 47 | 32 | 36 | 53 | 43 | **247** |
| **BIRAO-Islands**  **(12)** | 1. Alite | * Obviously, the community uses water tanks (Rain catchment) of old conditions for drinking & cooking. Perhaps, there is a possibility of having a gravity fed for water supply in the community from a spring that they have piped a 50mm polythene pipe 50m leading to the sea front for washing. With the height of 5m of its running outlet, we would say that the pressure is also sufficient to supply water for the community and the nearby Primary School. | 39 | 42 | 36 | 31 | 53 | 47 | **248** |
| 1. Niumarere | * This community is as similar as the Alite community. It would be helpful if a thorough assessment be conducted whether the system be gravity fed/rain-catchment. Otherwise, there is desperate need for water for the 2 island communities. | 38 | 43 | 34 | 36 | 41 | 37 | **229** |

Note: 6 communities above have been identified with damage from the April flooding, including Sukiki, Balo, Koloauvi/Visunauru, Ghaimabulu, Ngalidova/Sava, and Poinaho. The assessment will further distinguish the water supply needs, and budget available to restore these systems; thus, the proposal targets five communities but this may be expanded to 6 if there is sufficient budget and demonstrated need.

The attached implementation plan and budget below covers activities across the life of project including outputs, activities, timeframes, implementing partner and budget.



**Activities Implementation Plan**

Project Name: Addressing Health and Hygiene Needs of those Affected by the Solomon Islands Flooding in Weathercoast, Guadalcanal

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Outputs | Activities | Timeframe | | | | | | Responsible Partner | Total Budget (USD) |
| Q1 | Q2 | Q3 | Q4 | Q5 | Q6 |
| 1.1 24 Community Workers trained in health and hygiene practices | 1.1.1 Recruitment of project staff and identification of partner staff | X |  |  |  |  |  | World Vision |  |
| 1.1.2 Project inception workshop with project staff and partners | X |  |  |  |  |  | World Vision, MHMS and MoA |  |
| 1.1.3 Conduct inception meeting with key stakeholders – WVSI, WV Taiwan and ICDF | X |  |  |  |  |  | World Vision |  |
| 1.1.4 Community consultations and development of MoUs to support community participation and inputs | X |  |  |  |  |  | World Vision |  |
| 1.1.5 Project develops training material for 3 subject areas with MHMS input for community health workers training | X |  |  |  |  |  | World Vision and MHMS |  |
| 1.1.6 Communities identify their Health Champion and Community Health Worker to attend training | X |  |  |  |  |  | World Vision |  |
| 1.1.7 Training organized in each of the 3 wards, and 2-day training conducted for respective community health workers | X |  |  |  |  |  | World Vision and MHMS |  |
|  | | | | | | | | | |
| 1.2 12 target communities trained by community health workers in health and hygiene practices | 1.2.1 Community health workers organize community training with community leaders in their respective communities |  | X |  |  |  |  | World Vision |  |
|  | 1.2.2 Community health workers provide their training in their community, while also utilizing IEC materials |  | X | X |  |  |  | World Vision |  |
|  |  |  |  |  |  |  |  |  |  |
| 1.3 108 IEC materials (3 per subject matter in each community) are displayed in 12 target communities | 1.3.1 IEC materials are printed | X |  |  |  |  |  | World Vision |  |
|  | 1.3.2 IEC materials are provided to community health workers for display in respective communities |  | X |  |  |  |  | World Vision |  |
|  | | | | | | | | | |
| 1.4 Youth in 12 target communities are able to dramatize hygiene practices, and reinforce messaging around hygiene from initial training | 1.4.1 Drama consultant hired to organize and train youth on presenting dramas in communities | X |  |  |  |  |  | World Vision |  |
|  | 1.4.2 Community health workers invite youth from community to be a part of community drama group | X |  |  |  |  |  | World Vision |  |
|  | 1.4.3 Youth (5 from each community) attend 3-day workshop in each ward to learn about drama presentations , and prepare drama presentation of their own |  | X |  |  |  |  | World Vision |  |
|  | 1.4.4 Community health workers and Youth Drama Group organize a drama in their neighbouring community on a special community occasion |  |  | X | X | X |  | World Vision |  |
|  | | | | | | | | | |
| 2.1 Five water systems are constructed to provide adequate water to affected communities | 2.1.1 Assessment of water supply needs in target area |  | X |  |  |  |  |  |  |
|  | 2.1.2 Technical design of water supply systems are prepared |  | X |  |  |  |  |  |  |
|  | 2.1.3 Procurement of materials and tools for water supply systems |  |  | X |  |  |  |  |  |
|  | 2.1.4 Transportation of water supply materials |  |  | X |  |  |  |  |  |
|  | 2.1.5 Construction of water supply systems |  |  |  | X | X | X |  |  |
|  | 2.1.6 Water Committees established and training provided on operation and maintenance |  |  |  | X | X |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| 3.1 Materials provided to restore pens and corrals (using both community and external resources) | 3.1.1 Households identified through baseline survey on needs to restore pens and corrals – project staff visit each community to develop materials and budget | X |  |  |  |  |  | World Vision |  |
|  | 3.1.2 Project staff prepare and procure household materials for pens/corrals (based on contribution from household itself) – 160 Households |  | X |  |  |  |  | World Vision |  |
|  | 3.1.3 Materials transported and distributed to identified households |  | X |  |  |  |  | World Vision |  |
|  | 3.1.4 Households restore their pens and corrals |  | X | X |  |  |  | Partner Communities |  |
|  | | | | | | | | | |
| 4.1 Project staff demonstrate effective monitoring and evaluation activities | 4.1.1 Project DME officer and relevant staff updates the ITT regularly (monthly) | X | X | X | X | X | X | World Vison |  |
|  | 4.1.2 Baseline survey conducted | X |  |  |  |  |  |  |  |
|  | 4.1.3 End line survey conducted |  |  |  |  |  | X | World Vision |  |
|  | 4.1.4 Final project report prepared and printed |  |  |  |  |  | X | World Vision |  |
|  | 4.1.5 Project staff hold closing 1 day workshop with partners and community representatives to share end-line and project results |  |  |  |  |  | X | World Vision, MHMS and MoA |  |
|  |  | | | | | | | |  |
| Activity Cost: |  | | | | | | | |  |
| Operational Cost: | Includes: Accommodation, local hiring, Office Supplies, Training, Travel, Per Diem, Fuel | | | | | | | |  |
|  |  | | | | | | | |  |
| Total Direct Costs: |  | | | | | | | |  |

1. **Budget and Resource Allocation**
2. **Source of Funding:** December 1, 2014 to May 31, 2016: US$500,000 -supported by Taiwan ICDF.
3. **Human Resources:**

*Please specify the human resources required for the project.*

* + 1. Taiwan ICDF: Two technical staff/professional volunteer to support project implementation (one for Health, and one for WASH);
    2. World Vision Solomon Islands: One project manager, two technical facilitators (one for Health, and one for WASH), and 4 community facilitators;
    3. Provincial Ministry of Health and Medical Services – One project facilitator/trainer to support training for community health workers.

1. **Other Resources:**

*Other resources other than the project budget and human resources, if necessary.*

Community participation and local resource provision is part of the design of this project. The project will develop Memorandum of Understandings (MoUs) with the 12 target communities to ensure active participation of community leaders and members in implementation and monitoring, as well as the in-kind contributions of labor and resources to achieve the outputs and outcomes in the project. WVSI works in partnership with communities, and thus this is central to ensuring communities are capable in developing in partnership with external organizations.

1. **Attachments**

*The following attachments must be submitted for all projects:*

* + - * 1. **DMF (Design and Monitoring Framework):** Please see Appendix 2.
        2. **Budget Statement:**

|  |  |  |
| --- | --- | --- |
| **Budget Breakdown** |  | **Amount ($US)** |
| 1. Activity Cost |  | 275,079 |
| 1. Operating Cost |  | 134,921 |
| 1. Program Support and Supervision |  | 90,000 |
|  |  |  |
| **Total:** |  | 500,000 |

**Appendix 1**

**Project Sector Cross References**

The correspondence between project Sector and ODA reporting system code is as follows:

| ODA Reporting System Code | Example |
| --- | --- |
| **Project Sector: Agriculture**  310 Agriculture, forestry, and fisheries | 1. Bamboo Development Project (Caribbean and Central and South America) 2. Aquaculture Project (Belize) 3. Horticulture Project (Solomon Islands) 4. Haiti New Hope Village Residents Resettlement Project |
| **Project Sector: Public Health**  120 Health | Addressing Health and Hygiene needs of those affected by the Solomon Islands Flooding in Weathercoast, Guadalcanal |
| **Project Sector: Education**  110 Education | 1. Technical and Vocational Education and Training Project (The Gambia) 2. Vocational Training Project (Swaziland) |
| **Project Sector: ICT**  220 ICT | 1. ICT Technical Cooperation Project (Belize) 2. ICT Technical Cooperation Project (St. Kitts and Nevis) 3. ICT Technical Cooperation Project (St. Lucia) 4. ICT Technical Cooperation Project (St. Vincent and the Grenadines) |
| **Project Sector: Environmental Protection**  140 Water Supply and Hygiene  230 Energy Generation and Supply  410 General Environmental Protection | 1. Panama Water Resource and Renewable Energy TA Project 2. [Application of Geographic Information Systems to Improve Environmental Sustainability in San Salvador](http://www.icdf.org.tw/ct.asp?xItem=2642&ctNode=29819&mp=2) |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Appendix 2 DMF** | **Design Summary** | **Performance Targets/Indicators** | **Data Sources/**  **Reporting Mechanisms** | **Assumptions/ Risks** |
| **Impact** | (Impact refers to the effectiveness with which different project components have been achieved 3-5 years after project completion)  Improved health and hygiene status among the flood-affected population in 12 communities. | (Quantifiable performance indicators)  30% reduction in the reported incidences of diarrheal cases over the project period | (Reliable sources of information which support the monitoring of the project)  Health Clinic reports from 12 target communities  Baseline and end line survey | **Assumption:**  Target community members have sufficient time to attend trainings, and apply the learnings from the trainings  **Mitigate Risk:**  Community consultations and MoUs will serve to motivate community members in their own development |
| **Outcome** | (Outcome refers to the project’s overall objective)   * 1. 12 flood affected communities in Weathercoast, Guadalcanal with capacity and resources to address poor health and hygiene conditions | 75% increase of households practicing 3 key health & hygiene messages by project end (messages include a) proper hand washing with soap to prevent infectious disease, b) drinking boiled water to prevent infectious disease, c) bathing regularly with soap to prevent skin infections and infectious disease) | Baseline and end line survey | **Assumption:**   1. Community health workers will continue to fulfill their role and will remain in the community 2. The Ministry of Health and Medical Services (MHMS) will fully support project design and activities   **Mitigate Risk:**   1. The Project staff will consult with the Provincial Ministry of Health and Medical Services and communities to select community health workers with long term commitment. 2. Project staff will consult with MHMS at the outset to advise them on this project, collaboration and goal and objectives. |
| **Outputs** | (Output refers to the project content needed to achieve project outcomes)   1. 12 target communities build capacity to message around health and hygiene 2. Five communities install adequate water supply systems for drinking, washing, and bathing 3. Materials provided to 160 households to restore pens and corrals (both community and external resources) 4. Project staff demonstrates effective monitoring and evaluation activities | 24 community health workers trained (2 from each community)  12 target communities trained by community health workers  108 IEC materials displayed in 12 target communities (3 for each type of messaging)  Youth in 12 target communities able to dramatize on hygiene practices, and reinforce messaging around hygiene  Number of communities assessed in target area with damaged water supply systems; Number of communities with improved water systems  Number of households receiving project materials for reconstruction of pens/corrals  Baseline and end line surveys conducted; final report prepared | Project training report  Baseline and end line survey  Sample IEC materials; project report  Project training report, and list of youth members  Assessment report on WASH needs in target area; Baseline and end line survey;  Project report; list of household recipients  Baseline and end line surveys; final report | **Assumption:**   1. Materials can be procured in Honiara without delay, and transported easily to Weathercoast for distribution 2. The government partner staff with capacity are available to contribute during the project timeframe   **Mitigate Risk:**   1. Project staff will plan ahead, and provide sufficient lead times to procure, transport and deliver project inputs to target communities 2. WVSI will work with the MHMS to identify the appropriate candidates at the outset of the project |
|  | **Activities with Milestones**  *(Activities and Milestones: Activities (project items) and schedule needed to achieve project contents)*  1.1.1 Recruitment of project staff and identification of partner staff (First Quarter)  1.1.2 Project inception workshop with project staff and partners (First Quarter)  1.1.3 Conduct project inception meeting with key stakeholders – WVSI, WV Taiwan and ICDF  1.1.4 Community consultations and development of MoUs to support community participation and inputs (First Quarter)  1.1.5 Project develops training material for 3 subject areas with MHMS input for community health workers training (First Quarter)  1.1.6 Communities identify their Health Champion and Community Health Worker to attend training (First Quarter)  1.1.7 Training organized in each of the 3 wards, and 2-day training conducted for respective community health workers (First Quarter)  1.2.1 Community health workers organize community training with community leaders in their respective communities (Second Quarter)  1.2.2 Community health workers provide their training in their community, while also utilizing IEC materials (Second and Third Quarter)  1.3.1 Project staff and MHMS partner staff agree on IEC material messaging and poster (First Quarter)  1.3.2 IEC materials are printed (First Quarter)  1.3.3 IEC materials are provided to community health workers for display in respective communities (Second Quarter)  1.4.1 Drama consultant hired to organize and train youth on presenting dramas in communities (First Quarter)  1.4.2 Community health workers invite youth from community to be a part of community drama group (First Quarter)  1.4.3 Youth (5 from each community) attend 3-day workshop in each ward to learn about drama presentations , and prepare drama presentation of their own (Second Quarter)  1.4.4 Community health workers and Youth Drama Group organize a drama in their neighboring community on a special community occasion (Third, Fourth and Fifth Quarter)  2.1.1 Assessment of water supply needs in target area (Second Quarter)  2.1.2 Technical design of water supply systems are prepared (Second Quarter)  2.1.3 Procurement of materials for water supply systems (Third Quarter)  2.1.4 Transportation of water supply materials (Third Quarter)  2.1.5 Construction of water supply systems (Fourth, Fifth and Sixth Quarter)  2.1.6 Water Committees established and training provided on operation and maintenance (Fourth and Fifth Quarter)  3.1.1 Households identified through baseline survey on needs to restore pens and corrals (First Quarter)  3.1.2 Project staff prepare and procure household materials for pens/corrals (based on contribution from household itself) (Second Quarter)  3.1.3 Materials transported and distributed to identified households (Second Quarter)  3.1.4 Households restore their pens and corrals (Second and Third Quarter)  material for training community members (Second Quarter)  4.1.1 Project DME officer updates the ITT regularly (All Quarters)  4.1.2 Baseline survey conducted (First Quarter)  4.1.3 End line survey conducted (Final Quarter)  4.1.4 Final project report prepared (Final Quarter)  4.1.5 Project staff hold closing 1 day workshop with partners and community representatives to share end-line and project results ( Final Quarter) | | | **Inputs:**  **Taiwan ICDF**  Provide financial support of $500,000 and dispatch 2 volunteers.  **WV Solomon Islands and WV Taiwan**  Technical and management oversight  **Host Government**  Provide inputs into training materials, IEC materials, and project linkages between community health workers and local government health clinics/staff for training activities |

**Appendix 3**

**Terms of Reference for WASH Technical Officer (Volunteer)**

The deployment of the WASH Technical Officer is contingent upon successful completion of all WV paperwork and the Specialist must agree to all overall organizational standards and policies including WV’s Child Protection Policy. The deployment is also contingent upon approval by the Response Manager and the Country Director.

**JOB DESCRIPTION**

|  |  |
| --- | --- |
| Position Title: WASH Technical Officer | JOB GRADE: Volunteer  (International travel, medical insurance, and living allowance covered by Taiwan ICDF) |
| Country : World Vision Solomon Islands  Department: Operations Department | Date Prepared/Updated/Version:  23 September 2014 |
| Operations Manager  Reporting Relationship:  Response Manager  Reports To:  WASH Technical Officer  The Position:  Direct Reports: | |

1. **POSITION PURPOSE/JOB MISSION**

Under the direction of the Response Manager, the WASH Technical Officer will work as part of the Weathercoast Health and Hygiene Project team within the Operations Department. The WASH Technical Officer will provide technical inputs into the implementation of WASH activities for the project, and will be responsible for field monitoring and providing timely reporting on the implementation of the activities.

1. **POSITION GOALS AND OBJECTIVES (Generic Performance Measures)**
   1. Provides expertise and support to the Project Coordinator to ensure the WASH activities are fully implemented based on relevant standards, and in coordination with the Ministry of Health and Medical Services, Environmental Health Division, Department of Rural Water Sanitation and Hygiene **(RWASH)**
   2. Accomplishes field monitoring and support, and reporting on progress and addressing challenges in the field implementation in coordination with the Area Manager and Project Coordinator.
2. **MAJOR RESPONSIBILITIES (BASED ON GOALS AND OBJECTIVES)**

• In collaboration with Project Coordinator, prepare and review budgets in relation to WASH activities, and support planning of field implementation.

* In collaboration with the WASH Sector Lead of WVSI, provide technical inputs, (such as input and review of rural sanitation systems, gravity and rain fed water systems) into the assessment of target area, and the design of appropriate water supply systems damaged by flooding.

• Monitor the WASH implementation of activities to ensure progress achieved, contributing to the overall goals and objectives.

• Contribute to monthly, annual and end-of-project narrative reports as required by the donor.

• Ensure that WASH water systems are in line with the relevant international and RWASH standards.

• Contribute to providing project updates as needed to WV Taiwan, the Response Manager, the donor and partners.

• Assist the Area Manager and Project Coordinator in networking with project partners and local donor delegations.

• Assist the Area Manager and Operations Department with review of any concept notes relating to WASH programming in WVSI.

1. **EDUCATION/EXPERIENCE/EXPERTISE REQUIREMENTS**

The following competency may be acquired through a combination of personal commitment, formal schooling, education, prior experience:

*REQUIRED:*

• Degree or equivalent in relevant fields of study such as International Development, Political Science/International Relations, Economics, Sociology, or other related field.

• Self starter who can work independently under pressure.

• 3 years experience in emergency response WASH programming

• Previous experience in humanitarian emergencies

• Familiarity with major humanitarian codes, principles and practice.

• Working Knowledge in English.

*PREFERRED:*

• Ability to work with a reasonably level of comfort in high tension and high security risk situations.

• Ability to maintain performance expectations in diverse cultural contexts psychologically stressful environs and physical hardships.

• Understands work from a process point of view and uses measurement and accountability systems effectively.

• Excellent time-management and prioritization.

• Demonstrates openness and transparency

1. **CORE CAPABILITIES/FUNCTIONAL COMPETENCIES**
   1. **CORE CAPABILITIES (INDIVIDUAL LEVEL)**

Although all 13 capabilities are essential for effective work in a World Vision context, there will be some capabilities that will be more critical for this position

1. **Achieves quality results- T**his capability is about keeping the end in mind and getting things done to ensure the quality of the programs or activity. It involves being proactive and taking personal responsibility for action. It means that customers are satisfied, work has the desired impact and staff demonstrates a desire to achieve excellence .
2. **Practices accountability and integrity** – This ability is about exercising stewardship of resources and demonstrating trustworthiness. It means being consistent between the actions we take and the words we use. It means adhering to standards of service and honouring them in a professional way..
   * + - Demonstrates personal integrity and trustworthiness
       - Pursues thoroughness and appropriate detail
       - Evaluates personal performance against agreed standards
       - Sets high standards and monitors division/department compliance as well as

within different divisions/groups

* + - * Ensures compliance (or consequences for non-compliance) of all staff under his/her leadership to WV when working with all human, financial, capital and technical resources.

1. **Communicates information effectively** – This capability is about managing the communication of ideas, requests and information to others. It involves openness, listening, reflection, feedback and includes non-verbal and written channels. The emphasis is also on maintaining positive relationships.
   * + - Maintains positive relationships through open, effective communication
       - Facilitates appropriate information flow to management and amongst staff in a timely and effective manner
       - Communicates clearly verbally and in writing to all stakeholders
       - Demonstrates excellent group and meeting facilitation skills
2. **Thinks clearly, deeply and broadly** – This capability is about thinking through what is important to the role, tasks or issue at hand. It involves analytical, conceptual, and critical thinking in order to bring greater clarity. It helps people see underlying assumptions and make sense out of ambiguous information.
   * + - Sees relationship between cause, effects and big picture
       - Breaks down complex information into simple language
       - Identifies critical issues facing the team or work group and the organization
       - Stays alert to trends and responds appropriately
       - Ensures that effort is focused on priority areas
       - Coordinates team participation in long and short term planning processes
3. **Understands the Humanitarian Industry**- This capability is about knowing the general sectors of the industry, including relief, development, advocacy and marketing. It also includes knowing the key stakeholders (Major NGOs and donors) plus issues impacting operations, including political, ethical and logistical.
   * + - Develops links with NGOs, government agencies, donors and partners
       - Participates in interagency fora
       - Reviews divisional and organizational performance against industry standards and benchmarks
       - Actively maintains current industry knowledge and identifies cross-sectoral trends and changes in the humanitarian industry.
4. **Understands World Vision’s mission and operations** – This capability is about a holistic understanding and personal commitment to World Vision’s child focused vision, mission and core values. It includes being able to articulate the strategic directions, ethos and financial foundations as well as describing the core business areas.
   * + - Understands fundraising, relief, development and advocacy issues including operational consequences in relation to WV mission and operations
       - Represents World Vision as a child-focused organization
       - Puts personal work into the wider WV context
       - Aligns departmental goals with vision, mission, strategy
       - Clearly articulates WV history and core business areas.
5. **Practices innovation and change**  - This capability is about proactively seeking new ideas, processes and solutions to achieve organizational and personal objectives. It involves solving immediate problems while taking the initiative to bring change and make improvements within an areas of responsibility ald also means expressing creativity in work.
   * + - Invests in continuous improvement to work and quality
       - Maintains awareness of other agencies’ innovations and experiences through formal and informal networks.
       - Develops own ability to design and lead change processes
       - Supports and participates in continuous improvement processes
6. **Demonstrates Christ-centered life and work (preferred capability)** – This capability includes living out a positive and compassionate approach to witness and service as a follower of Jesus Christ. This includes seeking to develop spiritual maturity and supporting corporate spirituality
   * + - Links personal mission and work to spirituality
       - Communicates sense of calling for ministry and leadership
       - Deepens spiritual maturity through prayer and study
       - Attends and has some involvement in a local church
       - Models biblical ethics and principles in actions and lifestyle
       - Interacts sensitively and constructively with people from a range of Christian traditions and with people of other faiths and belief systems
       - Encourages spiritual growth of staff
7. **Learns for growth and development** – This capability is about seeking out personal and professional excellence as well as supporting the development of others. It puts a high priority on seeking learning opportunities, learning from experience and investing in development resources and activities.
   * + - Seeks personal mastery in required areas of expertise
       - Demonstrates awareness of own strengths and weaknesses and seeks appropriate support
       - Manages others to take responsibility for their actions
       - Encourages staff to seek high levels of performance
       - Provides coaching to staff
8. **Maintains work/life balance and effectiveness** – This capability is about prioritizing a wide range of personal and organizational responsibilities and demands. It involves the flexibility, resilience and assertiveness to hold commitments in balance and in perspective as well as maintaining self control under pressure.
   * + - Maintains balance in work, life and relationships (especially family and friendship relationship and support networks)
       - Prioritizes many demands without losing focus
       - Provides senior management with accurate and timely information on staff capacity, workload and pressures
       - Encourages staff to balance work, family and community commitments
9. **Builds collaborative relationships** – This capability is about recognizing each person’s gifts and talents, building positive genuine relationships, fostering networks and actively participating in effective work teams. It includes both internal and external relationships and adapting a ‘team approach’ to work.
   * + - Inspires respect and loyalty from others
       - Treats others with honor and respect
       - Builds and maintains strong relationships with team members, manager, peers and other colleagues
       - Encourages cooperation within the team
       - Develops networks within and outside the organization
10. **Practices gender and cultural diversity** – This capability is about interacting, communicating and working sensitively with people of the opposite gender and from other cultures, ethnic backgrounds, races, ability sets, religious, geographical origins or social groups. It means understanding, embracing and celebrating those differences.
    * + - Respects and is sensitive to different groups
        - Adapts personal style to new environment and cultures
        - Expresses own beliefs in culturally appropriate manner
        - Models global thinking and local action
11. **Influences individuals and groups**  - This capability is about being able to formally and informally assert opinions, influence others, building bridges between dissenting views and attract people toward a shared understanding. It means influence and advocacy that causes others to willingly alter their perspectives.
    * + - Seeks to understand perspectives and respect differing perspectives and viewpoints
        - Interprets complex information and explains it simply to a range of stakeholders
        - Builds bridges between dissenting parties, including reframing different perspectives and finding shared values and priorities

**B. FUNCTIONAL COMPETENCIES**

Demonstrates knowledge, skills and abilities in performing functions required for the job as follows:

1. TECHNICAL CONSULTANT - The ability to advise and input into WASH standards to defined stakeholders.
   * Knowledge of operations, including:
   * Understanding of relief programs and projects
   * Knowledge in disaster relief, including:
   * Knowledge of various academic approaches to relief (ex., economics, social theory, etc.) /and theoretical frameworks that seek to explain change over time
   * Understanding of humanitarian industry
2. CAPACITY BUILDER – the ability to transfer skills, technology, and knowledge to target staff and defined partners.
   * Presentation/training skills*,* including the design and facilitation of short- and long-term training programs
   * General ability to transfer technical working knowledge to key staff, including the Response Manager, the Area Manager, the Project Coordinator and Community Facilitators
3. PROJECT PERFORMANCE ANALYSIS – the ability to analyze performance gaps and success factors, and make recommendations to achieve the project’s overall goal and objectives.
4. OTHERS
   * Willingness and ability to multi-task

|  |  |
| --- | --- |
| Name of Incumbent: | Reviewed and Approved by: |
| Accepted /Date : | Date: |

**Appendix 4**

**Terms of Reference for Health Technical Officer (Volunteer)**

The deployment of the Health Technical Officer is contingent upon successful completion of all WV paperwork and the Specialist must agree to all overall organizational standards and policies including WV’s Child Protection Policy. The deployment is also contingent upon approval by the Response Manager and the Country Director.

**JOB DESCRIPTION**

|  |  |
| --- | --- |
| Position Title: Health Technical Officer | JOB GRADE: Volunteer  (International travel, medical insurance, and living allowance covered by Taiwan ICDF) |
| Country : World Vision Solomon Islands  Department: Operations Department | Date Prepared/Updated/Version:  23 September 2014 |
| Operations Manger  Reporting Relationship:  Response Manager  Reports To:  Health Technical Officer  The Position:  Direct Reports: | |

1. **POSITION PURPOSE/JOB MISSION**

Under the direction of the Response Manager, the Health Technical Officer will work as part of the Weathercoast Health and Hygiene Project Team within the Operations Department. The Health Technical Officer will provide technical inputs into the implementation of health and hygiene activities for the project, and will be responsible for field monitoring and providing timely reporting on the implementation of the activities.

1. **POSITION GOALS AND OBJECTIVES (Generic Performance Measures)**
   1. Provides expertise and support to the Project Coordinator to ensure the health and hygiene activities are fully implemented based on relevant standards, and in coordination with the Ministry of Health and Medical Services
   2. Accomplishes field monitoring and support, and reporting on progress and addressing challenges in the field implementation in coordination with the Area Manager and Project Coordinator.
2. **MAJOR RESPONSIBILITIES (BASED ON GOALS AND OBJECTIVES)**

• In collaboration with Project Coordinator, prepare and review budgets in relation to health and hygiene activities, and support planning of field implementation.

* In collaboration with the Health Sector Lead of WVSI, provide technical inputs (such as review and input into health promotion activities and implementation of best practice maternal, child and new born care) into the health and hygiene training material and the IEC materials.

• Monitor the health and hygiene implementation of activities to ensure progress achieved, contributing to the overall goals and objectives.

• Contribute to monthly, annual and end-of-project narrative reports as required by the donor.

• Ensure that health and hygiene implementation is in line with the relevant international and Ministry of Health and Medical Services standards.

• Contribute to providing project updates as needed to WV Taiwan, the Response Manager, the donor and partners.

• Assist the Area Manager and Project Coordinator in networking with project partners and local donor delegations.

• Assist the Area Manager and Operations Department with development of a proposal on Maternal Child Health and Nutrition.

1. **EDUCATION/EXPERIENCE/EXPERTISE REQUIREMENTS**

The following competency may be acquired through a combination of personal commitment, formal schooling, education, prior experience:

*REQUIRED:*

• Degree or equivalent in relevant fields of study such as Public Health, International Development, Political Science/International Relations, Economics, Sociology, or other related field.

• Self starter who can work independently under pressure.

• 3 years experience in emergency response health and hygiene programming

• Previous experience in humanitarian emergencies

• Familiarity with major humanitarian codes, principles and practice.

• Working Knowledge in English.

*PREFERRED:*

• Ability to work with a reasonably level of comfort in high tension and high security risk situations.

• Ability to maintain performance expectations in diverse cultural contexts psychologically stressful environs and physical hardships.

• Understands work from a process point of view and uses measurement and accountability systems effectively.

• Excellent time-management and prioritization.

• Demonstrates openness and transparency

1. **CORE CAPABILITIES/FUNCTIONAL COMPETENCIES**
   1. **CORE CAPABILITIES (INDIVIDUAL LEVEL)**

Although all 13 capabilities are essential for effective work in a World Vision context, there will be some capabilities that will be more critical for this position

1. **Achieves quality results- T**his capability is about keeping the end in mind and getting things done to ensure the quality of the programs or activity. It involves being proactive and taking personal responsibility for action. It means that customers are satisfied, work has the desired impact and staff demonstrates a desire to achieve excellence .
2. **Practices accountability and integrity** – This ability is about exercising stewardship of resources and demonstrating trustworthiness. It means being consistent between the actions we take and the words we use. It means adhering to standards of service and honouring them in a professional way..
   * + - Demonstrates personal integrity and trustworthiness
       - Pursues thoroughness and appropriate detail
       - Evaluates personal performance against agreed standards
       - Sets high standards and monitors division/department compliance as well as within different divisions/groups
       - Ensures compliance (or consequences for non-compliance) of all staff under his/her leadership to WV when working with all human, financial, capital and technical resources.
3. **Communicates information effectively** – This capability is about managing the communication of ideas, requests and information to others. It involves openness, listening, reflection, feedback and includes non-verbal and written channels. The emphasis is also on maintaining positive relationships.
   * + - Maintains positive relationships through open, effective communication
       - Facilitates appropriate information flow to management and amongst staff in a timely and effective manner
       - Communicates clearly verbally and in writing to all stakeholders
       - Demonstrates excellent group and meeting facilitation skills
4. **Thinks clearly, deeply and broadly** – This capability is about thinking through what is important to the role, tasks or issue at hand. It involves analytical, conceptual, and critical thinking in order to bring greater clarity. It helps people see underlying assumptions and make sense out of ambiguous information.
   * + - Sees relationship between cause, effects and big picture
       - Breaks down complex information into simple language
       - Identifies critical issues facing the team or work group and the organization
       - Stays alert to trends and responds appropriately
       - Ensures that effort is focused on priority areas
       - Coordinates team participation in long and short term planning processes
5. **Understands the Humanitarian Industry**- This capability is about knowing the general sectors of the industry, including relief, development, advocacy and marketing. It also includes knowing the key stakeholders (Major NGOs and donors) plus issues impacting operations, including political, ethical and logistical.
   * + - Develops links with NGOs, government agencies, donors and partners
       - Participates in interagency fora
       - Reviews divisional and organizational performance against industry standards and benchmarks
       - Actively maintains current industry knowledge and identifies cross-sectoral trends and changes in the humanitarian industry.
6. **Understands World Vision’s mission and operations** – This capability is about a holistic understanding and personal commitment to World Vision’s child focused vision, mission and core values. It includes being able to articulate the strategic directions, ethos and financial foundations as well as describing the core business areas.
   * + - Understands fundraising, relief, development and advocacy issues including operational consequences in relation to WV mission and operations
       - Represents World Vision as a child-focused organization
       - Puts personal work into the wider WV context
       - Aligns departmental goals with vision, mission, strategy
       - Clearly articulates WV history and core business areas.
7. **Practices innovation and change**  - This capability is about proactively seeking new ideas, processes and solutions to achieve organizational and personal objectives. It involves solving immediate problems while taking the initiative to bring change and make improvements within an areas of responsibility ald also means expressing creativity in work.
   * + - Invests in continuous improvement to work and quality
       - Maintains awareness of other agencies’ innovations and experiences through formal and informal networks.
       - Develops own ability to design and lead change processes
       - Supports and participates in continuous improvement processes
8. **Demonstrates Christ-centered life and work (preferred capability)** – This capability includes living out a positive and compassionate approach to witness and service as a follower of Jesus Christ. This includes seeking to develop spiritual maturity and supporting corporate spirituality
   * + - Links personal mission and work to spirituality
       - Communicates sense of calling for ministry and leadership
       - Deepens spiritual maturity through prayer and study
       - Attends and has some involvement in a local church
       - Models biblical ethics and principles in actions and lifestyle
       - Interacts sensitively and constructively with people from a range of Christian traditions and with people of other faiths and belief systems
       - Encourages spiritual growth of staff
9. **Learns for growth and development** – This capability is about seeking out personal and professional excellence as well as supporting the development of others. It puts a high priority on seeking learning opportunities, learning from experience and investing in development resources and activities.
   * + - Seeks personal mastery in required areas of expertise
       - Demonstrates awareness of own strengths and weaknesses and seeks appropriate support
       - Manages others to take responsibility for their actions
       - Encourages staff to seek high levels of performance
       - Provides coaching to staff
10. **Maintains work/life balance and effectiveness** – This capability is about prioritizing a wide range of personal and organizational responsibilities and demands. It involves the flexibility, resilience and assertiveness to hold commitments in balance and in perspective as well as maintaining self control under pressure.
    * + - Maintains balance in work, life and relationships (especially family and friendship relationship and support networks)
        - Prioritizes many demands without losing focus
        - Provides senior management with accurate and timely information on staff capacity, workload and pressures
        - Encourages staff to balance work, family and community commitments
11. **Builds collaborative relationships** – This capability is about recognizing each person’s gifts and talents, building positive genuine relationships, fostering networks and actively participating in effective work teams. It includes both internal and external relationships and adapting a ‘team approach’ to work.
    * + - Inspires respect and loyalty from others
        - Treats others with honor and respect
        - Builds and maintains strong relationships with team members, manager, peers and other colleagues
        - Encourages cooperation within the team
        - Develops networks within and outside the organization
12. **Practices gender and cultural diversity** – This capability is about interacting, communicating and working sensitively with people of the opposite gender and from other cultures, ethnic backgrounds, races, ability sets, religious, geographical origins or social groups. It means understanding, embracing and celebrating those differences.
    * + - Respects and is sensitive to different groups
        - Adapts personal style to new environment and cultures
        - Expresses own beliefs in culturally appropriate manner
        - Models global thinking and local action
13. **Influences individuals and groups**  - This capability is about being able to formally and informally assert opinions, influence others, building bridges between dissenting views and attract people toward a shared understanding. It means influence and advocacy that causes others to willingly alter their perspectives.
    * + - Seeks to understand perspectives and respect differing perspectives and viewpoints
        - Interprets complex information and explains it simply to a range of stakeholders
        - Builds bridges between dissenting parties, including reframing different perspectives and finding shared values and priorities

**B. FUNCTIONAL COMPETENCIES**

Demonstrates knowledge, skills and abilities in performing functions required for the job as follows:

1. TECHNICAL CONSULTANT - The ability to advise and input into health and hygiene standards to defined stakeholders.
   * Knowledge of operations, including:
   * Understanding of relief programs and projects
   * Knowledge in disaster relief, including:
   * Knowledge of various academic approaches to relief (ex., economics, social theory, etc.) /and theoretical frameworks that seek to explain change over time
   * Understanding of humanitarian industry
2. CAPACITY BUILDER – the ability to transfer skills, technology, and knowledge to target staff and defined partners.
   * Presentation/training skills*,* including the design and facilitation of short- and long-term training programs
   * General ability to transfer technical working knowledge to key staff, including the Response Manager, the Area Manager, the Project Coordinator and Community Facilitators
3. PROJECT PERFORMANCE ANALYSIS – the ability to analyze performance gaps and success factors, and make recommendations to achieve the project’s overall goal and objectives.
4. OTHERS
   * Willingness and ability to multi-task

|  |  |
| --- | --- |
| Name of Incumbent: | Reviewed and Approved by: |
| Accepted /Date : | Date: |

**Appendix 5**

Funding Support, and other WVSI Flood Response Grants

* US$ 50,000 – In-kind contributions by WVSI Area Program (office, boats, communication services, etc.)
* US$199,000 - proposed funding from the UNDP Flood Response (contract to be signed).

|  |  |
| --- | --- |
| Funding Obtained | Total Grant Commitment |
| DFAT HPA (JERCP) | $687,672 |
| DfID | $497,337 |
| European Commission (EU) | $345,636 |
| UNICEF CERF | $306,823 |
| MFAT DRP | $255,351 |
| MFAT/NZ High Commission | $141,831 |
| World Vision New Zealand Appeal | $274,617 |
| Solomon Islands Tobacco | $34,250 |
| DFAT/Aust. High Commission | $30,025 |
| ANZ Bank | $27,397 |
| World Vision Australia PNS | $35,000 |
| Solomon Islands Credit Corporation | $13,700 |
| DFAT NFI Distribution | $11,215 |
| Honiara Yacht Club | $1,955 |
| Woodford International School | $3,137 |
| SI UK Donors - Wantok Support London | $1,648 |
| Natuzzi Family Foundation | $9,997 |
|  |  |
| **Total** | **$2,677,591** |

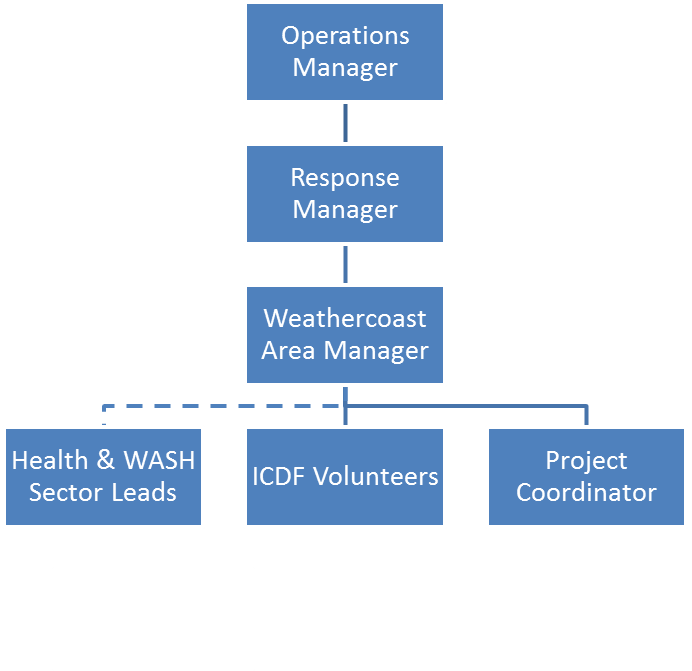
**Appendix 6**

Organisational Charts:

* + - 1. **World Vision Solomon Islands - Weathercoast Area Program Organizational Chart**



* + - 1. **World Vision Solomon Islands proposed ICDF Project organizational chart**



Program Quality Manager

**3. World Vision Solomon Islands Flood Response Emergency Management System Organisational Chart**

**財團法人國際合作發展基金會**

**海外服務工作團報名表**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **基 本 資 料** | | | | | | | | | | | | | | | | | | | | |
| 中文姓名 | | |  | | | | | | | 英文姓名 | |  | | | | | | | 個人大頭照  （電子檔） | |
| 出生日期 | | | 民國 年 月 日  年齡： 歲 | | | | | | | 性別 | | □男 □女 | | | | | | |
| 婚姻狀況 | | | □已婚（子女數： ）  □單身 | | | | | | | 身分證字號 | |  | | | | | | |
| 兵役（男） | | | □已役 □免役 | | | | | | | E-mail | |  | | | | | | | | |
| 戶籍地址  □□□ | | | 縣 鄉鎮 里 路 段 弄 樓  市 市區 鄰 街 巷 號 室 | | | | | | | | | | | | | 電話 | | | | （ ） |
| 通訊地址  □□□ | | | □同上 | | | | | | | | | | | | | 行動電話 | | | |  |
| **緊 急 連 絡 人 資 料** | | | | | | | | | | | | | | | | | | | | |
| 姓名 | | |  | | | | | | | | 關係 | |  | | 行動電話 | | | | |  |
| 通訊地址  □□□ | | |  | | | | | | | | | | | | 聯絡電話 | | | | |  |
| **學歷** | | | | | | | | | | | | | | | | | | | | |
| 學校名稱 | | | | 科系 | | | | 修業期間 | | | | | | | | | | 修業別 | | |
|  | | | |  | | | | 年 月 - 年 月 | | | | | | | | | | □畢業□肄業 | | |
|  | | | |  | | | | 年 月 - 年 月 | | | | | | | | | | □畢業□肄業 | | |
| **工作經歷** | | | | | | | | | | | | | | | | | | | | |
| 服務機構名稱 | | | | 職稱 | | | | | 工作性質 | | | | | | 服務期間 | | | | | |
|  | | | |  | | | | |  | | | | | | 年 月 - 年 月 | | | | | |
|  | | | |  | | | | |  | | | | | | 年 月 - 年 月 | | | | | |
| **證照資格或相關訓練** | | | | | | | | | | | | | | | | | | | | |
| 證照/考試機構 | | | | | 證照/考試名稱 | | | | | | | | | 年度 | | | | | | |
|  | | | | |  | | | | | | | | |  | | | | | | |
|  | | | | |  | | | | | | | | |  | | | | | | |
|  | | | | |  | | | | | | | | |  | | | | | | |
| **是否曾有志願服務經驗：**□是，請填寫服務單位 □否 | | | | | | | | | | | | | | | | | | | | |
| 服務單位 | | | | | | 工作內容 | | | | | | | | | | | | | | |
|  | | | | | |  | | | | | | | | | | | | | | |
|  | | | | | |  | | | | | | | | | | | | | | |
| **語 言 能 力** | | | | | | | | | | | | | | | | | | | | |
| 外語項目 | 聽（優 佳 可） | | | | | 說（優 佳 可） | | | | | | 讀（優 佳 可） | | | | 寫（優 佳 可） | | | | |
| 英文 | ○ ○ ○ | | | | | ○ ○ ○ | | | | | | ○ ○ ○ | | | | ○ ○ ○ | | | | |
| 西文 | ○ ○ ○ | | | | | ○ ○ ○ | | | | | | ○ ○ ○ | | | | ○ ○ ○ | | | | |
| 法文 | ○ ○ ○ | | | | | ○ ○ ○ | | | | | | ○ ○ ○ | | | | ○ ○ ○ | | | | |
| 其他： | ○ ○ ○ | | | | | ○ ○ ○ | | | | | | ○ ○ ○ | | | | ○ ○ ○ | | | | |

※以上空格如不敷使用，請自行加註欄位。

身 分 證 正 反 面 電 子 檔 (請壓縮圖檔)

※本人保證以上所填屬實，如經錄取後發現所提資料不實國合會得無條件終止契約。

填表人簽章： 填表日期： 年 月 日

ICDF-Taiwan Overseas Volunteer Curriculum Vitae

|  |
| --- |
| **Photo** |

**Personal Particulars**

Name： Sex：

Date of Birth： Blood Type：

Nationality： Place of Birth：

Volunteer Assignment / Work Place：

**Education Background**

**Working Experiences**

**Professional Qualification / Specialty**

**Language Capacity**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Language | Listening | Speaking | Reading | Writing |
| Excellent |  |  |  |  |  |
| Good |  |  |  |  |  |
| Fair |  |  |  |  |  |
| Poor |  |  |  |  |  |

**財團法人國際合作發展基金會**

**蒐集、處理及利用個人資料告知事項**

**Disclosure**

**For the Collection, Processing and Use of Personal Data by the TaiwanICDF**

財團法人國際合作發展基金會（下稱「本基金會」）依據個人資料保護法（下稱「個資法」）規定，告知台端下列事項，請務必詳閱：

The International Cooperation and Development Fund (hereinafter the “TaiwanICDF”) hereby discloses the following matters in accordance with the Personal Data Protection Act (hereinafter the “Act”) for your attention and careful review:

1. **告知事項**

**A. Matters to be Disclosed**

1. **個人資料蒐集、處理及利用之目的**

**a. Purpose of the Collection, Processing and Use of Personal Data**

辦理本基金會志工活動推廣、招募、評估、錄用、管理及其他海外志願服務相關業務。

Volunteer promotion, recruitment, evaluation, admission, management and other business relating to overseas volunteer services.

**二、個人資料類別**

**b. Scope of Personal Data**

姓名、出生年月日、國民身分證統一編號、護照號碼、婚姻、家庭、教育、職業、病歷、醫療、健康檢查、聯絡方式、財務情況及其他得以直接或間接方式識別該個人之資料（以下簡稱「個人資料」）。

Names, dates of birth, ID numbers, passport numbers, marital status, familial relationships, education, occupation, medical history, medical treatment, health examination, contact information, financial status, and any other data that may directly or indirectly identify an individual (hereinafter “personal data”).

**三、個人資料利用之期間、地區、對象及方式**

**c. Duration, Geographical Area, Data Recipients and Method of Use of Personal Data**

（一）期間：前述特定目的之存續期間、本基金會因執行業務所必須之保存期間或依相關法令就資料之保存所訂之保存年限(以孰後屆至者為準)。

(a) Duration: For as long as the specific purposes for which collection, processing and use exist, or for which the safekeeping of data is necessary for the operation of business by the TaiwanICDF or in accordance with relevant laws and regulations (whichever is the longest).

（二）地區：中華民國境內、因辦理國際合作發展基金會設置條例第7條（詳附註）事務所涉之地區或國家、及未受中央目的事業主管機關限制之國際傳輸個人資料之接受者所在地。

(b) Geographical Area: Within the territory of the Republic of China or any region or country necessary for the TaiwanICDF to perform its business under Article 7 of the [Act for the Establishment of the International Cooperation And Development Fund](http://law.mofa.gov.tw/law_out/EngLawContent.aspx?Type=E&id=4) [see Note], and any recipient location where the central competent authority has not restricted the cross-border transmission of personal data.

(三) 對象：1. 本基金會及本基金會之駐外單位。2. 受本基金會委託處理事務之國內外機構。3. 因辦理業務相關之國內外合作機構。4. 中華民國外交部、我國駐外使館、代表處或其他與本基金會業務相關之公務機關。5.司法檢調、監察機關或其他依法之有權機關。

(c) Data Recipients: (i) The TaiwanICDF and its missions abroad; (ii) service providers/institutions engaged by the TaiwanICDF to carry out related businesses; (iii) any institution the TaiwanICDF cooperates with to implement its business; (iv) the Ministry of Foreign Affairs, R.O.C., embassies and missions abroad and other government authorities related to the TaiwanICDF’s business; and (v) law enforcement authorities, the government ombudsman (Control Yuan) and regulatory or other authorities with investigatory or regulatory functions.

(四)方式：符合個人資料相關法令以自動化機器或其他非自動化之方式(包括但不限於書面、電子文件或其他合於當時科技之適當方式)為處理、利用與國際傳輸。

(d) Method: The processing, use or cross-border transfer by automatic or non-automatic methods which are in compliance with the relevant regulations (including, but not limited to, e-mails, hard copies or other current media).

**四、個人資料之權利行使及方式**

**d. Methods to exercise the rights regarding personal data**

台端得依法令及本基金會指定之方式及程序，行使下述權利︰

(一)得查詢、請求閱覽或請求製給複製本，本基金會得酌收必要成本費用。

(二)得請求補充或更正個人資料，惟請台端應為適當之釋明。

(三)得請求停止蒐集、處理或利用及請求刪除，惟本基金會因執行業務所必須者，得不依台端請求為之。

You may exercise any of the following rights via methods and procedures regulated by the relevant regulations and the TaiwanICDF: (i) to inquire about or request review copies or duplicates of personal data, for which the TaiwanICDF may charge necessary costs and expenses; (ii) to request the supplementation or correction of personal data, the details of which you shall sufficiently specify; and (iii) to request the cessation of collection, processing or use, and to request for deletion, unless necessary for carrying out business for which the TaiwanICDF may refuse such a request.

**五、個人資料之提供**

台端得自由選擇是否提供個人資料，惟若台端拒絕提供相關之個人資料、或嗣後撤回、撤銷同意或提供資料不足時，將無法享有本基金會所提供之服務。

You may choose freely whether to provide any personal data. Nonetheless, if you decide not to provide any personal data, withdraw or revoke your consent, or provide insufficient data, you will be unable to access the services provided by the TaiwanICDF.

[附註] 國際合作發展基金會設置條例第7條：「國際合作發展事務之範圍如下：一、參酌「經濟合作暨發展組織」政府開發援助分類項目，透過參與雙邊或多邊合作發展計畫，促進友邦或友好國家之社會、經濟及生產部門之基礎建設與永續發展。  
二、對遭受天然災難或戰亂之國家及人民，提供人道援助。三、其他國際合作發展事務相關事項。」

[Note] Article 7 of the [Act for the Establishment of the International Cooperation and Development Fund](http://law.mofa.gov.tw/law_out/EngLawContent.aspx?Type=E&id=4)

The scope of international cooperation and development projects shall include the following: (1) Aid categories under the Organization for Economic Cooperation and Development when participating in bilateral or multi-lateral cooperation and development plans aimed at advancing the infrastructure and sustainable development of the society, economy and production sector of allied or friendly countries, (2) Humanitarian aid projects for countries and people suffering from natural disasters or wars, and (3) Other projects related to international cooperation and development.

=============================================================================

**財團法人國際合作發展基金會**

**蒐集、處理及利用個人資料之當事人同意書**

**Written Consent**

**For the Collection, Processing and Use of Personal Data by the TaiwanICDF**

1. **個人資料蒐集、處理及利用之同意事項**

**B. Consent for the Collection, Processing and Use of Personal Data**

□ 本人已詳閱上述告知事項並清楚瞭解 貴基金會蒐集、處理及利用本人資料之目的及用途。

I have reviewed the above disclosed matters and clearly understood the purposes and goals of the collection, processing and use of my personal data by the TaiwanICDF.

□ 本人同意 貴基金會得於上述特定目的範圍內蒐集、處理及利用本人之個人資料。

I agree that the TaiwanICDF may collect, process and use my personal data within the scope of the purposes specified above.

□ 本人同意 貴基金會得於上述特定目的內蒐集、處理及利用本人相關之病歷、醫療及健康檢查等個人資料。

I agree that the TaiwanICDF may collect, process and use my personal data deriving from health examinations, health care and medical history within the scope of the purposes specified above.

此致

財團法人國際合作發展基金會

To the International Cooperation and Development Fund

本人簽名(Signature):

日期(Date): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(本人已詳閱上述事項並簽名同意之)

(I have reviewed the above disclosed matters and sign)

法定代理人(Legal Representative): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

日期(Date):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**報名資料檢查清單**

|  |
| --- |
| * **送出前請逐項檢查並勾選下列項目是否備齊(掃描或電子檔)：**   □中文報名表(含簡歷、自傳及志願服務規劃書)  □英文簡歷、自傳及志願服務規劃書  □2吋護照證件照  □身分證正反面影本  □役畢男性檢附退伍令影本  □最高學歷畢業證書影本  □2年內語文檢定成績單 或 □參加國合會英文筆試  □志願服務經驗相關證明文件(如有)  □證照資格或相關訓練證明影本(如有)  □簽署本會使用個人資料同意書(需親筆簽名後提供掃描檔，並於面試當天攜帶正本繳交)  □完成資料檢查清單   * **請將報名表併同所有相關文件以Word檔及PDF檔**   **email至**[**R031083@kmu.edu.tw**](mailto:R031083@kmu.edu.tw)   * **報名相關問題請洽：**   **高雄醫學大學 王廷維先生(報名相關資訊)**  **TEL: (07)312-1101轉2383，分機14**  **國合會聯絡人 吳亞彜小姐(國合會海外志工計畫相關資訊) TEL: (02)2873-2323，分機308** |

**「索羅門洪災衛生計畫」**

**專案志工服務前教育訓練**

**課程大綱（暫定）**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **項目** | **課程名稱** | **內容** | **時數** | **備註** |
|  | 我國援外政策與國際合作 &國合會發展歷程與主軸業務介紹 | * 認識我國援外政策 * 國家願景、國家政策及國際現勢分析 * 認識國合會 | 2 |  |
|  | 國際志願服務趨勢與國合會海外服務工作團之派遣 | * 國際志願過去、現在與未來 * 國合會志工緣起與願景 | 1 |  |
|  | 海外志願服務倫理及國合會海外志工情理法 | * 海外志願服務倫理 * 志工角色 * 國合會志工責任與注意事項、   權利及義務 | 2 |  |
|  | 海外服務之文化差異理解與自我調適 | * 文化差異之調適 | 1 |  |
|  | 專案管理 | * 國合會專案管理概論 | 3 | 海燕風災案志工(暫定) |
|  | 英文計畫書/報告撰寫方法 | * 英文計畫書/報告體例與用語 | 3 |  |
|  | 國際組織運作實務 | * 世展會組織架構與運作模式式 * 駐在國概況及計畫背景介紹 | 3 | 世展講師 |
| **綜合座談** | | | **0.5** |  |
| **出發前行政事務辦理** | | | **0.5** |  |
| **總時數** | | | **16** |  |

\*註：課程安排將依實際需求調整