Solomon Islands Government
Ministry of Provincial Government and Institutional Strengthening &
Ministry of Environment, Climate Change, Disaster Management and Meteorology
Integrated Economic Development and Community Resilience Project

Terms of reference for Ward Support Officers – Nine (9) Provinces

- **Position Name**: WDC Support Officers
- **Duty station:** Ward level (Ward XYZ)
- **Number required – 173 WSOs**
- **Reporting Line**:
- **Primary Supervisor**: Provincial Secretary through IEDCR Provincial Program Coordinator.
- **Secondary Supervisor**: Program Manager, IEDCR for the purpose of IEDCR component 2 (a) and (b) and LoCAL CCA.
- **Starting date**: 1st June 2026
- **Duration**: the contract is for an initial period of 24 months but could be extended depending on performance.

1. Background

In April 2020, the Government of Solomon Islands approved the Policy Blueprint on Participatory Planning and Ward Development Committees for Provinces ('Policy Blueprint'). The Policy Blueprint provides for the establishment and operation of Ward-level structures, including Ward Development Committees (WDCs) and Community Monitoring Groups (CMGs), to institutionalize Ward-level participatory planning and monitoring as part of the Provincial Capacity Development Fund (PCDF) investment cycle, to institutionalize Ward-level participatory planning, execution and monitoring of the new WDC grants investment cycle by the PGs, and to strengthen engagement and social accountability between Provincial Governments (PGs) and communities more broadly.

The Policy Blueprint is being implemented by the PGs through WDCs that are responsible for preparing three-year rolling development plans and Annual Work Plans that feed into the PG's development planning and budgeting and are also responsible for monitoring the implementation of those development plans at the Ward level, including through the work of CMGs, where they are formed. WDC members elect their own Executive and signatories to their own bank accounts.

The World Bank's Integrated Economic Development and Community Resilience (IEDCR) Project aims to increase access to economic and social infrastructure in rural areas and increase PGs' accountability to citizens, including through supporting the Ministry of Provincial

Government and Institutional Strengthening (MPGIS) and Ministry of Environment, Climate Change, Disaster Management and Meteorology (MECDM) to support PGs with the implementation of the Policy Blueprint.

The structures and functions established under the Policy Blueprint are in their inception stage, and the Ward Support Officer who should be supporting the WDCs got recruited by the IEDCR for a period of 18 months to facilitate the effective establishment and operation of WDCs in accordance with the Policy Blueprint. In the 2026 budget, SIG allocated funds to mainstream positions in the provincial budgets. The positions are now funded through the provincial budget making funding permanent.

At its core, the role of the WDC Support Officer is to support and facilitate the roles assigned to PG officials, WDC Executive members and other Ward-level institutions (such as CMGs) under the Policy Blueprint, as well as to support and facilitate the roles customarily belonging to other local authorities for other aspects of community governance. As detailed in the scope of work below, the six main areas of responsibility of WDC Support Officers are to: support the WDC and its Executive to carry out their responsibilities under the Policy Blueprint; facilitate the work of the PG and WDC in increasing climate and disaster resilience in the communities; support community authorities in the Ward to strengthen community governance and grievance management; facilitate social accountability for PCDF and WDC grants in the Ward; and facilitate engagement between communities in the Ward, the WDC, PG and national line ministries.

2. WDC Support Officers shall have the following scope of work

A. Support the WDC and its Executive to carry out their responsibilities under the Policy Blueprint:

1) The officer shall work closely with the WDC especially the Chairman and the Project Officer.
2) Facilitate linkages between the ward, the provincial government, NGOs, and other key players within the ward for comprehensive and integrated community planning.
3) Facilitate the training and supervision that PG officials provide to the WDC and its Executive on their constitution and responsibilities including providing PG officials with information on WDC composition to enable PG officials to supervise compliance with minimum requirements under Policy Blueprint.
4) Support the WDC, WDC Executive and CMGs to carry out their responsibilities under the Policy Blueprint (that is, better enabling them to play the roles that they are accountable for) including their reporting obligations on the implementation of PCDF and WDC grants.
5) Provide ongoing capacity building support to women, youths, and other disadvantaged people including disabled people to improve their ability to engage in participatory planning processes in the Ward, monitor the impact of this support and report on both the support delivered and any constraints to its effective impact.
6) Facilitate awareness raising by the PG and WDCs in communities about the role and responsibilities of WDCs, participatory planning, social inclusion, and NGO coordination.
7) Liaise with the procurement specialist and planning division to build the capacities of WDCs in procurement.

B. Facilitate the work of the PG and WDC in increasing climate and disaster resilience in the Ward.

1) Facilitate the work of MECDM, the PG and WDC in building awareness of climate change and disaster risks, climate change and disaster risk-related policies, laws, and ordinances within the Ward.
2) Facilitate the work of Provincial Disaster Officers and the WDC in undertaking risk profiling for the Ward and ensuring participatory planning process is informed by climate change and disaster risk.
3) Facilitate the provision of information from the WDC to MECDM and the PG on climate change and disaster risks in the Ward.
4) Support the WDC Executive to liaise with MECDM and the PG to enable them to carry out their responsibilities for disaster preparedness, response, and recovery in the Ward.
5) Support sensitization of communities on environmental issues.

C. Support community authorities in the Ward to strengthen community governance and grievance management.

1) Facilitate training and awareness raising activities by MPGIS, other National Line Ministries, PG officials and Police and Community Authorities (such as chiefly/customary and church authorities) on governance-related policies, laws and ordinances, community governance and grievance management in the Ward.
2) Support community authorities to play their roles in governance (social order setting/regulation, including by-laws) and grievance management (resolving grievances and disputes) at community level in the Ward.
3) Support community authorities to refer grievances and disputes that they cannot resolve to the satisfaction of the parties to relevant state authorities (Police, courts, line ministries responsible for natural resource governance, etc.)
4) Provide information on the above training/awareness, governance, grievance management and referral activities that the WDCSO has supported to the PG, Police and MPGIS.

D. Facilitate social accountability for PCDF and WDC grants in the Ward

1) Facilitate training and awareness activities by the PG for the WDC or its Executive, CMGs and communities on social accountability mechanisms.
2) Support the WDC or its Executive, CMGs, and communities to fulfil their roles under these social accountability mechanisms.
3) Provide capacity building support to women, youth, and other disadvantaged people to improve their ability to fulfil roles in social accountability mechanisms in the Ward.
4) Report other complaints/grievances raised by community members in respect of PCDF grants or WDGs to MPGIS or the PG, as appropriate.

E. Facilitate engagement between communities in the Ward, the WDC, PG and national line ministries.

1) Support the WDC to arrange community meetings where the PG (whether Provincial Administration or Provincial Assembly) or national line ministries and provide information on policies, plans, etc.
2) Support the WDC to gather information regarding the Ward and provide it to the PG or national line ministries in response to requests from them.

3) Support WDC to update ward profiles that identify economic and social infrastructure and other development needs of the communities.
4) Conduct awareness with community leaders on how the PG uses the revenues being collected from them to deliver services. It must be noted that WDCSOs are not designated revenue collected as FMO 2018.

F. Carry out monthly monitoring of PCDF projects in the communities and ward level and participate in surveys

a) The WSOs will be the first layer in the monitoring of ongoing projects to determine if the contractors are complying with all the agreed environment and social safeguards enshrined in the contracts.
b) Carry out regular monitoring on the pace of project implementation and providing feedback to PPCs, CCARROs and PG Engineers.
c) To conduct on-site training of contractors, where possible.
d) Provide monthly monitoring reports to the CCARROs in the PG HQs and the PPCs as part of their monthly reporting on ENS.
e) Lead surveys and data collections being organized by the province, the project and the MPGIS.
f) Attend training organized to develop capacities on monitoring, surveys and data collection techniques for enhanced performance.

G. Qualifications and experience:

1) The Ward Development Committee Support Officer must have (a minimum) a diploma or certificate from a recognized institution in community and rural development, social sciences, conflict resolution, economics, finance, law, climate change, disaster management etc.
2) The person must have at least two years' prior experience in the public service delivery sector. Working with provincial governments or in the provinces would be a greater advantage.
3) The officer must demonstrate the ability to write good reports on a timely basis.
4) The person must demonstrate that he or she is living within the community where she/he is applying to serve.
5) People residing in Honiara are not eligible to apply as the work requires full time presence in the communities, therefore willingness to live and work in remote communities is a key requirement for this post as the officer would be stationed in remote communities to facilitate his or her work.
6) The ability to use modern electronic equipment, especially computers and smart phones is a mandatory requirement for this position.

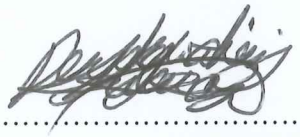
H. Hiring process:

1) The 173 WSOs shall be recruited by the Provincial Tender Board with support on evaluation process by the MPGIS and the IEDCR.
2) At the provincial level the Deputy Provincial Secretaries and the Program Coordinators will lead the paperwork to support the recruitment process for the evaluation committees.
3) WSOs shall be paid monthly through the provincial treasury systems and monthly. The monthly payment shall be triggered by the submission of monthly reports.
4) The salaries are already appropriated in the provincial budgets.

I. Advertising process:

1) Considering the number of WDC Support Officers required (173), the advertisement should be made in several fronts within a period of three weeks.
2) The MPGIS shall advertise in the newspapers in Honiara for applicants with access to newspapers.
3) The Deputy Secretaries and the Personal Officers in the nine Provinces shall put the advertisements in their respective PG noticeboards and in the communities for interested applicants for a period of two months.
4) A template for the summary of applications shall be provided to the DPSs and PPCs.

The Term of Reference is approved by:



..... **14th April 2026**

Dr. Derek Futaiasi
Permanent Secretary
Ministry of Provincial Government and institutional Strengthening