

Tanorama Ltd

Scope

General

The general scope of services is to facilitate the village consultation and regional representative meetings for the 2006 CMCA Review.

As **Village Meeting Facilitator**, Tanorama will be the primary organisation responsible for facilitating the village meeting process and ensuring that it is conducted in the manner agreed to by the stakeholders.

Specific

The major tasks to be undertaken in this role are:

- Working with the Lead Independent Facilitator (The Keystone Center) to develop an appropriate process and schedule for conducting village meetings
- Attending a two-day team induction meeting with the Lead Independent Facilitator in Tabubil
- Facilitating village meetings (the actual number is yet to be finalised, but is expected to be in the vicinity of 400-450 meetings over 12 months)
- Facilitating up to 18 regional meetings of village representatives (the actual number will be negotiated with the Lead Independent Facilitator)
- Providing advice on appropriate supporting information for village meetings
- Providing a record of attendance and discussions at village meetings
- Attending Working Group meetings in an advisory capacity (it is anticipated that only the Team Leader of the Village Meeting Facilitator team would be required in this role).
- The Village Meeting Facilitator will be required to take direction from The Keystone Centre as Lead Independent Facilitators of the process.

Timeframe

The project team will be assembled by the start of February 2006 and will be active through to the end of 2006.