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Terms of Reference - CONSULTANT for CAPACITY BUILDING activities

in the frame of the project '*Civil Society Platform for Social Inclusiveness*' – implemented by CANGO and PuntoSud and co-funded by the European Union

Application deadline: 23rd April 2023 at 20.00 hrs (Eswatini time)



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1. Project background

'Civil Society Platform for Social Inclusiveness' is a 42-month project funded by the European Union that started in February 2020 that recognises that, while the Kingdom of Eswatini has ratified all international human rights conventions, including ICCP and MESKP, as well as recognized several of these rights in the Constitution, the actual implementation of the provisions contained in the documents is lagging behind.

The project stems from the contacts and the joint effort of CANGO and PuntoSud to support civil society organisations in the country and its strategy is fully informed by the need for coordinated and joint action of concerned civil society organisations to demand necessary reforms. It indeed builds on the position of CANGO as NGO umbrella organisation, with existing active structures especially the Governance & Human Rights Consortium under CANGO. Fully in line with the EU-EIDHR objectives, the main change the proposed project aims at achieving is the consolidation of a culture of inclusivity and tolerance in the country, which is able to facilitate the discussions and the exchanges among various stakeholders, including civil society organisations, government institutions, traditional leaders and others. This is meant to engage on the key relevant issues related to the enforcement of the democratic governance in the country, and in particular of the freedom of expression and of assembly, bridging the existing gaps in the communication among the stakeholders and reducing the differences among the interests at stake. This is believed to contribute concretely to set the basis for a more conducive environment, where human rights are protected, promoted and enjoyed, as well as gender equality and empowerment of women is fostered.

In the frame of the project, a call for organisation is launched in April 2023 to select indicatively 10 small organisations established in Eswatini and to embark them in a capacity building programme to enhance their capacities.

2. Purpose of the consultancy and key tasks

The consultancy is aimed at supporting the CANGO-PuntoSud project team in implementing the capacity building programme for the benefit of the (indicatively) 10 organisations that will be selected through the call for organisations. In particular, the selected consultant will work closely with PuntoSud staff in preparing and delivering the capacity building initiatives meant to enhance the capacities of the selected organisations in contributing to advancing human rights in the country, as well as their sustainability. The capacity building programme will be finalised upon selection of the organisations, with the aim to take into consideration the selected organisations' needs and interests. It is however envisaged to be composed of two interlinked components as follows:

CLASSROOM MODULES

- Several modules will be delivered to enhance the selected organisations' capacities. Key topics covered: project design & management, communication, fundraising, organisational management.

FOLLOW-UP

- A continuous support will be provided to the organisations, through mentoring & coaching sessions, with the aim to enhance the retention of the concepts acquired and foster their use in the everyday activities.



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The capacity building programme is meant to be rolled out in the period between May and August 2023. Frontal interactive training sessions will be outlined and delivered to cover some key topics: project design and management, organisational management, communication and fundraising. The follow up is meant to maximise the retention of theoretical concepts and their full application in the every-day activities of the selected organisations. In addition to questions that organisation may ask as follow-up to the classroom trainings, it is expected that organisations will be accompanied and supported through mentoring & coaching sessions.

It is expected that the consultant will be selected at the beginning of May 2023 to carry out the following tasks:

- Support the finalisation of the capacity building programme.
- (Co)facilitate training sessions, depending on his/her expertise & experience.
- Ensure continuous follow-up to the selected organisations, through mentoring & coaching. For each organisation, an indicative programme will be defined, basing on the organisational assessment that will be carried out by PuntoSud and CANGO, to make sure the follow-ups indeed set the basis of the organisation's future sustainability.
- Prepare report(s) of the support provided to the organisations.

In carrying out the tasks assigned, the consultant shall refer to PuntoSud in the person of Ms Monica Favot (unless otherwise foreseen).

3. Key qualification and experience

The consultant is expected to have the following qualifications and meet the following requirements:

- Have academic qualification equivalent to a master degree in Social Science, Economics, Project Management
- Have a minimum of 3-5 years of professional experience in working in CSOs in the country, of which at least 1-2 years in implementing tasks related to purpose and topics of the present terms of reference (e.g. project implementation & management, organisational management, resource mobilisation etc.)
- Have proven sound experience with mentoring & coaching approaches for organisations
- Have long lasting experience in delivering frontal trainings and/or in facilitating workshops and trainings
- Have excellent capacities to organise and carry out his/her work in autonomy and meet (even tight) deadlines
- Have a full understanding of the civil society dynamics and environment in Eswatini
- Be fully fluent in English and Siswati
- Have proven writing skills

The consultant must not find himself/herself in a situation of conflict of interest with any of the organisations that will be selected to be part of the capacity building programme.

4. Contractual arrangements offered

The consultancy is not considered to be a full-time assignment, rather is considered as a part-time assignment to be rolled out in the period from the beginning of May (or upon selection) until the end of August 2023.



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The selected consultant shall be offered a consultancy contract with PuntoSud of the total amount of 52500 Emalangeni (all taxes included). Airtime, transport expenditures and other possible expenditures that are necessary to carry out the assignment shall be reimbursed to the consultant basing on an authorised bi-weekly plan of activity.

5. How to apply

Interested applicants shall fill in the on-line application by 23rd April 2023 at 20.00 hrs (Eswatini time), which is available at this link [application-for-consultant](#).

The following information is requested by the application (a pdf version is annexed as quick reference):

- Information on the professional & educational experience to provide evidence that the candidate meets the position requirements
- At least 2 reference, namely the names and contacts of at least 2 persons who may be contacted to ask information on the candidate's capacities and experience

In addition, applicants shall upload their CV in the platform (as part of the application), together with a cover letter, where they are required to describe their proposed approach and understanding of the present Terms of Reference.

Please note that applications filled in on paper, or in any other different way, will not be accepted.

Some relevant information on the application process:

- May untruthful information be provided in the application process, applications may be rejected on this sole basis.
- It is necessary to have a google email address to fill in the application.
- No need to fill in the application form in one go and all at once. The form may be filled in partially and the information will be saved automatically in the drive. The draft application may be retrieved by using the link of the application. Only after the final submission, the information will be uploaded in the system and the application will be registered.
- After the submission of the application, a copy of the application will be sent to the email address entered in the form (**please, make sure you enter the correct email address in the application**).
- An evaluation committee shall be appointed by project partners to finalise the selection process by mid May. Only short-list candidates shall be contacted and invited for an interview.

For any further information on the assignment, please contact (email only): cspi.eswatini@gmail.com