



## TERMS OF REFERENCE GRASSROOTS CO-CREATION TEAM

### 1. Introduction

CIVICUS is a global alliance of civil society organisations and activists dedicated to strengthening citizen action and civil society throughout the world. Established in 1993, since 2002 we have been proudly headquartered in Johannesburg, South Africa, with additional hubs across the globe. The Alliance currently comprises over 10,000 members in more than 190 countries. Our definition of civil society is broad and covers non-governmental organisations, activists, civil society coalitions and networks, protest and social movements, voluntary bodies, campaigning organisations, charities, faith-based groups, trade unions and philanthropic foundations. Our membership is diverse, spanning a wide range of issues, sizes and organisation types, while staff is based across the globe in over 20 countries. This diversity is one of the Alliance's most significant strengths and we are continually searching for practical ways to implement diverse and inclusive principles within civil society.

### 2. What are members of the Grassroots Co-creation Team expected to do?

Members of the Grassroots co-creation team will be **part of a community of action** composed of 5 grassroots activists representing a diverse range of geographies and movements from the Global South. This community will co-create with CIVICUS staff and with other allies an influencing strategy and campaign aimed at signaling to the donor community and to the general public the importance of supporting grassroots organising in these critical times, and (by simplifying and humanizing how we talk about resourcing) show what they are able to accomplish with meaningful/relevant resources & other support. We value the expertise and knowledge of those who have directly experienced injustice and are organising and mobilising at grassroots level to create the change CIVICUS Alliance believes in. We particularly welcome applications from womxn, youth, people living in rural areas, and those targeted by racism, homophobia, transphobia, xenophobia, classism and ableism.

So far a three-pronged approach has been imagined for the campaign, to be **pursued together** with the members of the grassroots co-creation team:

- a) Experimenting a bespoke engagement and influencing approach targeting 5-10 donors and/or enablers (national, regional or international) identified by the co-creation team members as relevant for their groups/movements and whose resourcing practices could benefit / improve thanks to this engagement;

- b) Rolling out a campaign for the general public - celebrating grassroots organizing and the importance to support them - using creative storytelling & hope-based narratives, through a “show, don’t tell” approach, creative documentation and dissemination of individual and collective stories/messages using a range of formats and tools resonating with and representative of the diverse communities engaged (ex. art, poetry, music, videoclips, interviews, etc.)
- c) Signaling key messages to existing funders’ spaces and communities by sharing the stories, good practice, key recommendations produced as part of a) and b) but also offering safe spaces for dialogue and engagement and a framework of principles or practices to adhere to;

Besides, members of the co-creation team will **co-host moments of mutual exchange and skill share** around their organising and mobilising. If deemed appropriate and feasible, accompaniment can be also offered to seed a larger grassroots-led community of action.

### **Indicative list of tasks envisaged for the members of the Grassroots Co-creation between January and December 2021**

#### Co-creation of the strategy, campaign and related roll out - estimated 25% of overall time commitment

- Actively participate to the co-creation and implementation of the campaign strategy, narrative and plan (join periodic meetings, input into documents, emails, etc.)
- Help identify key asks, recommendations and best practices to bring to funders and enablers’ attention (also by documenting/convening/consulting other grassroots activists -see tasks below).

#### Engagement with funders and other enablers - estimated 17,5 % of overall time commitment

- Help identify and engage 1-2 key funders/enablers relevant for them to test bespoke engagement and influencing approaches.
- Participate into periodic dialogues, labs and workshops with a range of funders/enablers (virtually or in-person depending on COVID-19 restrictions) for the actual participation, not the travel).

#### Curation and dissemination of creative content, storytelling and best practice documentation - estimated 32,5% of overall time commitment

- Portray – using creative formats – stories and messages about their group/movement’s organising/resourcing and help identify and curate other stories from grassroots groups/movements, to be used for the broader campaign.
- Support in the identification and documentation of good practices and key messages for funders’ accountability.
- Disseminate the stories and messages of the campaign within own networks and social media.

Engaging other grassroots groups and documenting stories/good practice - estimated 7,5% of overall time commitment

- Convene at least 1 dialogue with other grassroots activists from own country, community or movement (virtual or face-to-face, depending on COVID-19 restrictions) to identify best practice, relevant stories and/or sense-check key recommendations for the funders community (*hours include local travel time where needed*).

Actively participate to the Grassroots Community of Action and Learning - estimated 10% of overall time commitment

- Co-host monthly (or bi-monthly) skill sharing sessions with the rest of the team, attend coaching, mentoring and training sessions organized.
- Contribute to capture, reflect and share learnings: add an insight, success, challenge to the initiative's journey log at least once every two weeks. Complete a bi-weekly check-in with fellow co-creation team member or CIVICUS staff.

International travel, where applicable - estimated 7,5% of overall time commitment

- COVID-19 permitting, up to 2 face to face meetings with the team and/or international funders could be organised - for international travel we estimate a forfeit up to 7 hours travel time paid per travelled day (in addition to covering travel, accommodation costs & per-diem, dependents care expenses on a case by case basis). Should international travel be not possible, these hours will be reallocated based on actual needs.

**Main deliverables**

- Detailed strategy/plan for the campaign co-created and rolled out with meaningful activist's input.
- A Grassroots Community of Action and Learning, co-host periodic meetings, skills shares, exchanges etc.
- At least one inspiring story of grassroots organizing curated by each selected activist and disseminated using creative formats.
- At least one dialogue with other grassroots activists from own country, community or movement (virtual or face-to-face, depending on COVID-19 restrictions) to identify best practice, relevant stories and/or sense-check key recommendations for the funders community.
- At least one funder or enabler relevant for each identified and engaged in a dialogue to potentially improve behaviour influencing approach targeting 5-10 donors and/or enablers (national, regional or international) identified by the co-creation team members as relevant for their groups/movements and whose resourcing practices could benefit / improve thanks to this engagement;
- Actively participate to at least 1 dialogue with a larger community of funder's communities.
- Participate in all key moments and meetings.

## **To carry out the above, each team member shall commit to the following:**

- Dedicate up to 400 hours between January and December 2021 to work on this initiative – this indicatively corresponds to 1 working day per week, but workload can be allocated with certain flexibility based on needs/possibilities
- Be available between 14h00 and 17h00 [GMT+2 time zone](#) (*click to find your time zone*) for attending virtual meetings and sessions with others located in various time-zones (200 of the 400 hours will be held during this time zone)
- Read and respond to emails/messages within 3 business days or let the team know in advance you will be unreachable via WhatsApp, sms, messenger, etc.
- Participate to trainings and other coaching sessions previously agreed with CIVICUS
- Adhere to CIVICUS data and digital management principles (which can be found in our free online [Data and Digital Security “Doable” course](#) in English, French and Spanish) including only using licensed software, [consent and Zoom protocols](#)
- [Practice diversity and inclusion principles](#) and Do No Harm approach to work.
- Be comfortable with online ways of collaboration including Zoom, Google Docs, etc or be willing and ready to learn quickly
- Participate in bi-weekly check-in with fellow co-creation team with written summary for entire team

## **Stipend and other support**

The time dedicated to be part of this initiative and carry out agreed tasks will be remunerated with a total annual stipend of 14.000,00 USD for 400 hours of work (or, in case of earlier termination, pro-rated in proportion to milestones progress). The stipend includes both the remuneration for the time dedicated and a fixed contribution for the costs incurred to work from their locations (ex. internet and mobile data costs, childcare). In addition, each participant could be eligible to receive approximately between 5.000 and 8.000 USD as reimbursement of costs related to activity implementation (ex. producing creative content, hosting a meeting). This reimbursement can be claimed on production of third party invoices and receipts and will be managed as a mini-grant, and whose detailed budget structure will be agreed with CIVICUS on a case-by-case basis in line with the envisaged activities. Moreover, some trainings, expert support and coaching can be offered to the team based on actual needs and gaps necessary to accomplish the work envisaged for the campaign.

## **What could participants gain by joining this initiative**

- Access to a space for exchange with other activists who are developing the practice of community organizing across the world, regarding resourcing related issues in particular.
- Skills sharing – ex. digital engagement, organizing tactics, storytelling, accountability, leadership development.
- Alliance building through connections across countries and issues.
- Access to direct and indirect engagement with funders and other decision-makers and amplify their voice globally.

- Some resources and support for organizing local convenings and curation of stories that matter to them.
- Recognition and validation of their work.
- Power shifted - as will lead the space and the shaping of the campaign, narrative and recommendations/asks.

### **3. Who should apply**

Eligible and successful candidates should:

- Be available and able to commit to the above terms of engagement.
- Be initiators or part of mobilized networks, movements or change-seeking communities (place-based, issue based or identity-based) at the local or national level with minimum 2 years of consistent involvement in advancing progressive economic, political, environmental and social justice causes.
- Be nationals of and residents in the following regions: Latin America and Caribbean, Middle East and North Africa, Sub-Saharan Africa, Asia, Pacific.
- Willing to engage and represent community members from their movement on this initiative as well as to engage relevant parts of the donor community on good practice and recommendations.
- Have experience in organising and mobilising people, support and resources around initiatives, actions and campaigns addressing social injustices and political issues in their community.
- Articulate how being part of this campaign could help raise resourcing challenges, document best practice with the donor community and mobilise the solidarity necessary to advance the work and cause of the group/movement they represent.