



| People4Change Job Description for Advisors | |
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| Recruiting AA office | AADK |
| Job title | Participatory Democracy and Youth Representation Advisor |
| Advisor operating level | Global Level Advisor |
| Location of placement | Preferred: Attached to the AA Country Office in Uganda (AAU) in Kampala |
| Strategic Objective as per Partnership Agreement ¹ | <p>The overall objective of the Global Programme on Participatory Democracy and Youth Representation: “Governments in emerging democracies increasingly uphold civic participation and democratic governance consistent with their commitment to the SDGs and international and regional human rights frameworks related to civil and political rights.”</p> <p>The overall goal of the IP2 Working Group on Civic Participation and Democratic Space: “Civic and democratic spaces are protected and expanded so that states, institutions and corporates are accountable.”</p> <p>Objective of the Delegation on “Strengthening ActionAid International Institutional Resilience to Prepare, Respond and Overcome Shrinking Civic and Political Space”: enabling the AA Federation membership and its partners to acquire a core set of capabilities needed to withstand, proactively respond to disruptions and actively create and/or shape the environment in which we operate.</p> |
| Name of other partners, if any | See below |
| Duration of contract | 2 years, start date November 1st 2019 or as soon as possible thereafter |
| 1. PARTNER AND PLACEMENT DATA | |
| Purpose of placement | <p>The Participatory Democracy and Youth Representation Advisor shall:</p> <ul style="list-style-type: none"> a) support the technical team of the Institutional Resilience Delegation to deliver on its mission to support the Federation in an increasingly hostile democratic environment and work with others to collectively and proactively push back and expand space for engagement. <ul style="list-style-type: none"> • support the piloting of new and innovative funding and rapid response mechanisms to mitigate and withstand shrinking political space. |

¹ Strategic objectives come from programme frameworks relevant for this position

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| | <ul style="list-style-type: none"> • assist to deepen documentation of institutional experiences in navigating political space for shared learning and influencing global processes using new and published materials “Beautiful Risings” (AADK) experiences of activists on navigating shrinking political spaces in different countries. • support in building an AA Federation-wide mechanism to better predict threats, build capacity to withstand the adverse effects and proactively respond to the narrowing political space. • help facilitating drawing learnings as part of an effort to strengthen the Federation’s resilience as an institution. • guide planning and resilience assessment through unity of purpose, proactive response and risk responsive planning strategies. <p>b) capacity build members of the IP2 Working Group in ActionAid on Civic Participation and Democratic Space in implementation of activities closely linked to the work of the Delegation on Institutional Resilience.</p> <p>c) provide advice on national, regional and global engagements complementary to the ‘AfricaWeWant Project’ and the engagement of the WG under the Global Programme of PD&YR to ensure youth participation and involvement in regional and global decision-making spaces to respond and overcome specific youth needs pertaining to civic participation (especially youth and democratic space).</p> <p>d) provide technical support and advise to AA staff and partners in AA countries affected by shrinking civic space in order for them to continuously increase their capacity and resilience to withstand shrinking civic space.</p> <p>e) support the AA countries under the IP2 Working Group on Civic Participation and Democratic Space and the technical team of the Institutional Resilience Delegation in ensuring that regional and global interventions are based on knowledge and experiences deriving from the national and local work of the Federation as well as from the partners.</p> <p>f) Capacity build and provide technical support to AA countries on qualitative knowledge gathering and sharing in internal and external fora, so that AADK and the AA Federation advances its role as a significant voice on civic participation and democratic space</p> |
| Brief description of partners, alliances and/or networks to be supported | <p>The Advisor will:</p> <ul style="list-style-type: none"> • work closely with representatives from AA Uganda, AA Denmark and AA Sweden in the technical team of the Institutional Resilience Delegation to build linkages with allies and social movements, such as CIVICUS, Africans Rising as well as organisations and groups of young women and men. |

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| | <ul style="list-style-type: none"> • work closely with representatives from AA Uganda, AA Denmark and AA Sweden in the technical team of the Institutional Resilience Delegation as well as members of then IP2 Working Group on Civic Participation and Democratic Space to support the protection of human rights defenders and advocate for civic space. • with representatives from AA Uganda, AA Denmark and AA Sweden in the technical team of the Institutional Resilience Delegation and members of the IP2 Working Group on Civic Participation and Democratic Space, foster and develop internal and external relationships for the organisation to leverage when needed. • liaise with the digital and innovation team at AAI in approaches to digital threats to human rights activists. • support members of the IP2 Working Group on Civic Participation and Democratic Space in building national, regional and international strategic partnerships to enhance mitigation, preparedness and response to institutional attacks such as Africa We Want Alliance, including Urgent Action Fund-Africa, CIVICUS, Amnesty, Africans Rising, Oxfam etc. • participate in key forums / spaces of allies and partners so as to deepen mutual understanding. • development of policy and programme approaches to Shrinking Civic Space. • keeping abreast with the global policy development in the area of Shrinking Civic Space. |
| Main capacity gaps identified during the needs assessment | <p>The Advisor will support capacity building, including:</p> <ul style="list-style-type: none"> • Support the technical team of the Institutional Resilience Delegation, in particular AA Uganda who is lead, and contribute to capacity building of AA Country Offices experiencing shrinking civic space (70%) • Capacity building of the Working Group on Civic Participation, including development of activities and work plan (10%) • Capacity building in relation to regional and global advocacy initiatives, including convenings (20%) |
| Who will receive capacity support by the Advisor <i>(please be specific)</i> | <p>AA staff:</p> <ul style="list-style-type: none"> • Programme staff within the Global Programme on Participatory Democracy and Youth Representation within AADK. • Staff from country offices which are members of the IP2 Working Group on Civic Participation and Democratic Space working group. • Representatives from AA Uganda, AA Sweden and AADK in the Institutional Resilience Delegation. • Support to staff in AA country offices in which we are piloting preparatory tools (risk management tools, scenario planning and strengthening of internal rapid response systems and procedures). |

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| Major challenges or risks associated with the placement: | <p>Navigating in possibly divergent demands from multiple stakeholders in the AAI Federation, including at the Global Secretariat, in the Working Group on Civic Participation and Democratic Space and staff in AA Country Offices. This will be mitigated by clear and regular communication between the different stakeholders as well as close contact with Line Manager at AADK who is coordinating with the different stakeholders.</p> <p>Inter/or governmental restrictions on ActionAid (repression, detention, deregistration and torture): this will be mitigated by ensuring regular context analysis; risk mapping and scenario building; use of safe ICT (information, Communication and Technology) means to connect and speak; security enhancement and training for staff and partners; working with movements and alliances to protect, expand space and push back on closing civic spaces.</p> | |
| 2.JOB PROFILE | | |
| Outcome/Change: <i>(What short term organisational, behavioral, programmatic changes should the outputs contribute to)</i> | Output/performance: <i>(Which tangible results and/or products should be delivered)</i> | Activities: <i>(Which concrete activities should take place to reach outputs and meet the expected outcome)</i> |
| Support the technical team of the Institutional Resilience Delegation, in particular AA Uganda who is lead, and contribute to capacity building of AA Country Offices experiencing shrinking civic space (70%) | | |

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| ActionAid and its partners demonstrate institutional resilience to withstand and overcome shrinking political space | An operational rapid response mechanism in place | <ul style="list-style-type: none"> • Provide support to the two representatives from AAU in the Institutional Resilience Delegation to test cases to respond to shrinking political space in AA Countries selected for institutional resilience strengthening • Contribute to AAU's identification and training of teams from AA countries and relevant partners on rapid response • support AAU in alliance building with other organisations with rapid response mechanisms • Assist Delegation taskforce in the establishment of an AAI Shrinking Political Space rapid response fund and support members, partners and activists under threat • Help AAU organising strategic meetings to develop scenario planning and response plans to shrinking political space in test case countries • Contribute to the establishment of early warning systems in relation to shrinking political space and help AAU developing and testing preparatory tools (risk management tool, scenario planning) in high risk countries. |
| | A Shrinking Political Space institutional resilience strategy developed and rolled out | <ul style="list-style-type: none"> • Support AAU in convening a write-shop to develop a draft resilience strategy • Assist AAU in rolling out the resilience strategy in the federation • Help developing a shrinking political space audit guide |
| | Capacity for organising and innovatively respond to Shrinking Political Space enhanced | <ul style="list-style-type: none"> • Contribute to the review and update of the Shrinking Political Space curriculum |
| | Enhanced coordination to deliver project objectives and fundraising | <ul style="list-style-type: none"> • Participate in strategic planning, reflection and review meetings in collaboration with IP2 Working Group on Civic Participation and Democratic Space |
| Capacity building of the Working Group on Civic Participation, including development of activities and work plan (10%) | | |

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| Broader CSO alliances systematically develop, exchange and implement counter strategies and mechanisms that effectively support and protect CSO allies and Human Rights Defenders and push back on repressive legislation and practice by state and non-state actors claimed spaces and international and regional decision-making fora | Document case studies of attacks on human rights defenders and movements of women and young people in select countries; their impact, strategies & lessons learnt for learning and advocacy at national, regional and global levels for protection of HRDs | <ul style="list-style-type: none"> • Support AA Country Offices with research plans and conducting research • Support members of WG on Civic Participation with compiling research pieces |
| Broader CSO alliances with increased youth participation systematically research and analyse challenges and present alternatives for enhanced participatory democracy, youth representation and civic participation issues | Map, conduct research and analysis of invited spaces for civic spaces for civic participation and the specific provisions for civic participation through a youth lens at local, national and regional level | <ul style="list-style-type: none"> • Support members of WG on Civic Participation with research plans and conducting research |
| Broader CSO alliances with youth participation engage and campaign effectively in claimed and invited regional and international fora and processes for increased genuine civic participation, democratic space and electoral accountability | Conduct research on civic space, democratic participation and youth representation as related to e.g. electoral processes; political party democracy & financing; corporate capture of electoral and governance processes etc. | <ul style="list-style-type: none"> • Support members of WG on Civic Participation with research plans and conducting research |
| <i>Capacity building in relation to regional and global advocacy initiatives, including convenings (20%)</i> | | |

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| Promoting accountable, inclusive and responsive governance for civic participation in invited spaces | Strengthened youth participation in better-organised and broader CSO alliances to influence governments and multinational corporations at international and regional level for implementation of youth agendas in relevant SDGs and international human rights frameworks and uphold of commitments towards increased civic participation and democratic space | <ul style="list-style-type: none"> • Support AADK programme staff in the Global Programme on Participatory Democracy and Youth Representation and programme staff in the Africa We Want project in convening Youth to discuss common agendas and develop regional and Pan-African youth positions on the ACDEG, inclusive democracy and SDG 16 at the GPs (in cooperation with the Africa We Want project, TCDC and the Youth SDG project) • Help AADK programme staff in the Global Programme on Participatory Democracy and Youth Representation and programme staff in the Africa We Want project drafting youth positions • Support AADK programme staff in the Global Programme on Participatory Democracy and Youth Representation and programme staff in the Africa We Want project in convening youth from Asia, Africa and Latin America to discuss youth positions on inclusive democracy and SDG 16 and 17 (in cooperation with the Youth Project and TCDC in 2019 and 2020) • Support AADK programme staff in the Global Programme on Participatory Democracy and Youth Representation and programme staff in the Africa We Want project in the facilitation of the representation of young people and women in key regional (African Union, MERCOSUR, ASEAN as well as regional economic communities – ECOWAS, SADC, EAC) and international spaces (i.e. AAU, SDGs High Level Political Forum, UN General Assemblies, UN ECOSOC etc.) to support expanding of civic space |
| 3.ADVISOR PROFILE | | |
| Desired Skills | <ul style="list-style-type: none"> • Excellent research skills and experience on participatory research on governance issues, human rights, legal analysis of local and national governance systems vs. international standards, and familiarity with public opinion research is an asset. | |

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| | <ul style="list-style-type: none"> • Excellent analytical skills to quickly grasp and synthesize inputs from a range of disciplines related to governance, human rights and development; and to prioritize key messages and conclusions. • Excellent and proven English writing skills, for research reports, policy briefings, and media/communication materials • Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability • Communicates effectively with and relates to people of different ages, cultures and able to see issues from other perspectives • Strong relationship building skills, with an exceptional ability to build relations in a multi partnership set up, as well as with external actors – including cultivating productive relationships with government bodies, individuals and institutions. • Maintain good public relations with key partners and stakeholders during the implementation process. • Proven knowledge on issues relating to civil and political rights • Excellent analytical skills • Demonstrated abilities and contributions to policy and guideline formulation, organizational capacity development and advisory support, preferably in an INGO sector. • Ability to foster capacity development and innovative learning. • Proficiency in institutional and individual security. |
| Professional experience | <ul style="list-style-type: none"> • Minimum 5 years work experience in the areas of democracy, human rights, governance, women and youth participation international development perspective, preferably with a strong youth focus. • Experience working on programme and policy advocacy initiatives including on electoral accountability, inclusive democracy, expanding and protecting civic and democratic space. • Understanding of security issues for civil society organisations and human rights activists, including internet/digital threats. • Experience setting up systems for and/or working with institutional resilience/rapid response mechanisms for human rights defenders • Experience in working with civil society organisations and human rights activists on different intervention levels, preferably including social movements. • Comprehensive understanding of rights-based approaches to civic participation and democratic space • Excellent written and oral communication and networking skills • Experience in working with partners in different intervention levels, preferably including social movements. • A strong commitment to develop, promote and practice AAI's vision, mission, values, and strategy • Track record in providing thought leadership in program/project coordination with multiple stakeholders in a multi country context. • Proven experience in designing social justice interventions. |

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| Proposed formal education: | Masters degree or in relevant areas e.g. international development, law or political/social science, international relations or development studies. | |
| Personal qualifications Guidelines for personality profiling | <ul style="list-style-type: none"> • Ability to build confidence and trust with a variety of relevant partners • Experience working in a multicultural context / environment • Ability to prioritize competing demands and time manage • Self-driven and good team player • Strong negotiation and advocacy skills • Patient, flexible and approachable • Diplomacy and respect • Strong team player, able to work closely with others (often from a distance) to meet tight deadlines and multiple priorities; and ability to prioritize many demands • Track record of developing strong working relationships across organizational boundaries with a wide variety of CSO actors and government representatives | |
| Language requirements: | Fluency in English is essential. | |
| 4.PRACTICAL INFORMATION | | |
| Security situation in working area | Information will be provided, dependent on final agreed placement location. | |
| Family duty station | <input checked="" type="checkbox"/> Family suitable duty station <input type="checkbox"/> Non-family suitable duty station | |
| Housing | Can you confirm that suitable housing is available <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | |
| Salary | Monthly Salary | €2,890 |
| | Pension, monthly | Employer's contribution: 289 Euro Employee's contribution: 87 Euro |
| | Relocation Allowance | 667 Euro + 333 Euro per dependent according to the Terms and Conditions. |
| | House Allowance | According to People4Change housing policy for a single person. |
| | Education Allowance, annually | Up to 4,450 Euro per child according to the Terms and Conditions. |
| TAX | All Advisor salaries and allowances are subject to Tax. The tax rate and calculation depends on the country of service. | |
| Working Conditions | Weekly Working hours: 40 Expectations in terms of over-time work: none | |