

People4Change			
Terms of Reference for Inspirator			
1 GENERAL SUMMARY OF TOR			
Recruiting National Office	ActionAid Tanzania		
Inspirator type	<input type="checkbox"/> GP Inspirator <input checked="" type="checkbox"/> Local Inspirator		
Inspirator Title	Civic Participation Empowerment Inspirator.		
Nationality of Inspirator	<input checked="" type="checkbox"/> National recruitment <input type="checkbox"/> International recruitment		
Relation to which Strategic Objective	<ul style="list-style-type: none"> • Objective 2 (Civic Participation): Enhanced meaningful participation of young men and women in decision making processes through mobilization and engagement in the existing government structures, and governance processes. 		
Name of hosting organization	PEMBA YOUTH VOICE ORGANIZATION - PYVO		
Location of placement (<i>describe and mark</i>)	Pemba – Wete Town.		
	Capital	District <input checked="" type="checkbox"/> WETE	Rural <input type="checkbox"/>
Duration of placement	This post is for one year		
2 PARTNER AND PLACEMENT DATA			
Purpose of placement	<ul style="list-style-type: none"> • To enhance the knowledge and skills of Pemba Youth Voice Organization to be able to engage with communities and government in demanding their rights • To support partners to carry out action research to establish evidence for advocacy and campaigning • To empower PYVO with lobbying, advocacy and campaigning skills to enhance effective engagement in demanding Youth rights • To strengthen capacity to measure results of advocacy and campaigning through establishment of tools and monitoring systems and evaluation framework for advocacy and campaign work 		
Brief description of hosting partner/GP	<p>Pemba Youth Voice organization (PYVO) is a democratic Youth led umbrella organization representing the interests of young people in North Pemba Region. It has put in place democratic structures and systems providing powers to its members in the General Assembly and stipulates the responsibility for each member.</p> <p>The Organisation was founded in 2018 by 20 Young people who used to work with ActionAid Local Right Program in Pemba and officially registered in Feb 2019 with the aim to support and demanding for the rights of young people in Pemba and to build capacity, sensitize youth on sustainable development, and ensure that the voice of a young people is heard across decision-making platforms and bodies in the government.</p> <p>Pemba Youth Voice Organization believes that an empowered youth is capable of creating a huge impact and implementing sustainable development for a bright future. PYVO advocates for the rights of young people aged 15 to 35 years by achieving the main goals of capacity</p>		

	<p>building and creating awareness of the board to ensure good governance and diligent financial management.</p> <p>PYVO sees poverty as multi-dimensional and hence undertakes a range of complimentary actions to economic empowerment which strengthens the individual economy, human, socio-cultural and protective capabilities of young people and women in Pemba.</p> <p>However, PYVO as an organization has less experience in organizing and empowering youth to employ their moral and legal rights (i.e. as voters, citizens and political participants) which means that it will take longer time to be active Civil Society Organizations to support its youth communities particularly young ladies in confronting the structural causes that diminishing local democracy and economic rights if external support is not provided.</p> <p>Currently, the organization is sharing office with Actionaid Pemba and the office provides a room full of furniture and internet connection.</p>	
Main capacity gaps identified during needs assessment process	<p>The organization is facing the following gaps which requires capacity building;</p> <ul style="list-style-type: none"> • Lack of capacity to conduct policy research, analysis, evidence-based advocacy and campaign to influence youth participation in civic issues. • Low level of awareness on the linkage between development and youth/community participation in civic issues that affect them. • Lack of advocacy strategy on how to empower youth in civic issues as well as its linkage in demanding the public services. • Low level of knowledge and skills on how to hold the government accountable in the delivery of public services as part of their rights. • Lack of technical capacity of the organization structure and Development Committees in lobbying and advocacy • Inadequate capacity on participatory monitoring & evaluation tool on human rights-based approach (HRBA) perspectives • Financial gaps that may foster them to have extended program and increase portfolio • Organization policies and systems and leadership capacity to address their needs to enable them to achieve their mission objectives 	
Target groups and key individuals to receive capacity development by the Inspirator?	Key Individual	<ol style="list-style-type: none"> 1. Program Coordinator 2. Chairperson of PYVO 3. Secretary of PYVO
	Target groups	Young people aged 15-35 benefiting by the interventions of PYVO in North and South Districts of Pemba
Major challenges and risks associated with the placement	<p>Political and Civic climate;</p> <p>Pemba island is one of the strong hold of opposition party which for recent years provided a tense challenge to the ruling political party. The political environment in the area has many challenges including tensions during local and national elections, shrinking of civic spaces and limited spaces for exercising democracy as a result of stringent measures by the government.</p> <p>For the Inspirator:</p> <ul style="list-style-type: none"> • New culture (strong Islamic culture) and perhaps language barrier • Change of weather and new environment • High partner expectations <p>For the partner:</p> <ul style="list-style-type: none"> • Working with limited funds and inadequate fund-raising capacity 	

	<ul style="list-style-type: none">High donor expectation	
Inspirator's line manager	The Inspirator will report to; Public Accountability and Youth Engagement Manager	
3. Profile of the Volunteer Position: Outcomes, Outputs & Activities		
With reference to the already funded programme/project outputs and activities contained in the partnership agreement, project document and partner annual work plans. The Inspirator should assist the partner to achieve the following capacity development results:		
Outcome	Outputs (Tangible outputs)	Activities
Work with PYVO (80%)		
Enhanced capacity for PYVO key staffing lobbying and advocacy related to Youth empowerment and participation in political decision-making process at local and national levels.	<ul style="list-style-type: none">A campaign strategy is developed and at least 2 program staff have the capacity to carry on implementation of advocacy activities based on their strategy.Paper developed to feed into the campaign strategy for lobbying and advocacy by Young people.Rights empowerment plans developed and linked to organization operational structures.Accountability and service delivery improvement workshops held.Issue based campaign is designed and rolled out.	<ul style="list-style-type: none">Assist organization to develop campaign and advocacy strategy.Coach, mentor and assist staff and Youth committees to identify advocacy issues that affect participation and livelihood of young people and link these to economic and political decision-making process at local and national level.Work with programme staff to design support plans to help the organization and network partners adopt effective human rights-based reporting formats.Assist PYVO to facilitate workshops targeting Young people and women to identify gaps in accountability and quality public service delivery.Support PYVO staff to rollout the campaign through documentation, communication and evidence gathering.
<ul style="list-style-type: none">PYVO is active and engaging with Local Youth led CSOs, Local Government Authorities, the main government and other stakeholders in demanding for the rights of young people in Pemba.	<ul style="list-style-type: none">Staff and all members' well-equipped members are capable to support other youth in communities to influence policies that target livelihood of young people.	<ul style="list-style-type: none">Support PYVO in improving accountability structures in youth programs that respects rights of young people and improves community participation.
<ul style="list-style-type: none">PYVO is well engaged in online platforms nationally and internationally on the issues concerning youth rights.	<ul style="list-style-type: none">Staffs are well equipped on the use of mass media as a tool for advocacy and fundraising.	<ul style="list-style-type: none">Helping the organization on the creation of tools that will be used for communication and online advocacy.
Participation in learning networks (15%)		

<ul style="list-style-type: none"> Creating a database of partners that would support and sharing learning and celebrating success. 	<ul style="list-style-type: none"> All staff and able to access and share learning from database. Tools for information sharing and networks of partners are understood by PYVO Members. 	<ul style="list-style-type: none"> Assist in staff in creation of database of stakeholders and other potential partners. Support members of PYVO on the use of database and information sharing. Assist members in using leanings to create programs that lead to the positive impacts in the communities.
<ul style="list-style-type: none"> Own praxis improved, and international network strengthened. 	<ul style="list-style-type: none"> Good practices shared, and network enhanced. 	<ul style="list-style-type: none"> Participate in online learning and sharing networks with other Inspirators and Advisors as relevant Contribute to the Networked Toolbox with case stories and get inspiration from existing materials.

Individual competence development (5%)

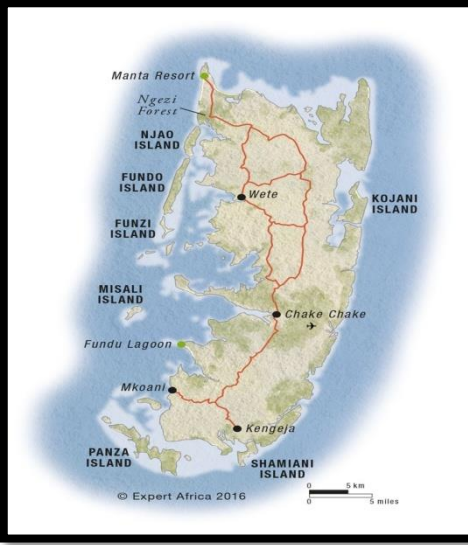
“Inspire, aspire and innovate ” Building conducive environment for the team learning and actively work on the learning.	<ul style="list-style-type: none"> Staffs are well equipped with skills of team working and motivated to work in a team spirit. Staff and members of PYVO understand the essence of volunteerism spirit. 	<ul style="list-style-type: none"> Support staff on capacity building on team working
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4. INSPIRATOR PROFILE

Required skills & core competences	Minimum 3 years of experience in the following <ul style="list-style-type: none"> Advocacy and campaigns Youth and Women Rights Training and Facilitation skills including participatory methodologies Documentation Good analytical skills Communication skills Knowledge on MEL systems and framework and ability to do fund raising mechanisms
Required professional or voluntary work experience	<ul style="list-style-type: none"> Degree or diploma in social science is essential Knowledge of Working with young people in a local context Human Rights Based Approach Women Rights Project Management especially with voluntary work experience is added advantage
Personal qualifications	<ul style="list-style-type: none"> Team player Innovative and willing to accept change Supportive Hard working and committed to task Respect for diverse cultures and religion
Language requirements	<ul style="list-style-type: none"> Swahili English

5. LOCATION INFORMATION

Geographic setting	Pemba Island is part of Tanzania's Zanzibar Archipelago, off the coast of East Africa with covered area of 988 km ² of the land. It's known for its lush, green hills and clove plantations.
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	 <p>individuals to travel to big hospital outside Pemba where hospital and clinics of the international standards are found.</p> <p>Transport: There are several means of transport in the location of placement. It affordable to take min-bus famously known as Daladala. Taxis are also available. Bicycles as a means of transport is more recommended in this place as it's cheaper and majority of citizens use them. The incumbent may opt to hire or buy a motor-cycle during their stay in North Pemba</p>	<p>The Pemba Channel, with its coral reefs and abundant marine life, separates the island from mainland Tanzania. The main town, Chake Chake, has a ruined 18th-century fort with a museum. Offshore, Misali Island is home to the Fischer's turaco, a colourful rare bird.</p> <p>Shopping: In Pemba there are a number of well assorted local markets and local shops where groceries and basic commodities are available at reasonable prices.</p> <p>Medical facilities: In North Pemba a wide range of services are provided at the local hospital and local dispensaries although serious health conditions will require</p>
Security situation	Tanzania is in general a peaceful country as well as in North Pemba town. Additional information about the security situation in the country can be retrieved from the Inspirators' country embassy in Dar es Salaam.	
Type of Accommodation	Partner will identify a modest house that ActionAid Tz will provide rent for. The house should include electricity, running water.	
6 ALLOWANCES AND TAX		
Allowances <i>Please note that allowances are likely be paid out in local currency in the country of service</i>	Daily per diems (monthly expectation)	€ 627
	Lump Sum upon arrival	€100
Tax level (percentage and implications)	Are per diems, lump sum or relocation subject to tax national tax? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes, and so, which of the three: National Tax: Computed and paid in TZS Pay as you earn tax rate/formula (Allowance-720,000)x30%)+98100 also find it in https://www.tra.go.tz/calculators/payee.htm	
7. FOR OFFICIAL USE		

Who is part of the recruitment panel	Pemba LRP Coordinator, Public Accountability and Youth Engagement Manager, Head of Program and Policy and Head of HROD and Support Services	
Has the TOR been thoroughly consulted with the partner?	Yes, the ToR has gone through consultation with partner	
How will AA & the partner organisation/GP ensure that the capacity development takes place & outputs become sustainable?	The Inspirator will work with members of staff and community in his/her duties. This will help to sustain the outputs and outcomes of the placement. It is expected that there will be transfer and sharing of skills and knowledge between Inspirator, partner and AA to ensure coaching, mentoring and capacity building are all meant to sustain the partner organization by the time the Inspirator leaves.	
AA Line Manager (responsible for monitoring, reporting & placement quality)	Mawazo Mataje Mawazo.Mataje@actonaid.org	
Contribution by AA/partner organisations/GP	Funds for transportation available	X Yes --- <input type="checkbox"/> No
	Internet and communication facilities	X Yes --- <input type="checkbox"/> No
	Office space	X Yes --- <input type="checkbox"/> No
	Funds for field work (outreach) available	X Yes --- <input type="checkbox"/> No
	Funds and support for visa and work permit available	X Yes --- <input type="checkbox"/> No
TOR Approved by AA Country Director	Yaekob Metena	Date:

This TOR should be forwarded to People4Change for approval.