



CONSULTANCY ON REGIONAL WORKSHOP FACILITATOR VOICE REGIONAL CAPACITY STRENGTHENING WORKSHOP, 7TH - 10TH OCTOBER, SIEM REAP, CAMBODIA

Team Purpose

Voice is an innovative grant facility that supports the most marginalised and discriminated rightsholder groups in their efforts to exert influence in accessing productive and social services and political participation. Voice working with five rightsholder groups, although it depends on the country's context analysis which groups will be served in each Voice focus country: **1). People living with disabilities; 2) Lesbian, gay, bisexual, transgender and intersex (LGBTI) people; 3) Women facing exploitation, abuse and/or violence; 4) Age-discriminated vulnerable groups, notably the young and elderly; 5) Indigenous groups and ethnic minorities.** These groups are often the hardest to reach.

Voice aims to strengthen the capacity of civil society organisations representing the rightsholder groups and enable them to improve their access to resources and employment, space for their political participation and citizen engagement, and access to social services such as health and education.

Voice works in two ways as an innovative grant facility. Apart from providing financial support to groups and organisations through different grant type's accessible to different types of organisations; it also provides a Linking and Learning programme that nurtures learning and innovation across countries and groups.

In the long run, Voice envisions empowered rightsholders who are able to express their views and demand their rights for responsive and inclusive societies.

Job Purpose

With the Voice programme in its third year, the Voice teams have developed deeper understanding of the conceptual and practical meaning of values and principles underpinning the programme. Teams have also intensively interacted with the rightsholders and rightsholder groups and other civil society organisations within their country's focus. Most have come across issues of (in) accessibility, (in) tolerance, (dis)respectful language by themselves or grantees, in some form or other. We are learning how to respond better to the diversity in the Voice family and we continue with our journey of discovering what works in the way we work with whom.

The Voice programme has introduced new, positive language and adaptive, participatory approaches which inform our ways of working within Voice. Therefore, participants in the annual Voice reflection and planning meeting agreed to a regional capacity strengthening trajectory as a way to increase team members' skills as they guide open and participatory conversations, become better listeners, create

Job Description Template

enabling spaces, and handle uncomfortable situations and discussions, among others. Furthermore, the regional workshops are an opportunity to address issues of safeguarding, SOGIESC (Sexual Orientation, Gender Identity and Expression and Sex Characteristics), inclusive language, and issues of accessibility in information and places. We want to revive and focus our attention for ACAP in all we do: Accessibility, Communication, Attitude and Participation (see <https://oxfam.box.com/v/TowardsInclusionGuide>) .

Voice programme is looking for an experienced and qualified facilitator to co-facilitate the Regional Capacity Strengthening workshop for Voice programme.

This selected consultancy covers the entire management of the workshop. The main task is to ensure familiarity with the regional contexts, profiles, and biases. The consultant will work closely with the lead facilitator who is responsible overall. A report should be expected from the Regional facilitator based on what they have developed and observed.

The selected regional workshop facilitator will ensure the familiarity of the regional contexts, profiles, and biases.

Job Responsibilities

Together with the lead facilitator, the regional facilitator will:

- a. Support the Voice programme team, through its working group and lead facilitator, to develop the regional capacity strengthening trajectory.
- b. Co-develop detailed design of the regional workshop in South East Asia, and
- c. Co-facilitate the regional workshop taking place in **Siem Reap**, Cambodia, **7-10 of October 2019**.

Guest facilitators will also be invited (based on necessity) to lead on topics requiring more specific knowledge, skills, and experience.

Timeline

It is anticipated that these deliverables will be provided through a maximum engagement of 8 days between 1 September and 15th October.

The Regional Capacity Strengthening is scheduled from **7th -10th October 2019** in Siem Reap province, Cambodia.

Other

- Eager and required to adhere to Oxfam and Voice principles and values ([click here](#)) as well as the promotion of gender justice and women's rights ([click here](#)).
- Understanding of and commitment to adhere to equity, diversity, gender, child safety and staff health and wellbeing principles.

Job Requirements

- Must be from any of the rightsholder groups supported by Voice.
- Has extensive (lived) experience on the topics to be covered.

- Strong on the use of participatory and process-oriented approaches.
- Demonstrated facilitation skills in the context of multi-cultural and multi-partner setting.
- Demonstrated high awareness working in multi-cultural environment or development sector.
- Experience in presentation design (with artistic layout experiences) for international NGOs, preferable if having extensive experiences in working in the Asian context.

Essential

- The consultant should be from the regions Voice works in South East Asia – **Cambodia (host)**, Laos, Indonesia or Philippines.
- Fluent in English.
- Excellent communication and presentation skills

Desirable

Total: 8 consultancy days

Pre-workshop discussion: 3 days

Workshop facilitation: 4 days

Report: 1 day

Experience:

Consultant should have a minimum of 5 years of experience in facilitating regional and international events with any of Voice rightsholder groups. Agencies having affiliations with reputed international communications agencies will be given preference. The consultant should deliver the product within the agreed timeline.

Key Attributes:

- Ability to demonstrate sensitivity to cultural differences and gender issues, as well as the commitment to equal opportunities.
- Ability to demonstrate an openness and willingness to learn about the application of gender/gender mainstreaming, women's rights, and diversity for all aspects of development work.
- Commitment to Oxfam's safeguarding policies to ensure all people who come into contact with Oxfam are as safe as possible.

Organisational Values:

- Accountability – Our purpose-driven, results-focused approach means we take responsibility for our actions and hold ourselves accountable. We believe that others should also be held accountable for their actions.
- Empowerment – Our approach means that everyone involved with Oxfam, from our staff and supporters to people living in poverty should feel they can make change happen.
- Inclusiveness – We are open to everyone and embrace diversity. We believe everyone has a contribution to make, regardless of visible and invisible differences.

How to apply

The applicant is expected to submit:

- Detailed proposal and company profile with CVs of consultant.
- Estimated budget for this assignment (the consultancy fee should be mentioned in gross fee which is subject to 15% withholding tax for resident tax- payer or 14% withholding tax for non-resident tax-payer, including budget lines for expected travel and accommodation costs if any.
- Proof of experience (Certificates from previous organisations/companies, sample of previous work).

Applying through the recruitment website:

<https://career2.successfactors.eu/career?company=OxfamNovibP> by **September 9th, 2019, 5pm Cambodia time.**

ONLY SHORTLISTED AGENCIES WILL BE CONTACTED

Oxfam is committed to preventing any type of unwanted behaviour at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and committed to promoting the welfare of children, young people and adults. Oxfam expects all staff and volunteers to share this commitment through our code of conduct. We place a high priority on ensuring that only those who share and demonstrate our values are recruited to work for us.