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**CONNECTING VOICE(S):
Call for Proposals for Linking and Learning
Facilitation
Voice Philippines**



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1 Introduction

1.1 Background to Voice

Voice¹ is an innovative fund for diversity and inclusion working with and supporting five rightsholder groups in their efforts to demand access to productive resources and social services, and claim political participation. The five groups are namely:

- a. People with disabilities;
- b. Lesbian, gay, bisexual, transgender and intersex (LGBTI) people;
- c. Women facing exploitation, abuse and/or violence;
- d. Age-discriminated vulnerable groups, notably the young and elderly;
- e. Indigenous groups and ethnic minorities.

These groups are often the hardest to reach. Therefore, innovative approaches are essential to strengthen their capacity to lobby and advocate, and to support their own empowerment. Voice is initially a five-year programme (2016-2021), for which a total of €50 million is available for programme, grants, management and linking and learning costs.

1.2 Voice Community

In the Philippines, Voice is implemented by several stakeholders under 3 main groups:

- a. **The Grantees** – the main implementers of empowerment, influencing and innovation projects. They are categorized according to 4 grant types: Empowerment, Influencing, Innovate & Learn, and Sudden Opportunity. Currently, there are **16 Empowerment grantees, 7 Influencing grantees, 8 Innovate and Learn grantees, and 3 Sudden Opportunity grantees** whose projects range from one- to multi-year timeframes. Organisations from projects that have already been closed continue to be part of the community and may still be involved in linking and learning activities. We may expect new grantees to join by 2020.
- b. **Voice Country Team** – based in Manila, the team is responsible for overseeing the grant application, approval, monitoring, and linking and learning processes. The team is managed by Hivos Southeast Asia, with its main office located in Jakarta, Indonesia.

¹ An initiative from the Netherlands Ministry of Foreign Affairs, Voice is implemented by a consortium between Oxfam Novib and Hivos. The Voice focus countries are: Mali, Niger, Nigeria, Kenya, Tanzania, Uganda, Indonesia, Philippines, Laos and Cambodia. For more information please visit www.voice.global.



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- c. **Voice Global Coordination Team** – based in The Hague, the coordination team provides overall support to the country team in managing all aspects of the grant facility and the linking and learning component.

1.3 Linking and Learning within Voice

In Voice, *Linking and Learning* refers to the processes, platforms, and activities that boost collaboration, connectedness, and knowledge-sharing among grantees and stakeholders toward innovation and application of new knowledge. It allows for deeper learning and scaling up of successful projects. The ultimate goal is to catalyse transformative change in the lives of rightsholder groups. Integrated within linking and learning is capacity strengthening. Voice focuses on enabling people to build individual or collective self-esteem and the capacity to define their own change agenda.

The specific objectives of Voice for linking and learning are as follows:

- Develop a mutual learning process fostering intersectional approaches where exchange of knowledge, experiences and lessons learned take place among grantees, contributing to inclusive change among the Voice rightsholder groups.
- Ensure local ownership of the learning agenda through a natural and intrinsic process wherein the needs, existing knowledge, expectations and questions of Voice rightsholder groups are put at the centre.
- Enable a space for review, reflection, and re-strategising throughout the grantees' journey, emphasising on the learning process and ways forward.
- Design the linking and learning process in a way that can be sustained beyond the official duration of Voice.
- The linking and learning process complements with the system for monitoring and evaluation of programs and communications. Close collaboration with the Voice country team is expected to document and amplify grantee stories and learning.

1.4 Reason behind this Call for Proposals

Within Voice, programme grantees and rightsholder **group members aim to 'leave no one behind'** and embark on a journey together with those concerned. This requires meeting up, talking, sharing, and **understanding each other's work and views** in safe and inclusive spaces where people can speak up and leave with new ideas. However, even in linking and learning and multi-stakeholder processes and exchanges, communities from rightsholder **groups often have other people participate on 'their'** behalf. Voice is therefore looking to engage an institution, an organisation or (social) enterprise that is capable and willing to:



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- Bring together all Voice grantees and other stakeholders in communities of practice, communities of stakeholders, learning sessions, and online/face-to-face meetings, and platforms;
- Support the Voice country team in gathering data on the effectiveness of the grant making, and on the learning agenda of individual and collective grantees, including financial and logistic organisation of events and exchanges;
- Create space for public debate, dialogue and action informed by collated information from Voice grantees;
- Explore with and support Voice grantees in putting their ideas and identities in the public space through different media formats and innovative offline options for communities with little to no internet access, and taking into account the safety and security of the grantees.
- Identify approaches and/or mechanisms to assist the grantees in assessing their own capacities crucial for achieving their goals and objectives and support grantees in enhancing internal linking and learning.
- Develop initiatives to address the gaps and enhance participation and visualisation of the rightsholder groups in national development processes as part of efforts towards realising the Leave No One Behind agenda.

The key responsibility is to make central the voices of individuals too often relegated to the margins, telling untold stories, and empowering the public with the correct perspectives.

2 Description of key deliverables and Voice principles and instruments

2.1 Expected deliverables

The Linking and Learning organisation selected to implement the Connecting Voices project, will work in straight collaboration and coordination with the Voice country team. Some key tasks and deliverables expected from this contract are:

Key Deliverables	Description	Targets
<p><u>Support grantee linking and learning</u></p>	<ul style="list-style-type: none"> • Grantees need to formulate learning questions as a process to keep track of their learning journey during the grant period. • Grantees are asked to integrate linking and learning into their activities. This includes documenting change processes, gathering evidence, and reflecting on experiences. • The L&L Facilitator will support/guide the grantees as they go through these 	<ul style="list-style-type: none"> • Grantees have formulated their learning questions; these learning questions form the basis of future linking & learning activities, such as the communities of practice and/or stakeholders. • Grantees have articulated their linking and learning strategies. • Learning questions and L&L



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	<p>processes, at the same time mindful of possible collaborations with other grantees or stakeholders.</p>	<p>strategies are gathered and documented, which will serve as the basis for recommendations to the Voice Programme as country, regional, and global activities and call for proposals are planned.</p> <ul style="list-style-type: none"> • Select Linking and Learning activities at the grantee level will receive special support. • Support grantees participating in a global Knowledge Exchange or Indaba learning event.
<p><u>Develop and organise linking & learning activities and platforms</u></p>	<ul style="list-style-type: none"> • Linking and learning activities may be organised at a local, regional, or national scope. • Grantees need creative platforms to meet, share experiences, learn with, and understand each other, as well as to connect with relevant stakeholders. • These platforms build towards creation or further development of existing Communities of Practice (CoPs) and Communities of Stakeholders (CoS). <ul style="list-style-type: none"> – CoPs are spaces for grantees and rightsholder groups to reflect, articulate, and share challenges on specific thematic areas. – CoP members support each other in the practical application of knowledge and lessons learned through methods and grants. – The CoS is a co-created space enabling rightsholder groups, their organisations and networks to meet with other local actors and have direct involvement in the national Voice programming and learning. – Members of the CoS will be temporary and determined based on being recognised as influential by the rightsholder groups and/or wider civil society. 	<ul style="list-style-type: none"> • Terms of Reference (TOR) for the CoP and CoS are finalised in consultation with grantees, rightsholder groups and Voice team • At least one (1) national L&L event is organized per year • At least one (1) national CoS event is organized for the whole contract • At least five (5) subnational meetings are organized (CoPs and/or CoS) • Online learning strategy is re-developed and participation in current online platforms is boosted; development of a separate online platform can be explored



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<p><u>Develop a Capacity Strengthening Approach</u></p>	<ul style="list-style-type: none"> • Capacity strengthening is a process that aims to build up the expertise (e.g. documentation, media production) of grantees, as well as developing their core capabilities and skills (including lobbying and advocacy) needed to remain relevant in a changing context and achieve results. • The L&L Facilitator will support the grantees in identifying these needs, which can be streamlined in the CoP and CoS processes. • Grantees are also encouraged to develop shareable resources in a variety of creative formats (e.g. blog posts, articles, videos, podcasts, drawings, infographics). • Some grantees need support in shifting processes and identifying media formats that are appropriate to their long-term goals and capabilities. 	<ul style="list-style-type: none"> • The tool for assessing organizational capacity of grantees is used to update existing information and to inform CoP, CoS, and other L&L activities. • Common areas of capacity gap and strength (technical/operational) among grantees are identified. • At least 3 cases where grantees supported each other to strengthen their capacities are facilitated and documented. • Possible modes/mechanisms of capacity strengthening that can be streamlined within the L&L processes are identified and maximized. • Grantees are assisted in producing at least 1 resource within duration of the project.
<p><u>Promote innovation and produce publications</u></p>	<ul style="list-style-type: none"> • Promoting innovation are integrated in the CoP and CoS processes. This includes exploring and testing participatory, creative, and transformative approaches and methodologies within CoP and CoS meetings to maximise participation and inclusion in the L&L infrastructure. • Lessons learned through the various L&L activities are to be documented and published (internally/externally) using a variety of media and audiences. These will also be shared to the Voice community to enable knowledge-sharing and testing of new idea, tools, and/or approaches. • Presentation of information and data must be done in a creative and engaging way using a variety of artistic forms. • Successful approaches will be added to the global collection of Voice intended to be a knowledge library from all 10 Voice countries. • Global Coordination Team and the Country 	<ul style="list-style-type: none"> • At least 2 innovative approaches developed and used within the L&L process/infrastructure are tested and documented. • At least 2 publications featuring the innovations and the L&L trajectory of the L&L Facilitator and grantees are developed within the duration of the contract. This can take many forms such as research papers, opinion pieces, explainers, and documentary videos.



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	<p>Team will need support in selecting grantees and/or rightsholder group members to amplify their work in the global learning events.</p> <ul style="list-style-type: none"> • Selected grantees will need support in their participation to global learning events (e.g. data analysis, preparation of presentation, etc.). 	
<p><u>Participation in the Voice Linking and Learning Community of Practice</u></p>	<p>A community of practice is existing within the Linking & Learning community of Voice at the global level. This is implemented and sustained mainly by the Linking & Learning Coordinator, Linking & Learning Officers, and Linking & Learning Facilitators.</p>	<p>Participate actively in the monthly Linking and Learning e-Meets, prepare Linking and Learning inventory data, contribute to the annual face to face Linking and Learning meeting (linked to the Indaba)</p>

Based on the information above, applicants are expected to develop proposals on how they envision the linking and learning process. We invite everyone to be as innovative and creative as possible considering the local context.

2.2 Key principles and instruments

‘Diversity is being invited to the party, inclusion is being asked to dance’ - Verna Meyers

As rights-based organisations, both Oxfam Novib and Hivos already have strong value statements. Voice is further guided by the key principles listed below in its planning and implementation. All applicants are expected to be familiar with, adhere to, and follow these same principles throughout the contract period.

Rightsholders

Voice recognises the role society plays in marginalisation and discrimination and supports ownership of the influencing agenda by the people concerned. Voice considers terms such as beneficiaries and target groups do not honour the individuals and organisations as rightsholders that can make legitimate claims. Similarly, States and other actors are duty-bearers that are responsible and can be held accountable for their acts or omissions. Putting the rightsholder groups at the centre of Voice therefore requires a changing narrative.

Nothing About Us Without Us

Abbreviated to NOW-Us!, this saying stems from the People with Disabilities (PwD) movement. It emphasises that no policy and/or practice should be decided **without** the full participation of the rightsholders. For Voice, NOW-Us! is also embodied in the modus operandi or way of working,



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ensuring we walk the talk. It also emphasises that the rightsholders own their own narrative at all times.

Leave No One Behind

Every person – regardless of ethnicity, geography, disability, gender (identity and expression), sexual orientation, race, age or other status – should live their lives freely and fully. We recognise that people have diverse identities and as a result may face overlapping forms of exclusion, and are often left behind. Within Voice, we consciously promote taking an intersectional approach.

The right voices at the table rather than on the menu

As a key to vital inclusive societies and sustainable development, we recognise the critical role of civil society as a platform for rightsholders to raise their voice. For Voice, this means inclusion, openness and embracing diversity lie at the heart of all we do and stand for. It means **putting ‘inclusive’ values** into action; it is about everyone rather than about a particular group.²

Knowledge generation and exchange should include the people concerned in all aspects and produce accessible information using various media.

Innovativeness

Innovative approaches are sought in all key components of Voice. Being innovative means not only creating new ways of working but also creating space for improvement in every step of the implementation of Voice, which can entail different steps in different contexts. This implies flexibility, to allow for the implementation of new ideas.

Voice is furthermore innovative, because of its explicit focus on the inclusion of informal civil society organisations, as not all rightsholder **groups are formally organised. Also, the space for ‘failures’ is** innovative: to encourage experimental and innovative projects, taking risks is allowed and failures are framed as lessons to learn from. The linking and learning process provides an environment for different groups to share and learn from successes and failures of others.³

Safety and Security

In all processes and activities of Voice, safety and security of all grantees shall be ensured. This includes physical, emotional, and digital safety and security. Depending on the current local context, risks shall always be assessed and proper mitigation strategies shall be developed. Information/data from grantees shall be protected, following Voice and local data privacy policies.

² <http://www.indexforinclusion.org/themeaningofinclusion.php>

³ Voice tender Appendix E programme document



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3 Implementation arrangements

3.1 Coordination

The applicant will coordinate closely with the Voice Philippines Project Manager and Linking and Learning Officer, who will also monitor implementation and be responsible for quality management. Following this Call for Proposal the Hivos Regional Director as well as the Voice Global Coordination Team represented by the Linking and Learning Coordinator, will approve the final project plan and budget. All daily coordination and communication will be the responsibility of the selected Linking and Learning organisation, the Voice Linking and Learning Officer and the Project Manager. Chosen applicant is encouraged to propose their own ideas throughout the engagement process.

3.2 Monitoring and Evaluation

Innovation and learning are two outcome areas of Voice. Monitoring and evaluation of the outputs and outcomes of this project will be aligned with the overall Voice monitoring and evaluation practice and contribute with quantitative and qualitative data gathering through stories of change, outcome harvesting (only for the influencing grants), participatory videos or theatre, event reporting and like.

The approved project plan will be evaluated periodically and may also be adjusted according to activity milestones, emergent needs, and other circumstances that may arise.

3.3 Reporting and publications

The chosen applicant reports directly to the Voice Philippines Project Manager and Linking, Learning and Communications Officer. Although the L&L organisation plays a coordinating role in the L&L activities of all grantees, grantees do not report to the L&L organisation.

Coordination and reporting structure:





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A reporting schedule will be agreed upon, based on agreed milestones and to provide timely inputs into Voice reporting schemes. Furthermore, the organisation will commit to record all facilitated processes and make these reports available to all involved (at least by sharing them on Box, the Voice online sharing facility). Publications following exchanges, learning events and the journey of a community of practice, will be planned accordingly. Lay-out and branding will be local but have to take into account the Voice branding guidelines. Official Hivos and Oxfam sign off needs to be respected.

3.4 Applicant capacity and track-record

The applicant needs to have the following capacity requirements:

- Proven experience in facilitating dynamic learning processes and successful exchanges with high level of accessibility. They must be able to explore and test participatory, creative, and transformative approaches and methodologies to maximise participation and inclusion.
- Strong experience in reporting and developing thought-provoking publications where information and data are presented in creative and engaging ways. They must be adept in using a variety of artistic forms and ICT in order to reach a variety of audiences. They must be able to provide proof of earlier products. If the organisation collaborates with other partners on some aspects/tasks, they will provide sufficient information on these partnerships.
- Strong experience in organisational development and facilitating capacity strengthening initiatives. They must be able to work with various types of organisations, from national to grassroots level, from individual NGOs with defined structures to networks/coalitions with more loose arrangements. An understanding of the nuances in capacity is necessary, especially when looking at the contexts of work where the organisations are situated in (e.g. national/local, urban/rural).
- Positive image in the country, is known for being reliable and credible with a positive influence on the public especially the rightsholder groups and stakeholders. They regularly foster attitudes of respect, understanding, and empathy towards marginalized and discriminated people/individuals. They must not have encountered any problems with the local and/ national authorities in the past or any political conflict of interest.
- The organisation is a risk taker and self-starter with a proven capacity of thinking out of the box to address issues in different, innovative ways.
- The applicant organisation must have a clean financial record.



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4 Financial arrangements

4.1 Available budget

The maximum budget is Euro 200,000.00 for 24 months.

All costs associated with organising events including the following items should be covered by the budget:

- Meetings at the national or the regional level with rightsholder groups, stakeholders, and communities of practice which include costs of grantees (i.e. accommodations, transportation/airfare, and food costs during the meeting), and non-grantees/other stakeholders.
- Periodic learning events, capitalisations, and evaluations.
- **Participation in timely event celebrations such as International Women's Days, International Day for People with Disabilities, Youth Day, International Human Rights Day etc.**
- Time to support grantees in their own linking and learning and to guide grantees on presentations and learning processes.
- A reserve allocation for contingencies to address cases when grantees do not have the sufficient budgetary allocations to act on unique opportunities that can help amplify their voice. Use of this budget line shall always be upon the approval of the Voice Team.
- Domestic traveling (field research, experience/knowledge sharing, linking group to group, village to village scale-up, etc.).
- Publication, printing, digital communication, translation, short films (when relevant), and media coverage.
- Other monitoring, evaluation, learning, and communication activities (e.g. data collection, story gathering, baselines, end lines, etc.)
- Time to participate in the Voice Linking and Learning Community of Practice and in the annual Linking and Learning meeting / Indaba.

4.2 Due diligence, audit and compliance

All applicants will be required to submit the following documents:

- Certificate of Registration
- Last 2 audited financial reports
- Last 2 annual reports

The Grantee is responsible for ensuring that an independent and complete financial audit is undertaken at the end of the project with detailed project annual accounts. The financial audit may



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be Voice project specific or an audit of the organisation as a whole, provided that an organisational financial audit report provides annual income and expenditures per donor.

5 Application procedure

All interested organisations are asked to complete the application template with the required supporting documents and submit via the online application form on or before 31 DECEMBER 2019 at 17:00 (Philippine Time) the latest.

The application process has the following schedule:

- Call for Proposals: November 26 – December 23, 2019
- Assessment: December 26 – January 24, 2020
- Announcement: January 31, 2020

Voice will meet the selected organisation in the second or third week of February for an inception meeting and joint planning of the activities and overall budget.

The **committee's decision will be final, transparent, and accountable. Feedback will be provided to non-successful applicants.** We also reserve the right to publish the successful proposal in our commitment to transparency.

6 Standardising terms

Voice elaborated a list of standardising terms in use in the programme. Please click on the link.

<https://oxfam.box.com/v/Standardisedterms>