



## TERMS OF REFERENCE: VOICE PLATFORM CONSULTANCY 25 days between March and August 2020

Voice<sup>1</sup> is an innovative grant facility to support rightsholders and groups facing marginalisation or discrimination in their efforts to exert influence in accessing productive and social services and political participation. Voice operates in a context where civic space and power is shifting at a fast pace, and often closing rather than opening. Where the narrative is negative and underlining marginalisation and vulnerability, rather than the dreams and successful steps made towards a better, more inclusive world.

### What?

2020 is an important year for Voice. It is a year in which we transition from the final full year of the first phase into the preparation of the extension phase (2021-2024). It is a year in which the majority of our three-year global influencing grants are coming to an end. It is a year where our amplification efforts take full shape. And finally it is +5 years since the adoption of the Sustainable Development Goals including the *Leave No One Behind* agenda – a great moment for reflection.

It being the 4<sup>th</sup> year of implementation, this is the moment to connect all country level online- and offline platforms into one connected Linking and Learning infrastructure and amplification platform. As part of the Linking and Learning agenda, countries built a face-2-face and online platform based on the needs and (social media) practices of each country. In some countries the platforms happen largely online, while other countries really mix on- and offline methodologies.

### Objectives

Through this Terms of Reference, Voice aims to contract a specialist (individual or collective) who can support the Voice team to connect all existing Voice on- and offline platforms and media to the overall Voice Box depository and Voice website and other social media.

### Consultancy Details

The consultancy is to take place between March and August 2020. The consultant will work closely with the Voice team. The Linking and Learning Coordinator and the Communications Hub will be the direct contact persons for this consultancy. The Platform group together with key selected Voice staff will function as reference group during this consultancy.

The Consultancy will include:

- Pre- and post-consultancy conversations with the Voice team contact persons
- Desk review (content on different platforms, persona study, overview platforms in use, etc)
- Visit to a selected number of countries, where needed
- In-depth interviews with selected staff and grantees in a selected number of countries
- One or two face to face meetings with the reference group
- The elaboration of recommendations and suggestions to be implemented both at coordination team and country office level
- Presentation of the consultancy findings, strategy, solutions and action plan to the broader Voice team

---

<sup>1</sup> An initiative from the Netherlands Ministry of Foreign Affairs, Voice is a partnership between Oxfam Novib and Hivos. For more information please visit [www.voice.global](http://www.voice.global)



### Knowledge and Experience

- Knowledgeable of the sensitivities around the five Rightsholder groups Voice works with;
- Highly experienced in technical and holistic design of on- and offline platforms for a large variety of users;
- Familiar with cloud-based systems like Box and others;
- Excellent command of English. Proficiency in French is an advantage.

### Engagement Period

The consultancy is for 25 days. Selected specialist is expected to be available for:

- A coordination meeting with the Voice team prior to the assessment of the current platforms forms and set-up;
- Engagement with Voice country teams and Linking and Learning facilitators to complete the overview of current platforms and communication fora, and discuss multiple options to connect these centrally;
- A prototyping session / innovation lab bringing together the reference team and (open source/ innovative) platform designers and managers;
- A reflection and action planning (face-2-face) meeting including the reference group and possibly a larger group (e.g. Potentially late May - early June for the annual Planning and Reflection meeting or during the Annual Indaba in Uganda)
- Documentation of the Voice platform experience, strategy and planning. (possibly in the form of a Voice E-meet (online group meeting) or internal webinar)
- Validation and presentation of the platform structure and action plan during the annual planning and reflection meeting for country teams (June Meet(s))
- Sharing / handing over the management of the platform project to Voice.

This Call for Interest is a targeted invitation to show your interest and availability for this consultancy. Please **let us know by email as soon as possible**. **Pre-selected consultants will receive an invitation to submit a concrete proposal and action plan.**

And submit your CV and a cover letter indicating your suitability and the approach you would take, including your daily rate fee, to: [Marinke.van.Riet@voice.global](mailto:Marinke.van.Riet@voice.global) and [Inez.Hackenberg@voice.global](mailto:Inez.Hackenberg@voice.global), with **email subject: Voice Platform, no later than 5:00 PM (GMT +3) on Friday February 28<sup>th</sup>, 2020 COB.**