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FOIG Knowledge Exchange Event Organiser

Event Organiser

Knowledge Exchange: Taking Charge, Making Change- Rightsholders leading initiatives to enhance inclusive governance

Nairobi, 21-22 November 2024



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1. Who we are

Voice¹ is an innovative grant facility to support the most marginalised and discriminated groups in their efforts to exert influence in accessing productive and social services and political participation. Voice works in 10 countries in Asia and Africa that face varying levels of obstructions in civic organising. Voice is an initiative of the Netherlands Ministry of Foreign Affairs and implemented by a consortium of Oxfam Novib and Hivos.

Through grant making and facilitating linking and learning, Voice has been supporting five rightsholder groups- people living with disabilities, Lesbian, gay, bisexual, transgender and intersex (LGBTI) people, women facing exploitation, abuse and/or violence, age discriminated vulnerable groups, notably the young and the elderly, and indigenous groups and ethnic minorities in their efforts to advance inclusion.

These rightsholder groups are often hard to reach. Therefore, self-empowerment and innovative approaches to strengthening the capacity to influence are essential. A linking and learning process encourages sharing lessons learned and provides a forum for mutual learning and empowerment of the most marginalised and discriminated groups. A key element within Voice's Linking and Learning component is the organisation of knowledge exchanges among the grantee partners and other relevant stakeholders.

2. Background

In February 2020, with support from the Hewlett Foundation and in cooperation with the Trust, Accountability Inclusion (TAI) network (formerly the Transparency & Accountability Initiative), Voice launched the '**From Open to Inclusive Governance**' (FOIG) grant. The grant sought to support initiatives aiming to enhance the inclusion of rightsholder groups (e.g. women, youth, people with disabilities/albinism, survivors of gender-based violence, Indigenous peoples, LGBTQI+ community) in governance, public decision-making, and service delivery.

Since August 2020, with support from the FOIG grant, six projects involving 17 organisations were supported to implement initiatives ranging from community-led research and data generation to education of rightsholders on policy processes and active influencing and advocacy. The final phase of this grant program over 2023-2024, involves five projects and 12 organisations still actively implementing initiatives seeking to advance inclusive governance. Throughout this process, they have been accompanied in a reflective and iterative learning process by the Coady Institute aiming to strengthen their advocacy efforts. Over Jun-Sept 2024, Voice commissioned a meta-analysis to

¹ 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



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understand the higher level changes emerging from the FOIG grant in terms of the context, outcomes and outcomes, and systems.

3. Consultancy objectives

Voice seeks to organise a Knowledge Exchange to delve deeper into the lessons emerging from the meta-analysis report together with the rightsholders supported through the FOIG grant as well as stakeholders interested in exchanging ideas and learnings at the intersections of rightsholder-led development and inclusive governance. The knowledge exchange involving 30-35 participants is planned to be organised on 21-22 November 2024, in Nairobi, Kenya.

The **main objectives** of the consultancy will be:

1. To develop and lead the facilitation of the substantive program of the knowledge exchange in close coordination with the Voice team and in consultation with the FOIG partners and other relevant stakeholders.
2. To ensure all the logistical preparations necessary for successful delivery of the event, including but not limited to flight bookings, selection and contracting of service providers including the event venue, leading on communication with the participants, etc.

These terms of reference are the basis to contract an 'event organiser' who will plan and deliver the knowledge exchange in collaboration with Voice.

4. Description of key deliverables and Voice principles and instruments

The consultant selected will work in direct collaboration and coordination with the Voice global program manager and other members of the global coordination team. The project may also involve liaison with the Voice Kenya team.

The **specific deliverables** expected from this contract are:

Under objective 1

- Preparation of a participants list, particularly leveraging on existing knowledge and regional networks relevant to the subject matter of the knowledge exchange
- Preparation of a program organised around specific learning questions based on the meta-analysis report and discussions with Voice
- Delivery of the program, including facilitation of the sessions over the 2-day event to support the gathering of reflections on the learning questions

Under objective 2

- Organising flight bookings for knowledge exchange participants, as advised by Voice
- Selecting and contracting a venue for accommodation and the meeting, keeping in mind Voice accessibility and security criteria

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- Recruiting and facilitating payments for: workshop facilitators, rapporteur, photo and video documenter, and language interpreter
- Issuance of visa invitation letters to external participants and facilitation of visa process
- Providing per diems to the participants as required in discussion with Voice
- Organising airport transfer in Nairobi
- Ensuring that all the participants are well informed about requirements, procedures, the programme and security
- Making arrangements for the full participation of all participants (special requirements, interpretation, dietary needs, etc.).

After the applicant's selection, the above will be further detailed between the consultant and the Voice program manager through a work plan and budget.

5. Implementation arrangements

Voice will issue a contract for delivery of services for the period 27 Sept to 01 Dec 2024. The specific contract amount will be based on the budget submitted by the event organizer and agreed upon by Voice following selection.

5.1 Reporting

The consultant will present a logistics report, including the reports from the documenters (i.e., written and visual), together with submission of the final invoice, latest by 07 December 2024.

5.2 Applicant capacity and track-record

- Proven experience in organisation of inclusive, accessible and participatory events for mixed groups from a variety of countries is essential.
- Demonstrated knowledge of the subject matter of the knowledge exchange as well as experience working with rightsholders groups is essential.
- Curiosity, solutions orientation, out-of-the-box thinking are extremely desirable.
- Due to the broad scope of work and short timeline for execution of the event, we prefer to work with an organisation or teams, as opposed to individuals.
- If worked with Oxfam or Hivos before, the applicant organisation must have a clean financial record.

6. Application procedure

We require interested parties to send us an expression of interest including financial quotation to hello@voice.global by **27 Sept 2024**, with subject line: **Event Organizer FOIG workshop**. The total fee should not exceed **EUR 55,000**, and must be inclusive of the following services and fees, for a 2-day meeting involving 35 participants:



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- Flight costs budgeted at EUR 20,000 based on internal estimates,
- Accommodation costs,
- Meal and meeting costs,
- Airport transfer costs,
- Fees for service providers including 2-3 facilitators, rapporteur, photo/video documentor, 2 English-Kiswahili interpreters,
- Stationery and merchandise costs,
- Event organisers' fee.