

Location: Remote

Contract type: Consultant

Languages required: Spanish and English

Experience required: 5 years

Target starting date: March

Duration of contract: Depending on agreed dates with the selected candidate.

Application deadline: **February 20th, 2024**

TERMS OF REFERENCE FOR CONSULTING

Consultancy for **the design and development of a virtual training on joint advocacy processes on human mobility and climate mobility in Latin America**, for Churches and Faith-Based Organizations in Latin America and the Caribbean.

I. **CONTEXT AND OBJECTIVES**

- **About the Alliance**

ACT Alliance is a coalition of over 145 member churches and faith-based organizations (FBOs) united in the mission to bring positive and sustainable change in the lives of the most impoverished and marginalized people in more than 127 different countries. Our commitment extends to people of all religions, political ideologies, genders, sexual orientations, races, and nationalities, guided by the highest international standards. To achieve this, the ACT Alliance is dedicated to catalyzing the efforts of its members to advance programmatic and advocacy priorities around its five thematic areas: Humanitarian Response, Climate Justice, Gender Justice, Migration and Displacement, and Peace and Human Security.

In 2023, ACT Alliance reunited members of each ACT forum in Latin America and the Caribbean (LAC) to trace a series of engagement looking to foster joint action -from the members and forums- in relation to human and climate mobility advocacy processes in the continent – at the national, regional, and global level. As part of the commitment, it was approved the generation of a capacity and experience exchange allowing to foster the knowledge and abilities of each members – in terms of better understanding human and climate mobility, the most strategic, prompt, and feasible spaces and tactics for advocacy – in the framework of the joint action led by churches and FBOs- to influence decision-making progresses that affect people and countries in the region, and to endorse the construction of policies and initiatives allowing to promote human rights in the region, as a crucial axe for the member organizations of the Alliance. Likewise, the creation of a Community of Practice on Human and Climate Mobility was agreed, to work as a space for exchange and joint work between members of the Alliance with interest in addressing joint actions in this topic.

- **About the virtual course**

The virtual course *“Towards a joint definition of the advocacy on human and climate mobility, in the context of the forum and members of ACT Alliance in Latin America and the Caribbean (LAC)”* has as

goal to raise to a comparative **level key abilities and knowledge on advocacy actions related to human and climate mobility in the context of Latin America and the Caribbean.**

To reach this goal, the course will facilitate a theoretical and practical exchange among participants to allow them to consolidate common definitions and knowledges concerning the design, planning and implementation of advocacy strategies (at the national, regional and global level) relating to human mobility and climate mobility in LAC; as well as the generation of conceptual basis relating the challenges, opportunities and cross-cutting elements of human and climate mobility in the region – including Gender Justice. Moreover, the discussions and themes will ensure an ecumenical and gender focus and will concentrate on the needs and opportunities previously identified by the participants and forums from their own institutional nature -as FBOs and Churches in the region-. Finally, the curriculum will permanently boost the perspective of a “forum-driven” effective advocacy, following the spirit, mission, and vision of ACT Alliance.

In a more detailed context, the virtual course would look to:

1. Consolidate joint definitions and conceptual frameworks -for members and forums in the region- on human and climate mobility in Latin America and the Caribbean;
2. Ensure a joint understanding of the most significant and effective spaces, processes and tactics in the generation of advocacy actions from the ACT Alliance -at national, regional and global level- in the context of human and climate mobility in Latin America and the Caribbean (from the analysis and exchange of good practices among participants, case studies and external guests);
3. Ensure a joint understanding of basic elements and concepts for the design and implementation of an advocacy strategy and related tactics in the framework of human and climate mobility in the context of Latin America and the Caribbean;
4. Jointly define the added value of the ACT Alliance in influencing decision making related to human and climate mobility in Latin America and the Caribbean (from the national, regional and global levels);
5. Strengthen the capacity to generate strong and impactful messages and narratives that involve evidence and human-based stories, with a gender focus and aligned with protection and safeguarding standards.

In the end, the virtual course will contribute to the goal - widely discussed by the members and forums of the Alliance - of developing and advocacy strategy and generating joint advocacy actions from ACT Alliance to influence decision making related to human and climate mobility in Latin America and the Caribbean (from the national, regional and global levels).

This first course is expected to establish a baseline of knowledge, skills and experiences that will contribute to the successful implementation of initial joint advocacy efforts agreed for 2024 (application of one or two advocacy tactics as part of the participation in the Regional Reviews of the Global Compact for Migration in November 2024 in Chile), as well as other initiatives to be identified in the medium and long term. Finally, it should be noted that the course is intended as a first step towards the development of a face-to-face training – Training of Trainers type - to be developed in 2025 (if funding is secured) that will facilitate the generation of a longer-term advocacy strategy on human mobility and climate in the context of the region, which will be fed by the results and consensus reached in this first virtual training, as well as the progress made by the Community of Practice on Human

Mobility and Climate in the region.

To date, the following learning modules have been considered for the course, however, ACT Alliance is willing to make changes based on the recommendations of the person hired for this service and considering the findings of the first mapping of needs, strengths and opportunities of the participants. The thematic modules currently being considered are:

1. Promotion of baseline knowledge in terms of technical and theoretical concepts, as well as understanding of basic elements regarding the scope, challenges, and opportunities of advocacy from FBOs and Churches in the region.
2. Build awareness towards all the documents and materials created by the Alliance on Human Mobility such as the internal political document, the mapping of the members, our advocacy calendar, FABO courses, etc.
3. Identification and joint understanding of key spaces and entry points or advocacy on human mobility and climate in the region that are open to the forums and members of the alliance, and of available coordination mechanisms and tools for ACT members (such as the CoP, Reference Groups, and FABO).
4. Necessary elements of an advocacy strategy on this topic and design and implement related tactics based on available opportunities and spaces for advocacy for members and forums in the region.
5. Identification of the added value of the ACT Alliance -and as members and forums of the Alliance- when carrying out joint advocacy actions at the national, regional, and global levels.
6. Generation of strong and impactful messages and narratives - integrating ecumenical and gender justice approaches - for joint advocacy on human mobility and climate - nationally, regionally, and globally.

The training is being designed to be delivered virtually to a total of 15 to 30 participants from different countries in the region (all fluent in Spanish). The participants will all be professionals linked to FBOs and Churches -with relevant experience in working with communities-, who may have different levels of knowledge and experience in advocacy, human mobility, and climate issues.

Duration of the course: As mentioned, the course will have a duration of 30 hours (to be divided into blocks of 90 to 120 minutes (about 1,5 to 2 hours) each. An 8-week duration is considered, including 2 days of classes per week. The class schedule should be discussed with the members interested in participating. The implementation of the course is considered for June – July or, if not possible, for July – August 2024.

Course deliverables: Participants will be given a pre-course summary booklet to guide during the sessions. In addition, a list of readings and audiovisual materials -suggested and mandatory- will be sent to facilitate discussions throughout the course. Finally, a folder with written and audiovisual materials will be provided as a "tool kit".

The course will be conducted through the Zoom platform. The ACT Secretariat will oversee sharing the links to the participants. During the curriculum design phase, the use of other web applications that facilitate the exchange and discussions of course participants will be evaluated. The connection

limitations of some participants will be considered at the time and specific alternatives will be foreseen for them if necessary. -

- **About the consultancy**

The main objective of the consultancy is the design, development and implementation of a 30-hour virtual training course for churches and FBOs in Latin America and the Caribbean. To this end, the following sub-objectives are expected to be achieved:

- **Development of the course curriculum:** for the development of the curriculum, the consultant is expected to:
 1. Work jointly with a focal point of the ACT Alliance Secretariat to learn in depth the results of the information previously collected by the Alliance on the interests, strengths and opportunities for strengthening the participants; as well as the strategic priorities and commitments acquired in terms of advocacy, human mobility and climate mobility, by the forums and members of the ACT Alliance.
 2. The consultant is also expected to hold at least 5 bilateral discussions with member organizations to hear their recommendations and aspirations for the course.
 3. The consultant is expected to research FABO platform to make the course materials and recordings compatible with the platform so it can be uploaded to the FABO platform, wherever possible and applicable.
 4. The consultant is expected to deliver a training plan with suggested topics and activities that encourage active participation and exchange of participants throughout the course, including written and audiovisual resources (preferably in Spanish or with subtitles) to strengthen participants' knowledge and skills. The training plan must be approved by the Secretariat for the consultant to continue developing the content and identifying suitable visual support materials.
 5. Finally, the consultant must identify potential guests from the membership -with the help of the regional team- and guarantee basic guidelines for guests, to ensure that their presentations are aligned with the course objectives and content.

The contents are expected to reflect a human rights-based and gender-transformative approach and use a methodology that facilitates effective participation and exchange.

- **Delivery of the course:** the consultant is responsible for ensuring that participants fully understand the contents presented and for generating a space of trust for dialogue and exchange of experiences, ideas and knowledge. Thus, the consultant will present the contents, directing the questions and discussion spaces and other dynamics proposed for the course. Likewise, he/she must ensure that the results and objectives of each session, as well as the fulfillment assigned to each module, are met.

The consultant will also present and moderate the external guests to ensure their interventions align with the learning objectives of the respective module or session.

Note 1: ACT Alliance will complete the assignment and invitation of guests. The consultant may suggest guests follow the criteria provided by the Alliance in this regard.

Note 2: Sessions will be recorded by the ACT Alliance for future use and replication by members and forums. The copyright of the course will remain in the name of ACT Alliance.

- **Development of a toolkit for joint advocacy between churches and FBOs on human mobility and climate issues in Latin America and the Caribbean:** the consultant will compile readings and audiovisual files (preferably in Spanish or with Spanish subtitles) to serve as a "toolkit" for participants and other members of the Alliance forums interested in delving deeper into this issue.

The toolkit should be shared with participants prior to the course to ensure they can review the material. The consultant will categorize the material into "required" and "suggested" items for each session.

- **Course evaluation and follow-up:** The person in charge of the service should design a satisfaction evaluation that allows the ACT Alliance to know about the experience and feedback of the course participants and he/she/they will develop a concept note for an in-person ToT as a follow-up for the virtual course.

II. EXPECTED PRODUCTS

ACT Alliance will have the rights of free use, reproduction, and distribution of the deliverables.

The following deliverables are expected to be developed:

Deliverable 1: Development of advocacy toolkit for FBOs and Churches on human mobility and climate change in Latin America and the Caribbean

- Research and literature review related to the themes and approaches of the curriculum (human rights, gender transformative and faith-sensitive).
- Preliminary proposal of toolkit contents, to be validated by the ACT team.
- Toolkit content development: this toolkit will provide resources and practical strategies, including exercises, to facilitate advocacy and social mobilization by churches and FBOs on human mobility in the region. Contents preferably in Spanish or with Spanish subtitles. Kit to be delivered in the form of a free access virtual folder.

Deliverable 2: 30-hour e-course for 15 to 30 participants

- **Training plan approved by the Secretariat - Curriculum development:** This curriculum should address key advocacy issues for the promotion of the rights of people in the process of human & climate mobility in LAC, with support from the ACT team. The curriculum is expected to reflect a transformative gender and human rights approach and be tailored to the needs and competitive value of ACT Alliance members - such as FBOs and Churches - in the advocacy they do/could do at national, regional, and global levels.

- **Development of the virtual training:** Generation of audiovisual support material for course presentations: the consultant must ensure the development of slides, surveys and/or other activities for the proper development of the training (ensuring that it is attractive and participatory). The consultant will lead the delivery of the content for the sessions and the presentation of support materials, as well as introducing and moderating guests and moderating the discussion spaces with participants.

The consultant is expected to create an educational, respectful, participatory, and enriching environment for the participants.

Note: ACT Alliance will guarantee access to the Zoom Pro platform.

- **Design and implementation of an evaluation mechanism.**

Deliverable 3: Report on course results and next steps for the ACT Alliance

- Generation of a report (maximum 10 pages) with results of the virtual training, including analysis of participants' achievements, challenges, and experiences; and quantitative and qualitative information on the course's impact. The report will include specific recommendations for the ACT Alliance in terms of continuing capacity building and improving its advocacy strategies and work with churches and FBOs.
- Together with the Regional Team, development of a 2-3-pages concept note for an in-person ToT in 2025-26.
- Socialization of the results with the team and interested members (maximum one hour in Zoom).

Note:

The contents of all deliverables must be developed in Spanish, in language that is understandable and pleasant for non-specialized users.

All materials used during the consultancy for the elaboration and development of the training, toolkit or virtual course must be properly referenced by the consultant. The consultant shall ensure that external materials are free to use and reproduce.

III. CONSULTANT PROFILE

We are looking for a person or working group with solid experience in advocacy, specifically on issues of human mobility or climate mobility in Latin America and the Caribbean. In addition, experience and knowledge in gender justice, human rights and work with churches or FBOs is required. It is essential to have the skills to integrate human rights and gender transformative approaches in religious and faith-sensitive contexts, to develop effective educational materials and participatory web-based methodologies for participants with different levels of knowledge and experience in the field.

- Relevant experience: the consultant should have previous experience in the design and implementation of training programs on issues related to advocacy in Latin America and the Caribbean, migration and displacement, climate mobility and climate justice.
- Thematic knowledge: must demonstrate a deep understanding of the concepts of advocacy, gender transformation, human rights and their integration in religious and faith-based contexts.

- Education and training: professional degree, training in fields related to advocacy, gender, human rights, theology, climate justice, human mobility or related areas will be considered positively.
- Communication skills: must be able to communicate effectively with different audiences, both in writing and oral presentation.
- Cultural and religious flexibility: since the project involves working with religious organizations, an understanding and respect for cultural and religious diversity is required.
- Facilitation skills: be able to facilitate productive and participatory group discussions, fostering an interactive learning environment.
- Organizational skills: ability to handle multiple tasks, meet deadlines and coordinate activities.
- References and portfolio: must provide three references from previous projects and examples of similar work performed.
- Technological tools: familiarity with the technological tools necessary for conducting online surveys, virtual interviews, and development of didactic material.
- Commitment: must show availability to work according to the agreed schedule and commitment to the project's quality.
- Teamwork and integrity: the consultant is expected to act with integrity, respect confidentiality and professional ethics, and have a commitment to teamwork and the creation and maintenance of a good working environment.
- Languages: Spanish mandatory. English, Portuguese, French and/or Creole would be an asset.

IV. TENTATIVE SCHEDULE

- **Recruitment and hiring**

Closing date: February 20th

Interviews: February 25th to March 10th

Contract signing: March 2024

V. PAYMENTS:

Two payments will be made: the first upon the official delivery of Deliverable 1, and the second after the delivery of deliverables 2 & 3.

Note: Compliance with the milestones and delivery of the deliverables mentioned in the terms of reference are a requirement for the disbursement of the corresponding payments. Payment deadlines may be subject to adjustments according to the actual project execution schedule, to be validated by the consultant and the ACT team.

This form of payment is based on the agreed structure and reflects the distribution of compensation according to the phases of the consulting project.

VI. APPLICATION

Interested parties should send their detailed proposal, including:

- CV or resume*

- Cover Letter
- Technical proposal with time plan
- Financial proposal with number of days and daily rate in USD including all taxes and/or final price for the deliverables.
- Sample of relevant previous work and/or references
- Consultancy / company registration

To recruitment@actalliance.org by February 20th. Subject of the mail: "Call: MH advocacy course".

Any application sent in a different time range or that does not comply with the indications and requirements described herein will be automatically rejected.

For further inquiries, please contact lac@actalliance.org.

*In the case of work teams, the CV of each team member must be sent.