

CONTRACT TERMS OF REFERENCE

WIEGO ORP

Implementation Coordinator of WIEGO School

1. Purpose of the role

The objectives of the WIEGO School programme for 2021/22 include deepening the capacity of participating leaders of membership based organizations to understand, analyze and advocate in the fast-changing policy contexts that directly affect their livelihoods. The objective is also to empower participants to take their learning back into their organizations through a participatory “train the trainer” methodology. The cross-sector focus of the programme has been designed to promote cross-sector learning and solidarity.

The consultant may be an individual, a consortium of individuals, or a partner organization

2. Responsibilities

The consultant will be responsible for coordinating the implementation of the planned WIEGO School programme for 2021/22. The programme will be rolled out virtually in three time zones/regions (the Americas, Africa/Europe, and Asia) through the convening of 5 virtual sessions in each of the zones, plus one introductory joint session, and one concluding joint session. Participatory learning will be maximized in each session. The topics to be covered will be:-

1. Introduction to the series: getting to know each other, how the series will work, what will be expected of participants, what resources will be used etc
2. Growing our organisations – recruitment in the time of the pandemic and economic crisis, and building and maintaining democratic organisation which is financially and politically accountable to its members.
3. Handling the day to day problems of workers in the informal economy, with an emphasis on social protection
4. Handling the day to day problems of workers in the informal economy, with an emphasis on public space and urban design
5. Collective negotiations for workers in the informal economy and handling disputes with those in power
6. Collective action for workers in the informal economy, and building a Movement
7. Final joint session

Specific responsibilities will include:-

- a) Coordinating the registration of 24 participants per zone i.e. 6 from each of the waste picker, domestic worker, street vendor, and home based worker sectors. The majority in each sector must be women, and they should already be playing a leadership role in their organization.
- b) Working with a small group of WIEGO team members from the Organization and Representation Programme (ORP) and WIEGO Communications to determine the learning modality and materials required for each session.
- c) Arranging appropriate translation for each session. In the case of the Americas: English/Spanish/Portuguese; in the case of Africa/Europe: English/French; and in the case of Asia: languages still to be determined
- d) Deciding on a suitable virtual platform, and ensuring that all participants have access to the platform, including sufficient data

3. Time Frame

The term of this contract is from mid/late October 2021 – 31 March 2022 with renewal of the contract thereafter by mutual agreement.

4. Application Instructions

To apply for this position please submit a resume and a cover letter explaining how you fulfil the skills required to recruit@wiego.org by 17th October 2021.