Job Description

Project Coordinator, Central America Civic Space Project

JOB TITLE: Project Coordinator
REPORTING TO: Project Supervisor (Senior Research Specialist)

INTRODUCTION

CIVICUS is a global alliance of civil society organisations and individuals dedicated to strengthening citizen action and civil society for a more just, inclusive and sustainable world. The alliance works to protect the fundamental civic freedoms that allow us to speak out, organise and take action. We strive to promote excluded voices, especially from the Global South, and have a growing network of more than 8000 members in more than 175 countries.

The project “Effective civil society advocacy in restricted civic space” is aimed at strengthening the capacity of CSOs to function effectively and advance their human rights agendas, while also advocating for civic space improvements; and increasing the resilience (ability to adapt and transform in order to continue their work) of civil society activists and organisations in restrictive environments. It will test and assess various approaches through eight pilot projects in four Central American Countries: El Salvador, Guatemala, Honduras and Nicaragua.

Key stakeholders of this initiative are human rights defenders and their organisations who bear the brunt of the ongoing assault on fundamental freedoms, with a special emphasis on frontline actors working to advance women’s rights, and specifically sexual and reproductive rights, LGBTQI rights, land rights and environmental and indigenous peoples’ rights, student movements, and independent journalists or media. Ideally, at least one selected organisation should focus on freedom of expression and/or journalists’ safety issues.

The main objectives of this project are:
- To build a shared understanding of the specific, clustered civic space restrictions affecting CSOs working on various issues in each local context, as well as the available opportunities for strengthening advocacy efforts within those contexts
- To strengthen the capacity of CSOs to work more effectively in conditions of restricted civic space
- To encourage coordination and joint action, and provide solidarity in the face of threats and challenges
The project will employ a bottom-up, co-creation approach, supporting eight selected CSOs (two in each participating country) in designing, implementing, monitoring and evaluating a tailor-made pilot project to improve their operating capacities and resilience in contexts of restricted civic space.

OVERALL PURPOSE OF ROLE

The consultant will be responsible for all elements of the project management cycle, including budgeting, reporting, partner coordination, quality control and evaluation. S/he/they will develop and carry out an implementation workplan and manage internal and external communication channels. S/he/they will also convene and coordinate gatherings and ensure that the trainings and capacity-building activities are adequately delivered, and all data pertaining project implementation are gathered, analysed and systematised.

Deliverables will include:

- Baseline survey measuring concrete challenges, their amount, severity and frequency, faced by participating CSOs
- Baseline survey measuring concrete responses used by CSOs to face the challenges encountered
- Survey measuring changes in preparedness to respond to concrete threats
- Online repository of existing resources classified by theme, target CSO and context, among other variables
- Framework pilot project and custom-made pilot projects co-created with each participating CSO, containing theory of change, SWOT analysis and outline of selected tools to be tested
- Delivery of workshops, trainings and other capacity development activities as outlined in each organisation’s pilot plan (lobbying and advocacy, digital mobilisation and campaigning, media strategies and effective communications, grassroots accountability, personal and digital protection, resourcing, etc.)
- Coaching with project participants
- Organisation of national and regional meetings (dialogues with key stakeholders, regional events including participation in 2020 RightsCon in Costa Rica, toolkit dissemination events)
- Toolkit for local CSOs, integrated web platform, including step-by-step processes, DO’s and DON’T’s, tips collected through pilot project implementation and referral to additional resources. Toolkit contents may include the following components: strategic planning; evidence-based advocacy; effective communications and compelling narratives; multi-stakeholder collaboration; active transparency and multidimensional accountability; responsiveness to grassroots constituencies; funding models; risk analysis and mitigation; and personal and digital protection.
- Document summarising action-oriented recommendations for international organisations, INGOs, donors and other stakeholders to support the civic space of human rights activists, CSOs and social movements working in restrictive environments.

QUALIFICATIONS

- Degree in Development Studies, Social Sciences, International Relations or related fields, or equivalent work experience
- Native Spanish speaker, fluent in English

EXPERIENCE
- 5-year work experience in a project-related role; preferably managing a small project
- 3-year work experience in the civil society sector, preferably in contact with grassroots organisations

SKILLS AND COMPETENCES
- Project management and coordination skills
- Analytical skills
- Ability to work independently with minimal supervision
- Interpersonal, network building and engagement skills
- Ability to effectively and efficiently handle multiple, simultaneous tasks with high attention to details
- Strong written and oral communication skills, for a variety of audiences and formats
- Ability to work under pressure and within tight deadlines
- Autonomy and leadership skills; capacity to initiate action and decide and execute necessary changes to workplans

KEY RESPONSIBILITIES

1. Project Management (all lifecycle) (80%)
   - Establish and maintain relationship with 8 pilot CSOs (two per country), including by traveling to project sites when required
   - Lead co-creation project of pilot framework and 8 adapted pilots (one per organisation)
   - Coordinate activities required for pilot implementation (workshops, trainings, advocacy actions)
   - Manage project communication
   - Monitor and evaluate activities on each pilot project
   - Provide feedback to partners and donors
   - Draft and submit narrative and financial reports
   - Ensure delivery of the project within agreed timelines
   - Ensure M&E input for reporting in accordance with agreed processes, to agreed standards and deadlines and the development and deployment of tools and any necessary resource materials

2. Contract compliance (10%)
   - Ensure adherence to contractual requirements

3. Budget Control (10%)
   - Manage project budget
   - Communicate quarterly expenditures to project supervisor
   - Obtain permission for change in budget/expenditure from project supervisor
   - Ensure delivery of the project within budgetary limits

PROPOSALS SHOULD INCLUDE:

- A full CV, including educational and professional qualifications, and employment history showing the more significant positions, responsibilities held, and relevant achievements
- A 2-3 page outline of approach to the assignment, including timeline
- Budget/cost estimated including ALL costs, including VAT if applicable
• A cover letter of not more than one page outlining your motivation for applying for the role

Small teams and partnering consultants are welcome and will be expected to work collaboratively.

Send your proposal before 28 February to jobs@civicus.org. You may also contact us at that same email address for any question or query.