



TERMS AND REFERENCE OF IMPLEMENTING AGENTS

Community Conversation CCEP Trainer and CCE Dialogue Quality Support

1. Background to the Project

The Nelson Mandela Foundation has developed the Community Conversations with a focus on HIV/AIDS programme to create interactive spaces within communities in order to generate a response to HIV/AIDS, which integrates individual and collective concerns, values and beliefs; and to address individual and collective attitudes and behaviours embedded in social systems and structures.

The Programme is a project initiated by the Nelson Mandela Foundation. The project is predicated on the belief and ethos of its founder, Nelson Mandela, in the power of dialogue as a precursor to solving society's problems. Through a series of community conversations within the nine provinces in South Africa. The anticipated direct benefit of the project is that participants will engage through an interactive dialogue process to create community driven solutions to the challenges they face in respect of the epidemic. The NMF will continue to employ the Community Capacity Enhancement (CCE) Methodology as the key framework through which the community conversation will be undertaken.

The Programme recognises that the existing capacity and initiatives undertaken by NGOs, local government, faith and community based organisations in responding to concerns around HIV/AIDS and aims to partner with organisations (hereinafter referred to as "implementing agents") working in the selected sites towards developing appropriate strategies for a response that places communities and individuals at the centre of a comprehensive strategy to build social cohesion.

The NMF has appointed a programme management unit, responsible for implementation of the programme (hereinafter referred to as “PMU”) with the responsibility for implementing all three main components of the programme including, the coordination of the community conversations, capacity development and coordination of the facilitators and the design and implementation of research.

Project Purpose and Objectives of the Programme

Purpose

Community engagement through dialogue is an approach that takes cognisance of the socio-cultural dynamics of a community holding a dialogue with its own soul on the HIV and AIDS epidemic. This approach builds on our capacity to respond to a crisis by giving communities tools with which to lead a dialogue and structure a credible response. It stands out as a people’s participation approach. It focuses on people and their interactions, on their strengths and resources. It is based on the premise that all people have the capacity to respond effectively to a life-threatening epidemic.

Specific objectives

- Awareness on HIV and AIDS is raised in the 9 provinces in communities across South Africa;
- Communities share on HIV and AIDS issues through the Dialogue process;
- Integrate community concerns and decisions into national and local level plans with the aim of linking resources to individual and collective needs.

Capacity building

Strengthen the capacity of NGOs, local government, faith and community-based organizations to develop appropriate strategies for a response that places communities and individuals at the centre of a comprehensive strategy to build social cohesion.

Roles and Responsibilities

Role of NMF

The Nelson Mandela Foundation will provide overall programmatic management (through the PMU), oversight and responsibility of the Capacity Building process. Specifically the NMF will be responsible for:

- Providing the necessary administration and logistical support to the PMU to effect the implementation of the objectives of the programme
- Undertaking donor liaison and accountability to existing donors and submitting written narrative and financial reporting.
- Liaison with national government departments , business, multilateral agencies and other relevant national stakeholders
- Performance management of the PMU.
- Provide strategic direction and advice on planning, design and implementation of the project.
- Ensuring that the project-related issues and problems of significance are appropriately managed and resolved.
- Ensure synergies and linkages with other projects undertaken by institutions that tie with the substance and objectives of the programme.
- Convene policy level dialogue related to outcomes of the conversations
- Facilitate learning exchanges and information dissemination between the project and other stakeholders
- Marketing and promoting the Programme
- Facilitate partnerships (national government department, international development partners and other relevant stakeholders)
- Monitoring progress at milestone level, expenditure versus budget and the overall achievement of the programme objectives
- Approving scope/baseline and other related changes to the components of the programme
- Facilitating and coordinate an external evaluation process

Recognition of support and role of the PMU

It is recognised that NMF will be assisted by its PMU and other technical advisors towards the fulfilment of its responsibilities and more specifically through Implementation of all aspects of programme including:

- Development and implementation of M&E
- Overall management & coordination of community conversation
- Capacity development of facilitators
- Coordination of facilitators
- Submission of quarterly reports to NMF
- Performance management of facilitators
- Building support for & networking at provincial and local level
- Design & implementation of exit strategy
- Development and implementation of M&E
- Implementation of all aspects of programme including all components
- Overall management and coordination of community conversations. Depend on facilitators for network but take responsibility for social networks
- Capacity development of facilitators' (training, 5 days support and ongoing capacity development of facilitators)
- Coordination of facilitators (meetings, and information to all team members)
- Liaison with partner's organisations, provincial and local government departments and facilitators.
- Developing and serving networks that buy into the programme.
- Servicing relationships (in conjunction with facilitators).

1.1 Role of NGO-Implementing agents

The implementing agents undertake to work at community level with in the designated communities that the project will be undertaken. In seeking to roll out this programme, it is envisaged that there will be substantial synergies in the implementation of the community conversations and the existing programmes of the implementing agents including the enhancement of the capacity of the implementing agent and community. In line with this background, the implementing agents will be responsible for:

- Enabling the secondment of facilitators to facilitate the community conversations monthly;
- Facilitate the enhancement of organizational capacity development through endorsement of CCE methodology;
- Building and maintain relationship with the local stakeholders at provincial level- government (including PAC & LAC) who may be drawn to support the programmes implementation or the sustainability of its outcomes;
- Promoting the core principles comprised in the programme such as inclusivity, diversity and tolerance;
- Provide a functional office space made available during working hours for the facilitators with access to a computer, printer, fax, and phone and email facilities.
- Access to the networks in the region for stakeholder engagement and social mobilisation.
- Liaise with NMF in relation to the sustainability of the programme and submission of quarterly reports to the NMF.
- Provide facilitators with all the required documents for support (i.e. request and invitation letters).
- Disburse to the responsible facilitator(s) catering money for each community dialogue and the reporting of such finances thereof.
- Pay each facilitators specified in the contract a monthly stipend as per commitment letter deliveries.

Branding

Granting of Rights in respect of the Mandela Image and the Foundation's Marks

The implementing agent acknowledges and agrees that –

- the Mandela Image is reputable and is internationally recognised;
- the Foundation is the proprietor of the trade marks (the "**Foundation Marks**"), and has established a considerable reputation in respect of the Foundation Marks;
- all rights, title and interest in and to the Foundation Marks vests in the Foundation;

The implementing agent will not acquire any rights in the Mandela Image and/or the Foundation Marks and shall not be entitled to use the Mandela Image and/or the Foundation Marks, other than as set out in this agreement;

the goodwill associated with the Foundation Marks are the sole and exclusive property of the Foundation and in exercising the rights granted to it, the implementing agent will be associated with the Mandela Image and/or the Foundation Marks and such association and use will inure for the benefit of the Foundation; and the limitations imposed on the use by the implementing agent of the Mandela Image (or any item(s) thereof) and the Foundation Marks are necessary and are reasonable.

Communication

Communication in respect to collaborative initiatives falling under this programme will follow identified systematic processes and meet internal and external coordination in respect of each organisation. This will include brand management. External communication and media and other public messages will be offered through the organisations media liaison/communication officer of the NMF.

Governance: Reporting and Monitoring - Structures and Forums

Steering Committee

The Steering Committee comprising representations from multi-lateral agencies, key national government department, national network bodies representing NGOs working and faith based organisations will provide strategic guidance and also act as an accountability mechanism. The steering committee will secure high level buy in for the programme from a wide range of key national stakeholders. In addition, its other tasks will include, but not be limited to: -

- Trouble-shooting various aspects in relation to the management of the programme by providing day-to-day guidance and support towards its execution.
- Ensuring effective delivery of the various deliverables including training, community conversation, documentation and research;
- Providing full and proper quality assurance at regular intervals, and act on the quality assurance findings, reporting to the management team of the programme where appropriate; and
- Conducting any other ad-hoc tasks when requested by the management team of NMF
- NMF will chair the Steering Committee meetings that will be held periodically at six month intervals.

Monitoring & Evaluation

NMF with the support of its commissioned implementing agent will be responsible for the overall design of the M & E framework. It is envisaged that the M & E implementing agent will seek the advice of the implementing agents, the steering committee and other relevant stakeholders in the design and implementation of M & E framework, process and various indicators including the progress and process indicators with which the programme shall be measured.

The monitoring framework will consist of two level: -

Monitoring of the programme inputs at provincial level which will be undertaken by the facilitators seconded by the organizations

Monitoring of Programme Outputs and Outcomes at national level which will be undertaken by the PMU.