

**Terms of reference for Research and Communication Coordinator
SANAC Civil society support to the Deputy Chair person
1 May 2015 till 31 March 2016**

Background

The SANAC Civil Society Forum (CSF) is a formal advisory body established in 2012 by the South African National AIDS Council to facilitate the participation of Civil Society Organisations and networks, including those representing People Living with HIV, in the HIV and AIDS and TB within the National HIV response and for the implementations thereof National Strategic Plan (NSP). In April 2013, Civil Society Forum had decided to establish Deputy Chairperson's Office, the office that serves to ensure the effective execution of Civil Society Forum resolutions.

Objective of this assignment

The objective of the assignment is to support primarily the SANAC Deputy Chairperson SANAC Civil society Deputy Chair Person Letsike, and CSF sector leaders in enhancing national capacity for advocacy, coordination, research and documentation of achievements, lessons and best practices.

Responsibilities

1. Establish, strengthen, and operationalize CSF communication systems and structures at National, Provincial and district levels.
2. Ensure reorganization of sectors membership at all levels each time there is a vacancy within sectors.
3. Assist the CSF chairperson in developing and disseminating a communication strategy which would include Strategic Information and IEC.
4. Prepare draft monthly communication updates from the CSF Chairperson office to the sector leaders on strategic information. This will be information related to the implementation of the NSP objectives, the Global fund and other high level update communication from the government.
5. Ensure that the SANAC CSF webpage is kept up to date on the activities within sectors and this will include updating the sector leaders' database with current contact information. These updates should happen quarterly or as determined by urgency and priority of information.
6. Develop a database that will map represented organizations within sectors and their service delivery methods.
7. Regularly update the profiles of the sectors on the SANAC web page.
8. Assist CSS in developing costed work plans for each sector.
9. Participate in the NGO funding committee in establishing basket funding for the CSS.
10. Source governance and coordination organizations that would reach out and help improve the management, finance and M&E capacities within the sectors organizations.

Expected outputs

The overall expected output of this assignment is effective coordination of activities of the office of the CSF Chairperson. It is also expected of the successful candidate that she/he will be able to ensure establishment of seamless working communication channels between the office and the sectors. High levels of professionalism and integrity should be applied in all occasions. The specific outputs required of the assignment are as follows:

1. Provincial Civil society forum structures are established in at least 8 provinces provided a level of capacitation and are fully functional. The provinces are EC, KZN, Mpumalanga, Limpopo, Gauteng, NC, FS, WC and NW.
2. Developed monitoring dashboard to assess the degree of functionality of the national and provincial CSF structures.
3. CSF communication strategy developed and disseminated.
4. CSOs profiles for coordination and collaboration are kept up to date and shared among the stakeholders.
5. SANAC CSF Web page updated and maintained regularly
6. Supported by SANAC Civil society Deputy Chair Person and the NGO Sector leadership on the establishment of the CSF financing framework and ensuring that potential funders are identified and engaged.
7. Fundraising strategy for CSF developed and implemented.
8. Approved CSS annual work plans (activity and budget) in place by 1st quarter of every year
9. Financial and sector program reports produced and submitted quarterly
10. Annual reviews conducted in the last quarter of every year and reports submitted to the CSF committee
11. CS sectoral plan mid-term evaluations conducted six monthly.
12. Assisted by SANAC Civil society Deputy Chair Person in the development of the M&E framework, including M&E reporting and feedback mechanism .
13. Supported by SANAC Civil society Deputy Chair Person on leveraging c mentoring and coaching opportunities I for the benefit of CSF represented CSOs

Deliverables and time lines

Quarter period	Deliverables
Quarter 1 (May – July 2015)	<ol style="list-style-type: none"> 1. SANAC CSF web page updated, sector leaders contact list updated, CSF operational yearly calendar established and ensure release of the first news letter from the Deputy Chair person's office. 2. Ensure all sector profiles are updated, develop an on line database of SANAC CSF sector activities and support the process of filling up vacant sector positions. 3. Assist SANAC Civil society Deputy Chair Person in supporting the CSS leadership to develop costed work plans for each sector. Deliver two costed work plans per quarter during the consultancy period.
Quarter 2 (August – October 2015)	<ol style="list-style-type: none"> 4. Undertake a mapping exercise and develop a database of SANAC CS represented organizations and their specialized areas of service delivery at a district, provincial or national level. 5. Support SANAC Civil society Deputy Chair Person to develop a communications strategy that is inclusive of strategic information and IEC. 6. Develop agendas, produce minutes and follow-up on recommendations in at least one CS quarterly meeting.

Quarter 3 (Nov 2015 – January 2016)	<ul style="list-style-type: none"> 7. Provide progress report 8. Minute meetings of the NGO funding committee. 9. Document support and follow up to the establishment of the CSO capacity building agreements with two organizations (government or other)
Quarter 4 (February – March 2016)	<ul style="list-style-type: none"> 10. Assist SANAC Civil society Deputy Chair Person in establishing partnerships that would ensure internal and external audits of the CSS. 11. Assist SANAC Civil society Deputy Chair Person towards the establishment of an M&E framework for the consolidated CSS plans 12. Final work technical report

Time frames and location

The duration of the R&C coordinator is initially for eleven months from the time of appointment. The contract may be renewed subject to performance and availability of funding. The R&C coordinator will be based at Access Chapter 2 at OUT Hatfield office in Pretoria from Monday to Friday as per the official working hours. He/she will report to the SANAC Deputy Chairperson SANAC Civil society Deputy Chair Person Letsike. The R&C coordinator will be paid quarterly upon certification of work and deliverables agreed upon against each month.

Key competencies, technical background and experience required

1. At least 5 years' experience in community development, research analysis/evaluation, documentation, records and information management.
2. Demonstrable experience working with civil society organisations and/or networks
3. Knowledge and understanding of HIV, TB and STI response will be an added advantage
4. Excellent planning and time management skills and ability to work independently.
5. Ability to work under pressure and meet tight deadlines
6. Proficiency in the use of Microsoft Office suite of applications
7. Demonstrable competence in Time Management Excellent interpersonal skills and the ability to work in multicultural settings and with inter disciplinary teams
8. Proven excellent analytical, report writing and organizational skills
9. Excellent presentation, oral and written communication skills
10. Excellent analytical and problem solving skills
11. Good interpersonal skills including good coordination and effective working relations with stakeholders