

Terms of Reference (ToR) for Short-Term Consultancy

Introduction:

The Afghanistan Institute for Civil Society (AICS) registered with the Ministry of Economy (MoEc) of as an NGO in 2014 and was officially launched in February 2015 with a long-term goal of supporting CSOs to realize its potential in supporting development efforts in Afghanistan. AICS is mandated to support a credible and competent civil society sector in Afghanistan by linking CSOs, donors, government and capacity building services through culturally appropriate certification schemes. The Institute will encourage the growth of a vibrant civil society, promoting pluralism and participatory, non-discriminatory development in Afghanistan. For more information please refer to www.aicsafg.org & <https://www.facebook.com/AICSafghanistan/>.

Innovation for Change - South Asia is one of six regional hubs worldwide spearheaded at the global level by CIVICUS Alliance and Counterpart International with the support of a multi-donor consortium. Innovation for Change through simultaneous co-design processes has set up an South Asia regional hub in partnership with South Asia civil society regional networks movements and organizations to jointly offer services and activities towards the defense expansion and creation of Civic space and citizen activists. Innovation for Change is a global network which looks to transform civil society impact and scale citizen action creates the opportunity for a new generation of civic action to take shape through collaboration leverage and learning.

Introduction to Consultancy Assignment:

Shrinking civic space is a major issue for civil society in South Asia. Freedom of expression, association, and assembly and safety and security of civil society activists and human rights defenders are among the key issues threatening the work of civil society in the region. In order to address these issues, AICS and the South Asia Hub of CIVICUS Alliance intend to organize a co-designed workshop on protecting and promoting civic space in the region. This workshop will take place in Bangkok, Thailand and will be attended by eight human rights commissioners from eight South Asian countries (Afghanistan, Pakistan, India, Bangladesh, Nepal, Sri-Lanka, Maldives, and Bhutan), eight CSO representative from eight South Asian countries and members of the SA hub board. AICS and the SA Hub will bring together Human Rights Commissioners and civil society organizations from the region to this workshop to work on creating and /or replicating innovative mechanisms/approaches/activities aimed at addressing key issues threatening civic space in south Asia.

AICSintends to recruit a Short-Term Consultant for organizing and conducting a co-design training workshop for CSOs and Human Rights Commissioners from the South Asia Region on protecting Civic Space. The consultant can preferably be resident of one of these eight countries or Thailand and can complete the 1st, 2nd and 4th activity from his home country but needs to travel to Bangkok, Thailand to deliver 2 days long workshop.

Following are the specific activities the consultant will perform:

- 1- **Conduct a rapid study:** The consultant will conduct a rapid study of key issues affecting civic space in the region (Afghanistan, Pakistan, India, Bangladesh, Nepal, Sri-Lanka, Maldives and Bhutan). The Consultant will work with the participants in advance of the workshop in order to identify and agree on key issues/themes that should be addressed in the workshop and finalize the workshop design. He/she should complete this survey from his housed location and will need to work with the hub coordinator (housed at AICS Kabul office and manages this project), members of the SA hub board (located in eight south Asian countries) and the Helper hub team to ensure innovation is integrated in the design of the workshop.
- 2- **Design a Training Workshop:** The Consultant will design a two-day long training workshop in light of study findings. The consultant can call pre-workshop meetings (Skype) with all participants to finalize the thematic areas of the workshop and complete the workshop manual.
- 3- **Conduct/Deliver a Training Workshop:** The Consultant will deliver two days long Workshop on “Promoting and Protecting Civic Space in South Asia” in Bangkok, Thailand. This workshop should be intended to create and /or replicate innovative mechanisms aimed at addressing key issues threatening civic space in south Asia. CSOs and Human Rights Commissioners will then use these innovative mechanisms to promote and protect civic space in the region.
- 4- **Reporting:** The consultant will provide details report of the Workshop. The report should contain details of the discussion, activities/mechanisms agreed by participants of each country, challenges, and recommendations.

Duration and Deliverables of the Consultancy:

The total duration of this consultancy is 20 days. Details are described in the table below:

Activity	Deliverable	Duration	Remarks
Conduct a Rapid Study of key issues affecting civic space in the region	Study Report (in the English language)	5 Days	The Consultant will work online with workshop participant in advance to complete this activity. AICS will share contact information of the workshop participants with the consultant as soon as the contract is signed with the consultant.
Design a training workshop about “Protecting Civic Space in the Region” as per the findings of Study	A training manual (in the English language)	6 days	Content development, including proposals for innovative approaches for protecting civic space in the region.
Deliver/Conduct a Training Workshop in Bangkok, Thailand	2 days training workshop (in the English language)	5 days (for travel and training)	AICS will cover round trip and accommodation cost of the Consultant to Bangkok, Thailand. AICS will cover all the cost associated with the logistic arrangement of the workshop (e.g. participants travel and

			accommodation, workshop venue, food, and refreshment)
Reporting	Detailed report on the Workshop	4 days	Report writing and follow up with the participants

Qualification and Skills Required:

- The applicant should have Master degree from a recognized university in the field of development studies, management, social science or other relevant fields.
- Minimum of seven years’ relevant experience. Previous experience working with/on civil society, research, capacity building and international development agencies are desirable.
- Strong diplomatic skills a high level of cultural sensitivity and familiarity with an international and/or regional work environment.
- An ability to work in and through networks and alliances
- Experience in facilitating/conducting workshops and trainings at regional and/or international level.
- Familiarity with international standards in the field of civil society policy and capacity building of CSOs and experience in designing training manuals and research reports.
- An ability to work with diverse actors
- Fluency in English (written and verbal)
- Excellent communication initiative drive and willingness to increase momentum for the initiative in the region
- Familiarity with computers and software packages such as MS Office
- Duty Station: It is a home-based position and the consultant is required to travel to Bangkok, Thailand.

Consultation Fee:

The consultant cannot sub contract this assignment to any other person or organization. The consultant is required to deliver quality services as per the plan and in close coordination with relevant stakeholders. Please mention your proposed daily consultancy fee for this 20-day assignment in the cover letter which will later be finalized during the interview process with the shortlisted candidate.

Submission of Application:

Applicants meeting the above requirements are requested to submit a cover letter along with their CV electronically to (Jobs@aicsafg.org) no later than September 26. 2017.