

TERMS OF REFERENCE

Position	:	Communications Coordinator for Citizen Participatory Audit
Duration of Contract	:	December 2013 to February 2014
Total Contract Price	:	Based on salary history and experience

I. DESCRIPTION OF THE PROGRAM

ANSA-EAP facilitates country and multi-country networking initiatives, learning and capacity-building programs, as well as research and knowledge management on social accountability. Social accountability (SAC) is organized and capable citizen groups engaging constructively with government to monitor the decisions and performance of public officials towards better delivery of public services, improved people's welfare and improved protection of people's rights.

In April 2012, AusAID agreed to provide resources for a two-year **Participatory Audit Program** that focuses on providing technical assistance to the Commission on Audit (COA) in its efforts to open public audit processes to citizens. The overall goal of the program is to contribute towards improving the efficiency and effectiveness of the use of public resources. Program outcomes include enhanced external (public) scrutiny, improved public trust, and reduced potential for misuse of funds.

The program has three main objectives:

- (a) To facilitate the engagement between COA staff and civil society organizations interested in developing partnerships on participatory audit;
- (b) To develop the capacity of COA staff and civil society groups to design and implement participatory audit approaches; and
- (c) To test various models of participatory audit that, based on experience, can be rolled out across selected government programs and agencies.

A Communications Coordinator for the Program will be engaged to manage the communications strategy and plan for the program.

II. PROPOSED QUALIFICATIONS

- Bachelors Degree in Communications, Development Studies, Public Administration, Political Science or any related field (Masters Degree is an advantage)
- Has at least 5 years experience in governance and development communication
- Has strong oral and written communication skills and in-depth understanding of strategic communication approaches and tools
- Familiarity with social media and other internet-based communication platforms
- Has experience working with stakeholders from government, civil society groups. Networking and coalition building skills an advantage.

- Organized, responsible and be able and willing to work under pressure and deliver timely results following an agreed schedule.
- Has good interpersonal skills and is a good team player

III. SCOPE OF WORK

The Communications Coordinator is in charge of managing communication interventions for civil society and partner government institutions, including technology-based tools. S/He is expected to perform the following tasks:

- Supervise the delivery of the Public Information System
 - Training for COA staff
 - Full rollout
 - Documentation and issue resolution
 - Assessment
- Track the performance of i-kwenta.com
- Oversee the conduct of the following activities/deliverables:
 - Road show
 - End-of-program video
 - Public presentation (with Partnership-building)
 - Chapbook of CPA experiences (with Knowledge Management)
- Provide quality control of all knowledge products and materials developed for print and online publication (with Knowledge Management and Learning)
 - ANSA-EAP practice Briefs on the CPA project on Learning in CPA and Monitoring and Evaluation on CPA
 - CPA toolkit
- Management tasks functions
 - Supervise Communications and PIS staff
 - Prepare quarterly and end-of-program component reports
 - Review and approve concept notes, reports and other documents assigned to Communications component
 - Provide strategic communications and management input to other program components, when necessary.
- Plan and conduct special activities (meetings, briefing sessions, workshops) with stakeholders, as needed.
- Other tasks officially endorsed by the Program Coordinator.