



## **TERMS OF REFERENCE (TORs) FOR CONSULTANCY SERVICES**

TO

**UPDATE WORKSHOP CONTENT**

FOR

**THE MANDELA INSTITUTE FOR DEVELOPMENT STUDIES (MINDS)' YOUTH PROGRAM ON ELECTIONS AND GOVERNANCE**

### **I. Title: Updating Workshop Content for the MINDS Civic Education Training Workshops on Elections And Governance**

### **II. Background on MINDS Youth Program on Elections and Governance**

The Mandela Institute for Development Studies' (MINDS) Youth Program on Elections and Governance (YPE&G) is one of the four core programs that are currently implemented by the institute. Africa's youth constitute an important group whose demographic superiority, if harnessed, could determine the outcome of elections and the quality of leadership and governance across the continent. Despite an estimated 60% of the one billion people in Africa being reported to be under the age of 35 years old, this percentage has not translated into significant, positive youth participation in determining the outcome of elections. Instead, young people have been accused of voter apathy in elections and minimal capitalization of their superior numbers to influence decisions that could improve their situations. As such, young people are perceived to have failed to play a meaningful role in shaping an Africa and future that best provides for their needs.

Under the YPE&G, MINDS hosts an annual youth dialogue and regional training workshops in civic education. These two main activities are facilitated by MINDS to enable young people in Africa, especially those who have shown interest in leadership, to meet and discuss elections, governance and leadership related issues with a view to develop authentic African solutions to African problems. The activities also aim to facilitate an increase in the number of young people peacefully and actively participating in African elections and governance processes based on an appreciation of the significance of their demographic superiority. Overall, the dialogues and workshops are meant to galvanise young people in Africa to play a leading role in determining leadership through active participation in electoral and governance processes in order to strengthen governance and improve development in Africa.



### **III. MINDS Regional Training Workshops in Civic Education on Elections and Governance**

The MINDS training workshops on civic education in elections and governance provide an opportunity for youth to develop awareness and knowledge about elections and governance processes through deliberation and debate. The workshops enable the youth to build consensus on how to participate while developing skills that will enable them to contribute in transforming the governance, leadership and socio-economic and political situation of the African continent and societies. The civic education training workshops create opportunities for the youth to enhance knowledge and skills and develop strategies of how best to participate in elections and governance. The training also enables young people to identify and work around the challenges of encouraging other youth and community members to participate in electoral and governance process.

The workshops, which are targeted at youth aged 18 to 45 years old, assist in developing catalysts who will not only encourage other youth to participate but will also train others to understand and appreciate the importance of participating in electoral and governance processes as a personal responsibility. MINDS civic education training workshops focus on deepening understanding and knowledge in elections and governance processes. Discussions at the workshops also address how to package and communicate messages that appeal to and resonate with the youth in practical and action oriented ways. Workshop attendees are instrumental in training colleagues in their respective communities and countries, thus utilising the skills and knowledge acquired during the training.

MINDS has conducted these workshops since 2014, training about 200 young leaders from all regions of the continent.

#### **Current objectives of the training workshops**

The main objectives of the two-day MINDS Regional Training Workshops in Civic Education on Elections and Governance are to:

- Enhance participants' awareness, knowledge and understanding of electoral and governance processes, and
- Improve participants' appreciation of effective ways of packaging and communicating messages, enabling them to mobilize others to actively participate in electoral and governance processes in their respective communities and countries.

More specifically, participants are expected to be able to demonstrate the following outcomes by the end of the two-day workshop:

- Define democracy.
- Describe the generally accepted indicators of democracy.



- Describe the role of elections in a democracy.
- Identify electoral stakeholders.
- Establish the meaning and importance of transparent and regular free, and fair elections.
- Recognize the relationship between those who govern and those who are governed.
- Describe the dual relationship between transparency and accountability.
- Recognize the link between selected articles of the African Charter on Democracy, Elections and Governance to the characteristics of democracy, credible elections and accountable governance.
- Describe power mapping and its importance in influencing people, institutions and leaders.
- Describe current power dynamics in society (relate it to their communities).
- Explain at least two strategies that can be used to effect political change in a given context- family, community, country etc.
- List and explain at least two tools used in power mapping.
- Recognize and describe how to use at least two of the power mapping tools.
- Describe the importance and critical role of effective communication in galvanising people using specific messages around an issue.
- Explain the importance of packaging/framing message in specific ways.
- Explain the importance of using appropriate materials to communicate specific messages with significant success and impact.

#### **IV. Scope of the consultancy (Tasks)**

MINDS is inviting a suitably qualified consultant/s to review the current workshop content and update it according to the aims of the MINDS Youth Program on Elections and Governance and the main objectives of the regional training workshops, as noted above. The consultancy will therefore, comprise three main tasks: 1) Reviewing of current workshop content, 2) Proposing recommended changes, and 3) Updating workshop content.

## V. Expected outputs and delivery timelines

The table below provides a list of outputs to be submitted by the consultant and timelines for the study:

<b>Main tasks</b>	<b>Description</b>	<b>Outputs</b>	<b>Outputs to be submitted by/ on:</b>
Initiation phase	At the Inception Meeting the consultant and MINDS will clarify expectations. An Inception Report will be developed and submitted.	<ul style="list-style-type: none"> <li>• Signed Contract</li> <li>• Inception Meeting</li> <li>• Inception Report</li> </ul>	15 December 2017
Task 1: Reviewing of current workshop content	<p>MINDS will provide the consultant with:</p> <ul style="list-style-type: none"> <li>• Current workshop manuals</li> <li>• Baseline study report</li> <li>• Feedback from previous workshop participants</li> <li>• Any other relevant analysis reports/ recommendations</li> </ul> <p>The consultant must evaluate the above, synthesize the feedback and clearly articulate the required updates/ changes to the workshop content in a Review Report.</p>	<ul style="list-style-type: none"> <li>• Review Report</li> </ul>	15 January 2018
Task 2: Proposing recommended changes	The consultant must prioritize and present the recommended updates/ changes, guided by the objectives of the exercise and any constraints articulated by MINDS	<ul style="list-style-type: none"> <li>• Recommendations Report.</li> </ul>	31 January 2018



<p>Task 3:          Updating          workshop          content</p>	<p>Development of data collection tools, piloting and revision of survey tools.</p>	<ul style="list-style-type: none"> <li>• Updated Facilitator’s manual, and requisite handouts or other supporting documentation (electronic versions in Word and PDF AND one print sample)</li> <li>• Updated Participant’s manual, and requisite handouts or other supporting documentation (electronic versions in Word and PDF AND one print sample)</li> </ul>	<p>28 February 2018</p>
<p>Conclusion phase</p>	<p>Finalization of any outstanding matters.</p>		<p>2 March 2018</p>

## VI. Ownership rights

The outputs/ work produced shall become property of MINDS in its entirety and may not be presented and/ or published whatsoever without written permission from MINDS. The ‘work produced’ includes all of the draft and final versions of the documentation listed as outputs listed in section V above as well as any other documentation developed or produced specifically for this project.

## VII. Role of the appointed consultant

- Sign the contract, perform the activities as per the terms above and submit all outputs according to the stipulated timeline and quality standards. Failure to adhere to stipulated timelines and quality standards will attract penalties of at least 10% of the contracted amount.



- Revise and edit draft report/s integrating feedback by MINDS, submitting final copies in Word and PDF formats as per the stipulated timeline.
- The consultant undertakes NOT to plagiarize any of the contents of the outputs produced in relation to this project. The consultant undertakes to properly reference the work produced, adhering strictly and consistently to an internationally accepted referencing style.

### **VIII. Role of MINDS**

- Prior to contracting, MINDS will update the Terms of Reference to include specific details as per discussions/ consultations with the appointed consultant.
- Support the consultant by facilitating access to information/ materials from sources that MINDS may have access to. This entails responding timeously to queries/ suggestions and offering any reasonable support that may be required. Reasonable support shall refer to things that MINDS may be able to assist with, without spending much time and funds than was allocated for the activity. (Timely provision of feedback means within a period of not more than five days).
- Review the draft and final versions of the report and provide feedback timeously.
- Make the necessary payment as agreed and stipulated in the contract in reasonable time.

### **VIII. Budget and payments**

A once-off, contracted fee will be paid in full settlement of the consultant's services, on completion and approval of the above listed deliverables on or before the stipulated timelines. The consultant must invoice MINDS upon approval of agreed outputs.

The consultant's total budget must include all expenses directly related to the project, including costs that MINDS may have to cover before the final payment is made to the consultant, for example, travel costs to facilitate meetings.

\*\*\*\*End\*\*\*\*