



## Terms of Reference Senior Community Engagement Facilitator

<b>Organization</b>	Adeso - African Development Solutions, <a href="http://www.adesoafrica.org">www.adesoafrica.org</a>
<b>Project</b>	Kuja
<b>Position Type</b>	Senior Community Engagement Facilitator
<b>Position Location</b>	Remote
<b>Duration</b>	8 months full time
<b>Reporting To</b>	Community Manager
<b>Working With</b>	Community Facilitators and Technical Lead
<b>Starting Date</b>	April 1st, 2024
<b>Application Deadline</b>	March 15th, 2024

### ORGANIZATIONAL BACKGROUND

Adeso is an expanding and vibrant African-based international development and humanitarian organization. At Adeso, we work with African communities who are yet to realize their full potential; working inside these communities to create environments in which Africans can thrive. Our belief that economic, social, and environmental security is the bedrock of a healthy community drives the nature and intent of our programming. We work to prevent and overcome situations that adversely affect community well-being by reinvigorating the economy, developing skills for life and work, providing humanitarian aid, and influencing policy.

For over 30 years we have strengthened rural livelihoods through environmental awareness, training, technology transfer, and innovative humanitarian projects in pursuit of a peaceful, self-reliant, and greener future. At present, Adeso has programs in Somalia and Kenya.

Adeso is an exciting and dynamic organization experiencing managed rapid growth. It offers sound employment conditions with opportunities for personal growth and development.

### PROJECT SUMMARY

Over the past ten years, Adeso has developed an intimate understanding of the problems faced by both local and national NGOs on a micro and macro level. Adeso has a strong understanding of the barriers that local organizations face in accessing direct funding from donors and the challenges that donors face in partnering with local organizations. It has begun to build solutions for these barriers.

Kuja is an African social enterprise powered by [Adeso](#). We believe in a world where people thrive through their own resourcefulness and tenacity – and we provide solutions to the barriers to this vision. Kuja was started to equip organizations and individuals to enhance their direct impact on communities and simplify change efforts necessary to do so. Kuja offers concrete solutions to all actors within the aid system that

ensures awareness and capability, direct access to funding, and confidence to deliver. We do this in four ways:

- *KujaLink* – connecting organizations and funders to enable direct and proximate funding.
- *KujaLearn* – promoting the knowledge and mindset and behavior change required to decolonize.
- *KujaAdvise* – offering services for organizations in creating concrete pathways to decolonize aid.
- *KujaBuild* – enhancing the capacity of organizations to secure and manage direct funds.

**KujaLink** – an online platform – is a critical component of Adeso’s five-year strategy that is focused on systems change and infrastructure development to support the creation of an ecosystem that supports more democratic and equitable resourcing and the strengthening of Global South civil society.

**KujaLink** is a centralized online platform that allows direct donor access to local and national NGOs in the Global South that meet industry standards.

The solution aims to fulfill the following:

1. **Increase the visibility** of local organizations
2. **Grow funding flows** to local organizations
3. **Create linkages** for both donors and organizations

## BACKGROUND

The Kuja Senior Community Engagement Facilitator assists the Community Management Team in as the liaison between Kuja and our audience. They act as the voice, tone, and moderator of the Kuja brand through community support, content distribution, and digital engagement to build and sustain trust and connections online.

Their role will be integral in sustaining Kuja through the next phases of the development process. Distinctly, the Senior Community Engagement Facilitator will be the Francophone focal point on the Kuja team with expertise in climate justice and knowledge of global climate movements, climate-focused funders, and indigenous-led, youth-led, and women-led organizations in the climate adaptation space. The role will play a crucial role in assisting the Kuja team to create engaging content and foster connections within the platform and the community of members. Their efforts will contribute to building an active and vibrant community that promotes dialogue and collaboration among members.

## RESPONSIBILITIES

### Facilitation of CSO and Funder Engagement:

- Assisting the Kuja team in identifying and onboarding new users from established networks, partners, and potential collaborators.
- Addressing user queries promptly and providing efficient responses to inquiries in English and French.

- Collaborating with the Community Engagement Manager to engage and retain existing members within the KujaLink community.
- Adapting KujaLink and KujaLearn content for the Francophone community to ensure relevance and understanding.
- Organizing and facilitating educational webinars in English and French.
- Providing support in various administrative and operational tasks to assist the Community Engagement Manager and other facilitators.
- Offering resources like webinars, support programs and community building delivering technical assistance and guidance to enhance the grant application process.

#### Tailoring Kuja Services to the Climate Sector:

- Collaboratively plan and implement recruitment strategies with the Content and Community Management Team for dynamic mapping of Climate CSOs, networks, and funders, ensuring inclusivity and diversity within our community.
- Partnering with climate adaptation and the climate justice networks to integrate their roles within Kuja's community engagement strategy.
- Conducting ongoing global mapping of Civil Society Organizations (CSOs) addressing climate challenges and categorizing their activities into mitigation, resilience, and adaptation.
- Organizing and facilitating educational webinars tailored specifically for organizations and funders tackling climate related issues, specifically about the funding landscape within the climate sector.
- Introducing tailored funder briefings aimed at funders and funder collaboratives, showcasing the impactful work of Civil Society Organizations (CSOs) within our platform.
- Curating Tailored Funding Opportunities: Highlighting specific grant opportunities that align with users' unique interests and focus areas, empowering them to apply for relevant funding.
- Representing Kuja at key climate sector convenings like COP.

#### DELIVERABLES

- **Implement KL Online Community Engagement Strategy:** Collaborate with the KL team to execute the platform's online community engagement strategy, encompassing the definition of approach, discussion activities, communication plans, and delineation of team members' and users' responsibilities.
- **Enhance User Understanding and Utilization:** Ensure that new members comprehend and effectively utilize all platform features by developing and updating informative onboarding materials, including guides, graphics, and instructional videos.
- **Metrics Development and Measurement:** Collaborate with the team to devise and track metrics that gauge community growth and evolution, providing insights into the effectiveness of engagement strategies.
- **User Needs Assessment and Retention Strategies:** Continuously assess user needs and develop effective strategies to retain and engage platform users over time.

- **Dynamic Mapping Strategy:** Develop and implement innovative recruitment methodologies for identifying and mapping diverse Civil Society Organizations (CSOs) addressing climate-related challenges. Ensure the recruitment approach is inclusive, fostering diversity within our community. This involves leveraging diverse channels and methods to reach a wide range of CSOs involved in mitigation, resilience, and adaptation efforts.
- **Partnership Integration:** Forge strategic partnerships with Climate Adaptation and Climate Justice networks to effectively incorporate their contributions and roles within our community engagement strategy. Collaborate closely with these networks to synchronize their initiatives, ensuring alignment with our community's objectives and enhancing collective impact in addressing climate challenges.
- **CSO Categorization and Mapping:** Conduct a comprehensive and dynamic mapping exercise of identified CSOs addressing climate challenges. Categorize these organizations based on their activities, emphasizing key areas such as mitigation, resilience, and adaptation efforts. Develop a structured database or mapping system that facilitates easy access to information and promotes visibility for these organizations within our community platform.
- **Confidentiality Maintenance:** Maintain a high level of confidentiality in handling user information and engagement strategies.

## CONTRACT PERIOD

**8 months with an opportunity to extend.**

## QUALIFICATIONS

- Fluency in English and French is required.
- Ongoing or completed degree, certificate, training, or coursework in communications, journalism, public relations, marketing, business, or a related field.
- Experience working with Civil Society Organizations dedicated to climate change/adaptation in the Global South.
- Knowledge of the funding opportunities in the climate sector.
- Connection to Global South CSO networks focused on climate justice.
- Familiarity with Climate Justice-Just Transition Donor Collaborative mapping recruitment strategies.
- Experience working remotely and coordinating activities across multiple time zones.
- Ability to create educational content and work with others to create content.
- Comfortable with using a very wide range of digital platforms (email, Slack, Twitter, WhatsApp, Zoom, WordPress) and experience with a range of online community platforms (Facebook, LinkedIn)
- Digitally savvy and able to keep up with the activity on the platform
- Flexible and adaptable with a high level of empathy and the ability to connect with users

## DESIRABLE

- Data analysis and trend-spotting skills.



- Knowledge of the Youth-Led R-grantors Network for Climate and their role in climate engagement.
- Experience working with the Climate Justice - Just Transition Donor Collaborative.
- Involvement in mapping climate justice and just transition initiatives and resources across the Global South.
- Familiarity with reimagining philanthropy to shift power and resources to the frontline.
- Experience in organizing convenings and events to accelerate climate action rooted in justice.

### **APPLICATION PROCESS**

This is an exciting opportunity for a dedicated and highly motivated professional. If you would like to join our team, please submit your application to [jobs@adesoafrica.org](mailto:jobs@adesoafrica.org) quoting the position in the email subject matter. This application will be open until the position is filled.

- Each application should be addressed to the Human Resources Department and include the following:
  - Cover Letter with applicant's current contact information.
  - Resume or CV including detailed work experience, education/degrees, and details of similar assignments.
  - 3 professional references with complete contact information (Name, Relationship to Reference, Email and Phone Number)

**Applications that do not include all of the above information will not be reviewed. Only short-listed candidates will be contacted. Adeso is an equal opportunity employer.**