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**ARTICLE 19 MENA**

**Part-time Consultant – Coordinator for Morocco**

**Terms of reference**

**Responsible to:** MENA Transparency Programme Coordinator

**Key relationships:** Senior Civic Space Project Officer, Media Programme Assistant, MENA Team in Tunis and other countries, key staff in the international office as needed, consultants, and external partners in Morocco.

**Contract:** 07 days per month/ 10 months (15 April 2022- 15 February 2023)

**Daily rate:** The daily rate will be determined according to the experience and

skills of the selected candidate

**Location:** Rabat, Morocco

**Special Conditions**: Some evening and weekend work where needed and possible work-related travels

**ROLE PURPOSE**

We are looking for a motivated and engaged consultant based in Morocco who will work for us part-time to support the implementation of our activities and projects in Morocco, be the main point of communication with our partners in Morocco, contribute to fundraising for Morocco’s strategy and projects, and recommend effective strategies for maintaining, developing and expanding our work, visibility, and partners in Morocco. The Morocco consultant will also be expected to engage with our advocacy, communications and campaigning strategies and work, produce statements and content for the MENA regional website and contribute to pieces of research relating to the situation of freedom of expression and information in Morocco.

**Key Responsibilities and Accountabilities**

1. **Monitoring and information gathering**

* Monitor trends and developments in Morocco, including legal and political developments, related to freedom of expression, information, and civic space.
* Monitor cases of repression of freedom of expression and information, collect useful information from reliable sources, and suggest appropriate responses.
* Collect and keep the relevant information to carry out the activities.

1. **Positioning and strategic planning**

* Ensure appropriate and effective responses to opportunities and risks related to freedom of expression, information, and other fundamental rights in Morocco.
* Contribute to the identification of relevant advocacy opportunities to advance freedom of expression, information, and other fundamental rights in Morocco and plan and conduct advocacy actions with the support of the MENA and Communications teams.
* Develop and maintain collaboration with strategic partners and allies in Morocco, including international and national organizations, media, journalists, lawyers, and human rights activists.
* Contribute to identifying new areas of work and means to develop strategies and programs aimed at advancing freedom of expression, information in Morocco in line with the A19’s MENA strategy.
* Identify and suggest relevant partners and beneficiaries of A19 interventions in line with the A19 MENA strategy.

**3. Projects and activities management**

* Manage and coordinate A19’s activities In Morocco, including the drafting of concept notes and agendas of activities, the identification and invitation of speakers, moderators, and participants, the coordination with local partners, the preparation of activities’ materials, the coordination of logistics, and of the preparation of activities reports.
* Develop terms of reference for consultants and service providers in the framework of activities and projects in Morocco.
* Coordinate with consultants and service providers in Morocco and oversee the quality of their deliverables
* Coordinate with the Administrative and Finance team to establish and collect all supporting documents for expenses in accordance with A19 procurement policies and procedures.
* Contribute to internal reports and reports to donors and in the monitoring and evaluation of the results and impact of A19’s activities and projects.

1. **Fundraising**

* Engage with the MENA Team and the Fundraising team to develop a fundraising strategy for A19’s work in Morocco.
* Proactively engage to identify funding opportunities for A19’s work and projects in Morocco in line with the A19’s MENA strategy.
* Contribute to the drafting of funding concept notes and proposals for projects about Morocco or including Morocco.
* Develop and maintain good relationships with A19’s donors in Morocco.

1. **Communications**

* Promote A19’s image in Morocco and participate in public events.
* Proactively communicate with all key relationships and be available and reachable for internal communications.
* Contribute to reports, press releases, articles, and other pieces covering Morocco for ARTICLE 19 publications and website
* Ensure A19’s work and messages on the different topics are well understood by the ARTICLE 19’s events participants and partners in Morocco, contribute to disseminate and publicize ARTICLE 19 work, outputs, and impact in the country.

**Other tasks**

* Undertake other duties commensurate with the role as may reasonably be assigned by the MENA Transparency Coordinator or the MENA Regional Director.
* Participate in MENA team meetings and any other internal meetings relevant to the activities covered by these ToRs.
* Make budget estimates for the activities covered by these ToRs.
* Maintain and share documents related to the above-mentioned activities such as lists of participants, evaluation sheets, photos of activities, etc. and share them on a regular basis with the relevant team members.

**PERSON SPECIFICATION**

**Education, Knowledge, and technical skills**

* Master's degree or equivalent in law, legal and political sciences, or another relevant field.
* Demonstrable understanding of the context in Morocco and ability to analyze trends in human rights, in particular freedom of expression, information, and association.
* Knowledge of international and regional mechanisms for the promotion and protection of human rights.
* Knowledge of historical context and recent political, economic, and social developments specifically in Morocco and more broadly in the Middle East and North Africa.
* Knowledge of communications strategies and techniques, in particular through the web and social media.

**Experience**

* Demonstrable experience of project development and management, including coordination of multi-partner projects and budget management.
* Significant demonstrable experience of work in the field of human rights, specifically freedom of expression and information.
* Substantial experience in coordinating activities and projects for non-governmental organizations
* Demonstrable skills in analytical and strategic planning.
* Demonstrable experience in drafting proposals for donors and contributing to fundraising strategies for non-governmental organizations.
* Ability to take initiative and react quickly and work independently and also collaboratively with appropriate supervision.
* Ability to work creatively and demonstrable time management skills and the ability to meet deadlines.
* Good writing and speaking skills in Arabic, French, and English.
* Good organizational and logistical skills.
* Good communication skills and sensitivity to working with people from diverse cultural and social backgrounds.
* Experience in drafting written materials including writing and/or editing materials for publication.

**Other requirements**

* Commit to working within the mission, vision, and goals of ARTICLE 19.
* Attention to cultural sensitivity and commitment to professional responsibilities and equal opportunity.
* Have the will and the ability to travel.
* Ability to work effectively, often under pressure, to tight and demanding deadlines.
* Ability to work in a multi-cultural work environment and committed to equal opportunities and non-discrimination.

**How to apply for this opportunity**

The applications should contain the following documents:

- A referenced CV

- A cover letter

- Evidence or links to similar or relevant experiences for the role.

Applications must be sent by e-mail to the following address: sywar@article19.org with the indication in the subject of the email “**Part-time Consultant – Coordinator for Morocco**”.

We will acknowledge receipt of applications, but no further communication will be made except with the selected candidates.

**The application deadline is Thursday 31 March 2022.**