



Scope of Work



Country: **Botswana – Gaborone**
Host site: **The Media Institute of Southern Africa (MISA) - Botswana**
Assignment title: **Organizational Development Specialist**
Length of assignment: **6-12 months**

OVERVIEW OF VOLUNTEER ASSIGNMENT

Despite the availability of VCT centers and ART in Botswana, little is known about the extent, or dearth, of media coverage of HIV/AIDS issues and services. While media coverage of HIV/AIDS in Botswana has improved in recent years, much still needs to be done for better quality and quantity of HIV/AIDS coverage in the mass media and there is an urgent need for trained, specialized health media personnel.

The American International Health Alliance (AIHA) manages the HIV/AIDS Twinning Center, a program funded by the US President's Emergency Plan for AIDS Relief (PEPFAR) and designed to strengthen human and organizational capacity to provide quality HIV/AIDS prevention, care, and treatment services through volunteer-driven activities. In Botswana, AIHA currently supports five twinning partnerships focusing on: i) palliative care; ii) orphans and vulnerable children; iii) voluntary counseling and testing; and iv) media, as well as the Volunteer Healthcare Corps, a component of the Twinning Center that facilitates placement of highly qualified professionals in long-term volunteer assignments within twinning partnerships.

With the goal of increasing public awareness of HIV/AIDS and its impact on all sectors of society, the HIV/AIDS Twinning Center has linked the Media Institute of Southern Africa (MISA) in Gaborone and the Zambia Institute of Mass Communication (ZAMCOM) in Lusaka to improve the quality, quantity, and scope of HIV/AIDS reporting in Botswana. This partnership provides skills-based journalism training for reporters and editors, as well as timely, accurate, issue-based information on HIV/AIDS. Partners are also working to disseminate best practices in HIV/AIDS reporting to media outlets throughout the country.

Based on a needs assessment and situational analysis of HIV/AIDS reporting in Botswana conducted at the onset of this collaboration, partners produced a report, which they disseminated to representatives of media outlets during a symposium in November 2007. They also conducted a training workshop for journalists titled "Media Fatigue and Stigma in Botswana: Changing Hearts, Minds, and Behaviors." Topics covered during the event included stigma and HIV/AIDS fatigue among reporters and editors.

In-country placement site: The Media Institute of Southern Africa (MISA) - Botswana

MISA is a non-governmental organization (NGO) working to ensure freedom of the press, freedom of expression, and media pluralism in Southern Africa. With members in 11 of the Southern Africa Development Community (SADC) countries, MISA focuses on the need to promote free, independent, and pluralistic media by disseminating information, promoting strategies for action plans, and training journalists in media rights and democracy. MISA aims to create an environment in which civil society is empowered to claim information and access it as part of an effort to strengthen democracy by enabling more informed citizen participation.

Reporters in Botswana need to be routinely refreshed on the dynamics of HIV disease so that their reporting is as accurate as possible. Inaccurate information fosters stigma and does little to stem the spread of HIV. The Organizational Development Specialist (ODS) volunteer will focus efforts on building the capacity of MISA - Botswana to improve implementation of media programs and strategies that address HIV/AIDS.

Length of the assignment: 6-12 months, assuming a full-time work schedule
(8 hours a day for 5 days per week)

Name and title of supervisor: Thapelo Ndlovu, National Director

Volunteer qualifications:

Required:

- Appropriate social or communication degree or equivalent qualification
- Five (5) years experience working with an NGO or media organization
- Demonstrated project management skills
- Excellent interpersonal skills and the ability to work with staff at all levels
- Excellent written and verbal communication skills, including presentation skills
- Ability to develop and conduct relative and effective individual and group training presentations
- Ability to organize tasks to ensure timely completion of all projects and responsibilities
- Effective consultation/meeting facilitation skills
- Knowledge of a broad range of strategic planning and organizational development principles
- Experience in appropriate program development and design
- Strong leadership skills
- Ability to read, analyze, and interpret general periodicals, professional journals, technical procedures or governmental regulations
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers or staff
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited resources exist

Preferred:

- Previous experience in working with diverse professionals or working in a developing country
- Experience with fundraising, facilitation, and presentations on organizational development processes
- Working knowledge of Afrikaans, Sotho, or Xhosa languages

OBJECTIVE OF THE VOLUNTEER ASSIGNMENT

Objective: The objective of the ODS volunteer assignment is to develop, implement, and evaluate a comprehensive program that will strengthen the organizational capacity of MISA - Botswana. Specifically, the ODS will assess the organizational development needs of MISA - Botswana and use the assessment findings to design and implement programs to address those needs.

ACTIVITIES OF THE VOLUNTEER ASSIGNMENT

Volunteer activities:

- Participate in the development and/or implementation of organizational assessment instruments/strategies to identify areas of critical need for organizational development, processes enhancement, and sustainability
- Research and review literature, resources, and information that can be used to inform the work of media organizations
- Evaluate programs and initiatives to determine the appropriate organizational effectiveness interventions needed to meet organizational goals; provide support to overall monitoring and evaluation processes as required
- Build the capacity of program staff to better understand and implement appropriate monitoring and reporting systems
- Assist in developing procedures for data filing, data analysis methodologies, and management reporting
- Set up systems for timely reporting of information for donor quarterly reports and monthly donor management meetings
- Assist management in developing effective strategic planning outcomes assessment techniques
- Facilitate the implementation of organizational effectiveness interventions
- Provide coaching to organizational leaders and executives on organizational growth
- Develop and facilitate a training workshop on communication and fundraising for management and staff; support project staff to identify potential external and internal donors
- Confer with management to gain knowledge of specific work situations requiring employees to better understand changes in policies, procedures, regulations, and technologies
- Create a leadership development program to ensure all leaders and potential leaders have the necessary skills to succeed

- Assist in grant writing to secure funding to support organizational capacity building efforts at the local level

EXPECTED OUTCOMES OF THE VOLUNTEER ASSIGNMENT

Deliverables:

- Action plan describing specific activities to be conducted for the duration of the volunteer assignment
- Organizational assessment of the placement site
- Monthly reports to host site and AIHA's HIV/AIDS Twinning Center tracking experiences, successes, and challenges
- Organizational strategy that aligns with key initiatives through the use of organizational effectiveness interventions
- Final report

RESPONSIBILITIES OF PARTICIPATING STAKEHOLDERS

Volunteer:

- Complete the scope of work in the timeframe outlined
- Complete organizational assessment within the first two weeks of assignment
- Complete monthly monitoring and evaluation reports
- Submit a post-assignment final report and participate in an exit interview
- Interact with patients, community members, and local staff in a manner this is consistent with social, cultural, and traditional norms
- Adhere to the AIHA Volunteer Code of Conduct

Partner organization/host site:

- Provide resources necessary for the volunteer to carry out assignment successfully
- Identify a placement site for the volunteer to ensure sustainability of volunteer activities
- Submit performance assessment reports on the volunteer to the Twinning Center

AIHA Twinning Center:

- Conduct pre-assignment orientation and training for volunteer and placement site staff
- Provide volunteer with safe housing, monthly allowances, medical evacuation coverage, and travel-related costs to and from placement site
- Provide ongoing support of volunteer as needed