

CONTRACT OPPORTUNITY TWO (2) FACILITATORS

The Canadian Co-operative Association (CCA) is a not-for-profit that establishes and strengthens co-operatives, credit unions and community-based organizations to reduce poverty, build sustainable livelihoods and improve civil society in less developed countries.

For more information on CCA, please visit the website at www.coopscanada.coop

INVEST Co-op Program Description

The INVEST Co-op Program is a four-year, \$22 Million initiative funded by the Global Affairs Canada. The Program takes an integrated co-operative approach, benefiting producers by increasing production, productivity and access to markets and financial services. The goal of the Program is to improve sustainability and the gender-equitable economic well-being for small producers through co-operatives in Indonesia, Malawi, Mongolia and Peru. The Program will reach 69,800 women and men directly, and 269,000 indirectly.

INVEST Co-op Program Partners

The program works in partnership with local organizations to implement programming and engage local and international stakeholders to share knowledge and promote long-term sustainability in their regions.

Partners

- Farmer's Union of **Malawi** (FUM)
- **Malawi** Union of Saving and Credit Co-operatives (MUSCCO)
- Koperasi Serikat Pekerja Merdeka Indonesia (Kospermindo) – **Indonesia**
- **Mongolia** Co-operative Training and Information Centre (MCTIC)
- Norandino Agricultural Co-operative Ltd. (Norandino) – **Peru**

INVEST CO-OP PARTNER FORUM & STUDY MISSION

As a part of the program, CCA will host an event to gather participating project partners together in Canada to share best practices and development experiences. The key benefits of the partner forum will be:

- share learning across the program
- offer tailored learning opportunities through participatory activities and presentations
- engage Partners and staff in constructive dialogue

The 2017 Partner Forum will take place from October 7 – 12, 2017 in Arnprior at the Galilee Centre.

ABOUT THE ASSIGNMENT

In October 2017, approximately 25 participants from four partner countries from the INVEST Co-op Program and 15 staff from CCA headquarters will participate in a Partner Forum in Arnprior, Canada. CCA is looking for a team of two (2) professional facilitators to enhance the forum by creating an enabling environment for information sharing and learning to take place.

Partner Forum Objective

The objective of the Partner Forum is to share development experiences, problem-solve development challenges, and enhance participant's learning in key themes; gender, environment and cooperation. This goal will be achieved by facilitated learning through participatory sessions and presentations. The facilitators will lead the development and implementation of the program in collaboration with the Ottawa-based team. The forum will be conducted using simultaneous interpretation, for three different languages.

ACTIVITIES AND DELIVERABLES

The successful candidates/team will undertake the following activities:

1. In collaboration with CCA Ottawa staff, design and co-implement the 2017 INVEST Partner Forum learning program based on INVEST Co-op program objectives.
2. Based on the Partner Forum agenda, generate the corresponding participatory learning modules/workshops for approximately six days of classroom learning (topics may include: gender, governance, environment and climate change, human resources, financial management and reporting, leadership, change management, etc.).
3. Prepare a Summary Report of the Partner Forum detailing learnings and next steps to be delivered by the agreed upon date.

QUALIFICATIONS

The successful team of consultants must possess the following skills, experiences and personal characteristics:

- Experience facilitating diverse groups using participatory methodologies.
- Ability to communicate and effectively interact with people of different cultures.
- Ability to be multi-functional and work in dynamic situations; be flexible and adapt to change.
- Must be able to work alone as well as handle difficult situations with patience, tact and professionalism.
- Ability to work autonomously, be flexible and analytical.
- Takes initiative, set goals, and manages time independently.
- Experience and knowledge of co-operatives or member-based business enterprises is an asset.
- Ability to transform complex concepts and information into plain language reports.
- Excellent capacity to analyze, develop recommendations and capture lessons learned.

COMPETENCIES

- Effective in using core methods (distinguishes process from content)
- Carefully manages the client relationship and prepares thoroughly (scoping)
- Uses time and space intentionally
- Skillful in evoking participation and creativity
- Practiced in honouring the group and affirming its wisdom
- Capable of maintaining objectivity
- Skilled in reading the underlying dynamics of the group
- Nimble in adapting to the changing situation
- Assumes responsibility for the group's journey
- Demonstrates professionalism, self-confidence and authenticity
- Maintains personal integrity
- Fluency in French and/or Spanish is an asset

CHARACTERISTICS

- Self-confident
- Persuasive
- Committed to a style of asking
- Spends time building relationships, in addition to being task-oriented
- Initiates conversation, asks for other's opinions
- Excellent listener without interrupting
- Ability to be restrained when the situation requires it
- Keeps the big picture in mind while working on the details

Application Process and Deadline

1. Applications must be received **no later than 4:00 p.m. September 10, 2017**. Late submissions will not be accepted.
2. Include your per diem rate or fee in your submission. Meals and accommodation will be paid by CCA.
3. Please **reference the position title in the email subject line** and submit your resume and expression of interest letter in confidence to eli.froese-germain@coopscanada.coop.

***Telephone calls will not be accepted.
We thank all applicants for their interest, but only candidates selected for an interview will be contacted.***