



Outcome Mapping

LEARNING COMMUNITY

Terms of reference for short term contractor

- Position:** Assistant Facilitator
Reports to: OMLC Coordinator
Works with: OMLC Board members (Stewards)
Duration: 12 days total, from November 2016 to January 2017, up to four days per month
Location: Home based with contact via Skype

Background

The Outcome Mapping Learning Community was founded in 2005 to support practitioners of Outcome Mapping, to provide a platform for sharing of experiences and to steward the development and application of Outcome Mapping. Between 2006 and 2014 the OMLC was financially supported by the International Development Research Centre (IDRC) and it grew from under a hundred members to over 3000 from across the world.

Since 2014 the OMLC has been an independent, self-funded, not-for-profit organisation registered in Belgium. It is governed by the Board of Stewards who act in a voluntary capacity, and currently has one part time member of staff to coordinate the work of the community.

The OMLC has six strategic priorities for the current period 2014-2017:

1. Establish a regular rhythm of virtual engagement through email, webinars, social media and individual level support to members.
2. Increase the visibility of the OMLC within the field of social and environmental change, particularly among planning, monitoring and evaluation practitioners, funding agencies and other global movements advocating for a more learning centred approach to evaluation.
3. Promote the diversity of uses of OM as an effective approach for planning, monitoring and evaluation of interventions in complex situations.
4. Establish regular face-to-face opportunities for learning within and across regions of the world, particularly the global south where OM is used most frequently.
5. Secure diverse, multi-year funding through grants and commercial activities.

The OMLC develops an annual work plan which balances current resources with strategic priorities. The work plan for 2016 focusses on three areas of work:

- I. Organising and facilitating email discussion, including a series of planned, guest-facilitated discussions.
- II. Development and promotion of the OM Practitioner Guide.
- III. An international OM training and knowledge sharing event.

Assistant Facilitator role

The OMLC is seeking to contract a part time Assistant Facilitator for a fixed period to support the coordination of the work of the OMLC. The contract is for an initial period of three months, from November 2016 to January 2017, for up to four days per month and a total of 12 days. The exact dates will be decided during contracting.

Tasks

The Assistant Facilitator will be responsible for:

1. Moderating the OMLC discussion email list, including monitoring incoming emails, deleting spam, checking for formatting issues, liaising with contributors if issues need to be resolved prior to posting.
2. Responding to enquiries made through the OMLC website.
3. Maintaining the quality of OMLC website content shared by members, including making or requesting edits and ensuring content is relevant and in the right place.
4. Adding new content to the OMLC website on a regular basis, including resources, OM projects, nuggets, events, identified through web-searches, social media and OMLC discussions.
5. Identifying and contacting potential contributors from among members, including new discussion topics, OM projects and nuggets.
6. Managing the OMLC Twitter and Linked-In social media channels, including posting new and existing content, sharing current discussions and engaging with potential contributors.
7. Recording data on member engagement, topical interests and facilitator action and preparing a summary on a monthly basis.

The Assistant Facilitator will receive training and on-going mentoring from the OMLC Coordinator for these activities.

Criteria

Required skills and experience:

- Experience of cross-cultural and virtual working environments
- Working knowledge of monitoring and evaluation in development or social change work
- Familiarity with Outcome Mapping
- Experience working with web-based communication and social media
- Familiarity with online communities, communities of practice or knowledge management
- Good organisation and communication skills

Desirable skills and experience:

- Experience working with Outcome Mapping
- Experience facilitating online discussions
- Computer programming, including HTML and PHP

Reporting

The Assistant Facilitator will report to the OMLC Coordinator in the first instance but may also be asked to report to other members of the OMLC Board of Stewards.

Remuneration

Up to 150 Euro per day, and a total of 1800 Euro for the contract.

How to apply

Please send your CV and a cover letter to coordinator@outcomemapping.ca, by the closing date of 13/11/2016.

It is important to note that the assistant facilitator role is not a position of employment with the Outcome Mapping Learning Community.