

TERMS OF REFERENCE

Title:	Commonwealth People's Forum (CPF) 2020 Content Design Co-ordinator
Location:	Remote working. London office and host country as required.
Duration:	July 2019 - June 2020 Part time to full time during CPF in June 2020

Background:

The Commonwealth People's Forum (CPF) brings together civil society from across the Commonwealth and beyond to discuss and debate issues facing the Commonwealth people. Held every two years in the run up to the Commonwealth Heads of Government Meeting (CHOGM), the CPF provides a significant opportunity for civil society to engage with policy makers on global development issues.

The Commonwealth Foundation is the intergovernmental agency in the Commonwealth that has the mandate to deliver the CPF and has been supporting civic voice and inputs to CHOGM since 1991.

Within the 2017-2021 strategic plan period the CPF has been designed and delivered in support of the Commonwealth Foundation's focus on participatory governance for sustainable development. The theme of CPF 2013 held in Sri Lanka was the Post 2015 Development Agenda, CPF 2015 in Malta tackled Governance for Resilience and CPF 2018 in the United Kingdom had Inclusive Governance: The Challenge for a Contemporary Commonwealth as its theme. The Foundation will maintain this level of focus and will design CPF 2020 scheduled to be held in Rwanda in June 2020 with reference to the Sustainable Development Goals 2030, in particular SDG 16. This will build on the results of CPF 2018.

To design and deliver this event, the Foundation will work closely with civil society across the Commonwealth and the Government of Rwanda. The Forum will be participatory and will seek to develop a people-centred development agenda. In order to deliver this, CPF 2020 requires strategic design, efficient and effective preparation, coordination, implementation and evaluation. External technical assistance to manage the event in its entirety is required.

Responsibilities:

1. Content and Process Design:

- Review previous CPF programmes and evaluation reports
- Undertake research for the content design of CPF 2020
- Take the lead in close coordination with the Deputy Director General in contributing to content development for CPF 2020 programme.
- Work closely with The Foundation's Internal Reference Group (IRG) for content development and co-ordinates the Content Design Committee for the content development process for CPF 2020.
- Develop and update the CPF 2020 programme schedule
- Invite/confirm/arrange agreements/manage relationships with speakers/resource people
- Determine resources required for programme delivery in liaison with the CPF Event Manager

2. Relationship Management:

- Ensure Directorate is closely co-ordinated with on all aspects.
- Works closely with the CPF 2020 Event Manager
- Manage the relationships of the Foundation with the following: IRG, CPF content design committee, the Rwanda Governance Board (RGB) which is the lead agency for programme of CPF 2020, CPF 2020 Taskforce and any other committees that will be organised relevant to CPF 2020
- Co-ordinates with the Commonwealth Secretariat Forum Leads for the Youth, Business and Women's Forums. This would include programme development and exploration of potential to share speakers

3. Communications and Reporting:

In close co-ordination with the CPF Event Manager:

- Liaise directly with Knowledge, Learning and Communications team of the Foundation for any and all communications requirements
- Liaise with CHOGM (including host government) communications team

4. Post-CPF 2020 monitoring and evaluation:

In close co-ordination with the CPF Event Manager:

- Support the design of a monitoring and evaluation process for CPF 2020 in line with the programme needs and in keeping with Commonwealth Foundation Performance Framework
- Contribute to the design of the lessons learned workshop and participate in the meeting at the end of the CPF.

Deliverables:

CPF 2020 programme approved by host government and CPF Steering Committee.

Reports to:

Deputy Director General, concurrently CPF 2020 Project Director

Works closely and directly with CPF 2020 Event Manager