



SCOPE OF WORK



Country: **Lusaka, Zambia**
Host Site: **Social Workers' Association of Zambia**
Partner Organization: **Zambia Rising Project**
Assignment title: **Social Work Organizational Development Specialist**
Length of assignment: **9 Months**

OVERVIEW OF VOLUNTEER ASSIGNMENT

In recent years, Zambia has been striving to develop a coordinated and effective national response to the AIDS epidemic, including meeting the needs of orphans and vulnerable children (OVC). A functioning social welfare workforce (SWW) serves as a vital catalyst and safety net for children and families, especially those made vulnerable by HIV/AIDS and other challenging circumstances. When the SWW is vibrant and functioning effectively, families and children have access to an array of quality services that promote wellness, focus on HIV prevention, HIV disease management and mitigation, household resiliency and protection, and enhanced quality of life. Related services can include family support and early intervention, child protection to address abuse and neglect, and alternative care for children separated from their family of origin. Historically, social workers have played a critical role within social welfare systems, from provision of direct services to administration of government agencies, policy development, research, workforce education and preparation, and advocacy.

Currently, Zambia finds itself well-positioned to begin strengthening its social worker cadre, particularly in regard to meeting the needs of children, adolescents, and households made vulnerable or otherwise affected by HIV and AIDS. With continued economic growth, as well as significant work in policy and legislation to protect Zambia's children, positive strides have been made in Zambia's HIV and OVC response.

However, the country's SWW still faces challenges that hinder progress in providing consistent quality services to children and families affected by HIV and AIDS. This is largely due to sub-optimal coordination within the social welfare functions and the absence of credentialing and certification of social work training and practice. The need to strengthen the Social Workers'

Association of Zambia (SWAZ) to lead the function of formal certification of competency amongst social work training institutions and practitioners is critical to guaranteeing a skilled workforce and enhanced quality assurance.

The Ministry of Community Development and Social Welfare, the University of Zambia's Social Work Division, and other social work training institutions will play a prominent role in a new initiative led by the USAID-funded PEPFAR project, Zambia Rising, which is being implemented by a team led by Save the Children. Zambia Rising seeks to help develop the country's SWW and institutionalize the professional body to support this cadre of professionals as they interface with families and communities throughout Zambia.

Through its Volunteer Healthcare Corps (VHC), AIHA will deploy a volunteer whose goal will be to build the organizational capacity of resource capacity of SWAZ, empowering it to stand as a local resource that actively supports Zambia's SWW and increasing its advocacy portfolio. The volunteer will provide hands-on coaching, mentoring, and resource mobilization through development of winning fundraising proposals; lead advocacy efforts for the Social Work Act of Parliament; and provide technical assistance and mentorship to address organizational deficiencies and gaps. The volunteer will lead efforts of operationalizing a business plan and durable solutions for sustainability at SWAZ. Additionally, the volunteer will support AIHA in country to organize four one-day symposia for social workers and like-minded stakeholders in Zambia over the term of the assignment; s/he will help identify technical resource specialists in the sub-region to deliver technical presentations for learning across countries, as well as to provide social workers with continuous capacity development through these learnings.

In-country Placement Site: Social Workers' Association of Zambia (SWAZ)

The volunteer will report to AIHA's Zambia Country Director, however s/he will be placed at the SWAZ office. The volunteer will generally help implement SWAZ's business and strategic plans, lead the development of successful funding proposals, and foster strategic alliances and partnerships to further promote the vision and mission of the association. S/he will also work to elevate, strategically position, and raise overall awareness about the social work profession among local stakeholders, including the Government of Zambia, the international and national donor community, and SWAZ clientele.

Length of Assignment:	9 months, full time (8 hours per day; 5 days per week; with appropriate holidays and vacation)
Name and Title of Supervisor:	Linda Nonde, AIHA Zambia Country Director
Name and Title of Counterpart:	Social Welfare Advisor, Joachim C. Mumba will coordinate and provide direction to the volunteer

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Volunteer Qualifications:

Required:

- Bachelor's or Master's degree in social work
- At least 10 years of experience in social work
- Demonstrated experience in organizational development, assessments, budgeting, and financial management
- Excellent understanding of and previous work experience in social welfare workforce strengthening programs, including capacity development of professional associations and continuous professional development
- Demonstrated understanding of social work practice, including social work-related support to children, adolescents, and households affected by HIV and AIDS
- Familiarity with the structure of professional associations
- Previous experience in organizational resource mobilization, including demonstrated ability to write successful proposals
- Excellent networking skills and ability to foster strategic alliances with stakeholders in the field
- Demonstrated understanding of and relationships with technical experts, associations, and institutions in the sub-region and internationally
- Demonstrated ability to lead and organize events and symposia
- Experience in training, mentorship, and enhancing the skills of others in an interactive manner
- Ability to lead multiple tasks simultaneously and to work independently, as well as part of a multidisciplinary team
- Excellent oral and written communication skills
- Self-starter with strong problem-solving skills
- Familiarity with advocacy tools and understanding of Zambian Government policy formulation terrain
- High degree of cultural competency
- Strong computer skills and ability to provide support in PowerPoint, Publisher, and Excel

Preferred:

- Experience at a social work association and/or council level
- Experience with social work in the African or international context
- Past experience in fostering partnerships, networks, and resource mobilization

OBJECTIVE OF VOLUNTEER ASSIGNMENT

Objective: The volunteer will serve as a resource mobilization and advocacy specialist, helping to develop winning proposals for funding as well as leading efforts on advocating for the social work Act of Parliament. The Volunteer will lead a technical working group on setting social work accreditation and certification standards and system in consultation with other social work regional Associations based on best practices.

ACTIVITIES OF THE VOLUNTEER ASSIGNMENT

Volunteer Activities:

1. Organizational Development Support

- Lead SWAZ annual organizational capacity assessment
- Work with SWAZ Board of Directors to coordinate the organization's Annual Performance Report
- Assist SWAZ in finalizing and operationalizing draft organizational standard operating procedures

2. Resources Mobilization

- Lead implementation of SWAZ business plan to source financial resources
- Research and analyze donor calls for funding applications including tenders, expressions of interest, and requests for proposals from the public and private sector
- Research, analyze, and update prospective and current donors, donor priorities, policies, trends, and funding instruments and disseminate this information to SWAZ and its members
- Co-develop project proposals for restricted funding with other SWAZ staff and members, including developing, reviewing, and editing log frames, budgets, and narrative text per donor requirements
- Support resource mobilization capacity building initiatives of the association

3. Foster Strategic Networks & Partnerships

- Help SWAZ foster collaboration, partnerships, and networks with different stakeholders both within and outside the country (including other national associations in the region) to promote mutual support, acquire technical support, and/or solicit funds for implementation of various activities
- Foster relationships with possible donors in and outside of Zambia

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4. Advocacy and Government Liaison

- Lead advocacy efforts, including but not limited to identifying “champions” outside of SWAZ to advocate for the passing of the Social Work Act through Parliament and developing technical briefs for use during advocacy initiatives
- Assist SWAZ in sensitizing the highest levels of government on the role of social workers and the importance of the social welfare workforce in Zambia
- In collaboration with other SWAZ members and staff, co-develop and disseminate guidelines, policies, standards, and technical tools on advocacy and engagement

5. Membership Drive & Member Benefits

- Assist in the development of the SWAZ newsletter
- Take part in key professional events conducted by, or under the umbrella of, SWAZ
- Support SWAZ’s efforts to build its membership through outreach to existing social workers and in partnership with social work training institutions
- Lead the updating of the SWAZ web portal with critical evidence-based resources for social workers in Zambia and job postings for social workers
- Lead a technical working group on setting up social work accreditation and certification system
- Help identify technical resource specialists in the sub-region to deliver technical presentations for learning across countries and provide social workers with continuous capacity development through these trainings

6. Administrative & Coordination Functions

- Support AIHA and SWAZ to organize four one-day symposia for social workers and like-minded stakeholders in Zambia over the course of the assignment
- Support AIHA and SWAZ to identify technical experts in the region and beyond; develop a list of possible themes for the four symposia
- In collaboration with AIHA, select symposia themes, develop the agendas, and engage expert local and international speakers
- In collaboration with AIHA, lead logistical arrangements, including travel arrangements, for symposia presenters and other participants
- Carry out all work in consultation with SWAZ, providing regular progress reports
- Undertake any other reasonable duties as may be requested from time to time

EXPECTED OUTCOMES OF VOLUNTEER ASSIGNMENT

Deliverables:

- ✓ Monthly and quarterly progress reports to the host site and AIHA tracking
- ✓ experiences, successes and challenges
- ✓ Capacity Assessment Report on SWAZ

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- ✓ Donor “database” or listing with donor country operation plans/strategic focus documented
- ✓ Funding proposals produced for different donors within Zambia and beyond and tracking number of successful proposals
- ✓ Accomplishment of deliverables as outlined in the SWAZ OCA improvement plan:
 - Planning and implementation of key member events such as the General Meeting and professional development events
 - Regular updates of web portal and face book page
 - Completion of at least one edition of SWAZ Newsletter
 - Regular update of SWAZ membership database
- ✓ Minutes and progress reports toward SWAZ Social Work Act advocacy efforts
- ✓ Materials developed for social work Act of Parliament Advocacy efforts (e.g., policy briefs, press releases, position papers, newspaper cuttings and/or news clips on SWAZ social work Act of Parliament advocacy coverage, photos/video clips of breakfast meetings and other exchange visits conducted)
- ✓ Strategic alliances and relationships fostered with technical experts, associations and institutions in the sub-region and beyond
- ✓ A final report, in addition to monthly and quarterly reports, to the host site and AIHA reflecting activities implemented, achievements, success stories, and recommendations for future actions

RESPONSIBILITIES OF PARTICIPATING STAKEHOLDERS

Volunteer:

- Complete the scope of work in the timeframe outlined
- Complete and submit all deliverables to host site and AIHA

Social Workers’ Association of Zambia:

- Provide resources necessary for the volunteer to carry out assignment successfully
- Submit performance assessment reports on the volunteer to AIHA

American International Health Alliance:

- Conduct pre-assignment orientation for volunteer and placement site staff provide ongoing support of volunteer as needed