

## **Mayors Dialogue on Growth and Solidarity: Reimagining Human Mobility in Africa and Europe**

### **Terms of Reference: Operations and Partnerships Manager**

#### **12 months consultancy contract – Africa based**

ODI are looking for an experienced Operations and Partnerships Manager to coordinate the activities of the [\*'Mayors Dialogue on Growth and Solidarity: African and European cities taking action on human mobility'\*](#) (the Dialogue).

#### **Background and overview**

The Mayors Dialogue is a city-led initiative that delivers innovative and practical solutions for human mobility in African and European cities. It aims to improve the lives of all urban residents, including migrants, and to help redress the power imbalances that persist between the two continents. The Mayors Dialogue was initiated in July 2019 by the Mayors of Freetown and Milan, Yvonne Aki-Sawyerr and Giuseppe Sala, and now engages 20 cities across Europe and Africa. It is supported by a core group of partners: ODI (hosting the support team/secretariat), the Mayors Migration Council (MMC), the Robert Bosch Stiftung and the Open Society Foundations (OSF).

#### **About this role**

This is an exciting opportunity to consolidate the Mayors Dialogue's work to date and to coordinate cities' activities and partnerships, with a particular focus on Africa.

You will have two main areas of focus. Firstly, you will **coordinate the operations and cities partnerships for the Dialogue** as part of the ODI team which acts as the operational and strategic hub for the Dialogue, the Dialogue partners ("MD's Core Group"), cities' contacts and other stakeholders as needed. You will also help craft, and be responsible for, information management and communications between cities, and plan and execute city consultations and exchanges. Given the small secretariat and 'start-up' nature of this initiative, you should also be prepared to take on 'ad hoc' tasks including in the preparation of high-level events. You will work with the ODI secretariat team based in the UK, as well as supporting and working closely with the MD Core Group and in particular the Mayors' teams of Freetown and Milan. You will also work with researchers, and together contribute to advancing collective understanding of the political and policy landscape of cities in Africa and Europe.

Secondly, and in parallel, you will be **leading and coordinating MD activities on the African Continent**, working closely with and supporting African Mayors and raising the profile in Africa for this inter-regional initiative. Amongst other things, you will plan and execute a short outreach strategy that outlines relevant platforms, networks and activities of relevance for the Dialogue in Africa. You will implement this plan, and in so doing, coordinate outreach and engagement with key regional institutions and actors, such as the African Union Commission, the African Development Bank and others as relevant. You will be responsible for providing direct support to African cities and Mayors engaged with, and contributing to, the Dialogue, which you will deliver in regular consultation with the ODI lead staff and leading African Mayors.

The ideal candidate will be a self-starter with excellent project management, research, and communications skills, who is able to handle a varied role, ideally with experience working with cities and with good knowledge of the African policy landscape and institutions. This candidate will have

superior communications skills, political finesse, an ability to act and react in a quickly evolving landscape and be comfortable working in a highly decentralised context.

### **Responsibilities and deliverables**

The consultant will report to Marta Foresti, Director of ODI Europe and overall lead for the MD team and he/she will work in close collaboration with the mayoral teams of the coordinating cities, Freetown and Milan.

#### Overall coordination

- Manage communications and information exchange with Dialogue cities.
- Maintain and build relationships with relevant city contacts, funders and non-city actors.
- Support the organisation/preparation and follow up of the monthly Core Group meetings.
- Support the organisation of city consultations and Mayors' events, both virtual and the in-person summit planned in Milan in 2022.
- Co-author documents on specific issues with a range of stakeholders, including city representatives and Mayors. Conduct a mapping of policy actors and scoping of funding environments. Present work and findings on a regular basis to the MD's Core Group.
- Co-develop and lead in the execution of an outreach plan focused on African targets/milestones that will bring visibility to the Mayors Dialogue's goals and help make inroads for the Dialogue within key international events and regional events, e.g. the AU/EU summit, African Union heads of state, PAFCOM summit, IMRF (regional review of the UN Global Compact for Migration), regional meetings of SADC, ECOWAS, UCLG AfroCities, EuroMed, GFMD etc.
- Contribute to review and refine the existing partnerships and funders strategy with ODI, with a view to securing additional resources (e.g. from private funders, regional development banks, national development agencies) to fund city to city partnership projects. Work with supervisor to secure additional funds.
- Lead on non-technical aspects of the cities' digital platform, including community management and information management, and develop strategic engagement and partnership objectives, with support from the Digital Lead and Senior Communications Officer.
- Perform other relevant duties as assigned.

#### Coordinate participation and outreach towards African cities and networks

- Support African cities and Mayors to engage with and contribute to the Dialogue. This includes support for city to city partnerships, regular visits and updates with individual African cities and facilitating exchanges between African cities and with European cities.
- Develop a short outreach plan for all relevant African institutions (such as the African Union Commission, the African Development Bank and others) and implement proactive engagement and relationship management with African institutions/organisations of relevance to the Dialogue.

- Organise meetings between African cities, including working towards a pan-African Mayors' meeting planned for 2021-2022.
- Review and finalise a mapping of key African institutions/organisations and other key stakeholders.
- Perform other relevant duties as assigned.

*The listed deliverables are indicative. This is a developing project that will need hands on support and guidance in its leadership.*

### **Experience**

Must possess superb organisational and partnership building skills, along with the ability to manage large flows of information and meet deadlines as required. We are particularly keen to hear from applicants with experience working with, or in, African cities and that are based on the continent.

### **Essential**

- Achievements in policy outreach and engagement, including with cities and on Africa-Europe relations
- Deep knowledge and experienced relations with African institutions and policy processes
- Understanding of migration and urbanisation debates
- Outstanding writing skills, and the ability to summarise research information in clear, web-friendly, non-specialist language
- Strong project management skills to oversee workplans
- Experience of building relationships and stakeholder management
- Good knowledge of social media
- Excellent IT and data management skills, including Microsoft Office
- Strong attention to detail
- Self-starter – ability to generate plans and ideas and carry them through to completion
- Excellent organisational and prioritisation skills
- Ability to work to strict deadlines and under pressure
- Ability to effectively manage multiple projects and to work in a fast-paced environment.
- Detail-oriented, excellent written and verbal skills, extremely organised and on top of conceptual event management, email and voicemail throughout the day
- Fluency in English and French

### **Timeframe**

June 2021 to June 2022.

This is a consultancy position and is not an offer of employment with ODI.

### **Location**

The position will be based in Africa ideally located in one of the Dialogue participating cities:

- Accra
- Agadez
- Dakar

- Durban
- Entebbe
- Freetown
- Kampala
- Kanifing
- Kigali
- Maputo
- Tunis

To apply for the position, please send your CV and a maximum 2-page cover letter outlining your expertise and motivation for the position to [o.leonard@odi.org.uk](mailto:o.leonard@odi.org.uk). Appointments will be made on a lump sum basis only. Applications will be reviewed on a rolling basis until 30 June 2021.