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***THE INSTITUTE FOR CONNECTIVITY IN THE AMERICAS (ICA),
THE ORGANIZATION OF AMERICAN STATES (OAS) and INDUSTRY
CANADA (IC)***

Calls applicants for the position of

Coordinator for the Regional Initiatives of Computers for Schools (CFS)

At the 2001 Summit of the Americas, leaders from the region recognized the importance of engaging their citizens in effectively using Information and Communications Technologies (ICTs) to address the digital divide. In response to this commitment, the Organization of American States (OAS), the Institute for Connectivity in the Americas (ICA), and Industry Canada (IC) launched a collaborative initiative to build local capacity for the implementation of computer refurbishing programs to support e-literacy, capacity building and social inclusion in Latin America and the Caribbean (LAC), based in large part on the Canadian "Computers for Schools" experience.

As part of this initiative, these institutions, with the support of CIDA (Canadian International Development Agency), coordinated a series of capacity building workshops. The first CFS Regional Workshop (Southern Cone) took place in Buenos Aires, Argentina, March 1 to 4, 2004; the second workshop (Central America, Mexico and the Dominican Republic) took place in Managua, Nicaragua, September 21 to 24, 2004. The third and final sub-regional workshop is scheduled for the Caribbean and will take place in Jamaica, February 21 to 26, 2005. This workshop will be expanded to include an hemispheric meeting, with representatives from the entire region, during which a Regional CFS Committee/Network will be created to support the transfer of knowledge for CFS and other Connectivity programs. It is expected that further virtual exchange and activities will continue to take place over the coming months to support the adaptation and implementation of the program in the region.

As part of this initiative, the collaborating institutions are requesting proposals from professionals to fill the position of Coordinator of the Regional Initiative of “Computers for Schools (CFS)”, hereinafter referred to as Regional Coordinator.

The Regional Coordinator will play an active role in coordinating the overall activities and programs around the transfer of knowledge and implementation of CFS-type programs throughout the Americas. In collaboration with the partner institutions (ICA, OAS, IC), the Regional Coordinator will provide continuity to the process initiated through the sub-regional workshops, and will support the following stages of CFS implementation in the region. The Regional Coordinator will also play a substantive role in the planning, design and delivery of upcoming events and follow-up activities.

Terms of Reference

Activities:

With guidance and direction from the Steering Committee of partnering institutions (ICA, OAS, IC), the Regional Coordinator will carry out the following tasks:

1) **Events coordination and methodology & content development:**

- A) Support the development and implementation of a range of CFS-related initiatives in the LAC region. Activities include, but are not limited to:
- i) As a follow up to the three regional workshops, develop an Action Plan to further expand and support the planning and implementation of CFS-type programs or projects in the region. This task will involve working closely with potential CFS Practitioners identified at each regional event.
 - ii) Propose and organize interactive regional sessions (both online and face-to-face, as required) to promote and facilitate the exchange and interaction among CFS practitioners and interested parties in the region, addressing the progress of national programs and other issues of interest.
 - iii) Act as the lead coordinator (planning and overseeing the implementation of methodological and logistical aspects) of workshops, seminars and other events related to the transfer of knowledge and experiences of CFS initiatives in the region.
 - iv) Identify, with partner institutions from LAC, the key needs, challenges and opportunities related with the implementation of CFS-type programs.
 - v) Develop evaluation tools and conduct evaluation assessments of the activities undertaken, including the preparation of final reports and all other required outputs for dissemination.
- B) Plan and develop a process to establish a Regional Committee to guide and support CFS-related implementation activities in the LAC region. This task includes:
- i) Lead contact with potential donor institutions to finance CFS-type programs and encourage possible match making with Practitioner institutions in countries in the region.
 - ii) Support the preliminary screening of program proposals to allocate CIDA seed funding grants managed by OAS.
- C) Prepare an Action Plan for the Computer Refurbishing Web Site. This task includes:
- i) Defining a process for the selection, approval and uploading of materials, posting of messages and management of virtual initiatives; and,
 - ii) Proposing strategies to consolidate the transfer of knowledge and the creation of a resource database to support the implementation of regional CFS-type programs.
- D) Promote the creation and consolidation of a network of potential and current CFS Practitioners from the region. Plan and facilitate their online interaction in the months following the Caribbean workshop and other events.

Requirements:

The appropriate candidate will have:

- Knowledge of the Canadian Computers for Schools (CFS) program as part of an integrated strategy for e-literacy and social inclusion.
- A clear understanding of the various CFS models, as well as hands-on experience on ICT for development initiatives in Latin America and/or the Caribbean¹.

¹ Countries such as Colombia, Brasil, Argentina, Chile, Panama and Guatemala are currently planning and/or implementing programs inspired or based on the Canadian CFS model.

- Demonstrated experience and leadership in the planning and implementation of activities and events at the international level, including conferences, workshops, discussion groups and other related activities.
- Experience in defining methodology and pedagogical aspects of activities related with content and knowledge transfer.
- Experience in partnership development and management of projects involving the government, private and civil society sectors,
- Experience with online facilitation and coordination.
- Ability to promote dialogue and information exchange among stakeholders from different countries and sectors.
- Strong writing skills and ability to effectively communicate with private and institutional stakeholders, as well as excellent analytical and problem solving capabilities.
- Ability to work creatively with minimum supervision, including working effectively on-line.
- Demonstrated ability to work in teams, including cultural and organizational sensitivity and awareness.
- Availability to conduct the activities of this contract in their country of residence with appropriate equipment and resources.

Qualifications:

Candidates from any of the America's countries may apply for this position. Required qualifications include:

- Post-graduate university degree and extensive hands-on experience in the field of ICT for development in Latin America and/or the Caribbean.
- Excellent English and Spanish written and oral communication skills. Working knowledge of Portuguese and basic knowledge of French will be an asset.
- Experience with online facilitation and coordination of events.
- Knowledge of ICT's suite of programs to support daily on-line work, such as word processing, spreadsheets, Power Point, groupware, Web site management and Internet access.

Duration:

The contract will cover a period of 15 months.

Residence:

The work will be carried out on-line from the selected candidate's place of origin, in coordination with the Steering Committee of partnering institutions (ICA, OAS, IC).

Wages and work schedule:

The person selected will receive a monthly wage of US\$ 1,200. Travel costs will be covered by outside sources. He/she is expected to assign 25 to 30 hours a week to the activities required.

Selection of candidates:

Applicants must send a letter enclosing their curriculum vitae by e-mail to: diad@oas.org before Friday, January 14th, 2005, specifying their interest in applying for this position.

Confirmation of receipt of the application will be sent by e-mail.

Candidates will be evaluated based on their academic merit and experience, as well as on their personal qualities.

Only short listed candidates will be contacted for an interview over the phone.

Documents and communication of results:

All documents received will be considered confidential and will not be returned to the applicants.

The applicant selected will be notified directly by no later than February 11th, 2005.

His/her name will be disclosed in due time through the summoning entities' web sites.

Contract initiation:

It is hoped that the selected candidate will begin working on February 21st, 2005 participating in the event organized for the Caribbean region in Jamaica.

Information regarding the Summoning Entities:

The Institute for Connectivity in the Americas (ICA)

The Institute for Connectivity in the Americas (ICA) is a hemispheric organization that promotes the implementation of innovative uses of ICT for development. It strives to connect the Americas by co-funding projects, actively enabling partnerships, and by supporting knowledge creation and capacity building. The Institute seeks to facilitate the development of domestic and regional connectivity strategies by adapting and implementing proven models; and promoting the exchange of information and expertise. <http://www.icamericas.net>

Organization of American States

The Organization of American States (OAS) plays a central role in working toward many of the goals that are shared by the countries of North, Central and South America and the Caribbean. Through the Summit of the Americas process, the hemisphere's heads of state and government have given the OAS important responsibilities and mandates, including: strengthening freedom of speech and thought as a basic human right; promoting greater participation by civil society in decision-making; improving cooperation to address regional problems; and supporting the process to create a Free Trade Area of the Americas. The OAS also brings together government leaders from member states to focus on education, justice, security and other issues that touch people's lives in tangible ways. <http://www.oas.org>

Industry Canada IC – ICT Branch and CFS-IHAB (Information Highway Applications Branch)

Committed to sharing its information and communication technology (ICT) capabilities worldwide, Industry Canada's ICT Branch and CFS-IHAB (Information Highway Applications Branch (IHAB)

help broaden Canada's expertise of information and communication technology by developing international business opportunities for Canadian organizations in the ICT sector. Operating within IC-SITT, ICT and CFS-IHAB promotes international market development by raising awareness of Canadian expertise in the application of ICT. IC carries out its mandate facilitating contacts for foreign organizations to discover Canada's innovative and world-class processes, services and products related to the application of ICT.

<http://www.connect.gc.ca>

Background information:

Computers for Schools (CFS) is a Canadian, federal government-led program that operates in cooperation with all provinces and territories, the private and volunteer sectors. The program collects, repairs and refurbishes donated surplus computers from government and private sector sources and distributes them free to schools, libraries and not-for-profit learning organizations throughout Canada. CFS was co-founded in 1993 by Industry Canada and the Telephone Pioneers the largest industry-related volunteer organization in the world. Since its inception, CFS has provided more than 500, 000 computers to schools and libraries in all provinces and territories across Canada. In addition to coordinating computer donors and recipients, CFS oversees more than 55 repair and refurbishing centers, where surplus computers are cleaned, refurbished and prepared for delivery.

Over the past 10 years, Canada created a series of programs that have demonstrated successes in the application of Information and Communication Technology (ICT) focusing on capacity building, starting with youth, communities, and schools under the umbrella of the Connecting Canadians Agenda (<http://www.connect.gc.ca/>). The Canadian CFS Program is one part of an integrated strategy for digital inclusion. This integrated strategy, which includes public, private and civil society, has been critical to furthering Canada's national vision for digital inclusion and innovation. Countries around the world, including Colombia and Argentina, have begun the process of implementing CFS-type programs.

