

January 5, 2012

Dear Friends,

Happy New Year! We are writing with some good news! Firelight will be accepting new partners this year in Lesotho, Malawi, and Tanzania. As this is the first time we are open for new partnerships in many years, we are starting small, planning to add between 3 and 5 partners in each country. Guidelines for Letters of Inquiry ("LOI") can be found on our website (<http://www.firelightfoundation.org/application-information.php>) and are due on 15 February 2012. As you know, Firelight partners do not need to have big budgets or fancy cars, we are looking for small committed organizations, strongly rooted in the community. Please feel free to pass these guidelines on to organizations you think might be a good fit for partnership with us. Thank you for your help in spreading the word!

We hope you enjoy this week's edition of the Newsflash!

Sincerely,

The Firelight Team

(Call for Papers) Canadian Association of African Studies invites Papers for its Annual Conference "Africa in Transformation: Africa of Individuals, Africa of Generations"

(Call for Submissions) OECD seeks Video Submissions for 2012 Global Youth Video Competition themed on Education and Skills

(Call for Submissions) One World Media seeks entries for One World Media Awards

(Call for Nominations) Action for Nature seeks Nominations for International Young Eco Hero Awards

(Tutorial) A Simple Format for NGOs to Write Job Descriptions

(Call for Papers) Canadian Association of African Studies invites Papers for its Annual Conference "Africa in Transformation: Africa of Individuals, Africa of Generations"

The Canadian Association of African Studies (CAAS) invites papers from all scholars and professionals working on all issues related to African Studies for its next annual conference "Africa in transformation: Africa of individuals, Africa of generations" to be held on May 2-4, 2012, at Université Laval in Québec City, Canada and hosted by the Faculty of Arts and the Faculty of Social Sciences with support from others.

Aim of the Conference

Aim of the conference is to attract an international group of specialists at all stages in their careers for discussion and dialogue in both of Canada's official languages, across disciplines, and between scholars and professionals based in both the North and South.

In recent times African societies have experienced tremendous changes, whether the dimension be social, economic, demographic, political, media-related, cultural, or religious. This conference aims to explore, in both French and English, the many facets of these mutations at the level of individuals as well as at the level of social groups such as generations, and in the varied contexts of self-affirmation, the restructuring or erosion of political arrangements, economic crisis, social tension, affirmation of religious identities, and cultural pluralism. In the tradition of CAAS, the conference hopes to inspire interdisciplinary or multidisciplinary inquiry as well as perspectives over the *longue durée*.

Themes

To be sure, the conference will welcome papers on all topics, but three major themes may serve to guide reflection about the dramatic changes in Africa discussed above.

Theme 1: Observation of the relationships between younger and older people, men and women, social classes, and generations in order to analyze the origins of tensions, negotiations as well as the often complex strategies that lead to cooperation. This theme privileges consideration of the internal dynamics of African societies and encourages the reexamination of other classic themes—the power of gerontocracy, the role of youth as either dependents of their elders or fomenters of violence, or the situation of women as prisoners of social inferiority.

Theme 2: Analysis of how African societies, as illustrated through the lives of famous people as well as the not-so-famous and family dynamics both within and between generations, arrived at ways of responding to or even resisting the numerous challenges posed by slave trades, diverse imperialisms, decolonizations, political autocracies, democratic transitions and their diverse evolutions, and changes in the face of globalization;

Theme 3: Review considerations of the different forms of participation in social and public life, and the variety of forms of civic mobilization—of individuals, social groups, and generations in times of severe political and socioeconomic crisis. Such an approach encourages reflection about the varied ways that people and groups position themselves regarding individualization or community or the two taken together. It also promotes analysis of the emergence of various forms of

socialization and sociability which may give rise to solidarity. Finally, it allows study of how these forms of participation are expressed—in the mass media, popular culture, and arts and literature.

The Canadian Association of African Studies and its journal, the Canadian Journal of African Studies have long served as important platforms for scholarship on Africa. As such, and in addition to the more focused themes elaborated above, the conference welcomes papers on a broad range of topics and themes related to the continent, both disciplinary and interdisciplinary. Hence the meeting will be an occasion to share, in both French and English, research on topics such as the state in Africa, civil society, migrations, the slave trades, Africa in the international arena, conflicts within the continent, linguistic practice, religious dynamics, and so on. In keeping with the bilingual nature of CAAS, paper and panel proposals in French are particularly welcomed.

Last date for submission: January 10, 2012.

For more go to:

<http://ocs.sfu.ca/caas/index.php/caas/conf2012/announcement/view/6>

(Call for Submissions) OECD seeks Video Submissions for 2012 Global Youth Video Competition themed on Education and Skills

Organisation for Economic Co-operation and Development (OECD) works to promote policies that are expected to improve the economic and social well-being of people around the world. OECD offers a platform to governments so that they could work together to share experiences and seek solutions to common problems. OECD is currently inviting video submissions for the 2012 Global Youth Video Competition. Participants are required to send a short video of not more than 3 minutes on the theme of the competition.

Competition Theme

- Education and Skills – what are the big issues today:
- Learning the right skills to get a job?
- Bridging the ‘digital divide’?
- Tackling inequality in access to education and training?
- Inspiring creativity and innovation?

The Prize

The video author (or a nominated representative, if a team effort) of each winning video will be invited to Paris to attend the OECD Forum on 22-24 May 2012.

Travel costs to and from Paris, hotel accommodation and a living allowance will

be provided for the duration of the Forum. The Prize will be awarded to three winning videos selected by Jury. If a winning video is a group effort, then a nominated representative will be invited to Paris.

About the Videos

- Your video must be no more than 3 minutes in length.
- Any spoken language used in your video that is not English or French must be accompanied by the relevant subtitles in English or French.
- Your video must not contain violence, profanity, sex or direct attacks on individuals or organizations. Any entries deemed offensive will be immediately disqualified.
- Your video must be your own original creation – no copyrighted music, video, or images may be used.
- Your video must not infringe on any third party rights.
- Your video must not have been produced for compensation or posted previously on any OECD Web page.

Eligibility Criteria

You must be aged between 18 and 25 years during the period of this competition (14 December 2011 to 31 March 2012). That means you must have been born on or between 15 December 1985 and 1 April 1994. Proof of identity will be required from all finalists.

If you are a member of OECD staff (either permanent or temporary, current or former), intern, contractor, sponsor, or an immediate family member of any of the foregoing, you may participate, but are not eligible to win.

Selection Criteria

Videos will be judged on adherence to the competition challenge through creativity, originality, message content and overall presentation (sound and picture quality).

Last date for submission: March 31, 2012

For more go to:

http://www.oecd.org/document/8/0,3746,en_21571361_49034050_49086984_1_1_1,00.html

(Call for Submissions) One World Media seeks entries for One World Media Awards

One World Media is the organization dedicated to promote media that contributes

to global dialogue and understanding, human rights and development. One World Media is currently inviting entries for the One World Media Awards offered to recognize contributions of media professionals in promoting human rights and development across the world. The submission for these awards are required to be concerned with social, political or cultural life in Africa, Asia, the Caribbean, Latin America, the Middle East or the Post-Soviet States (excluding EU members).

Categories

- Journalist of the year
- Radio Award
- Television Award
- News Award
- Press Award
- New Media Award
- Drama Award
- Popular Features Award
- Children's Rights Award
- Sustainable Development Award
- Documentary Award
- Student Award
- Special award

General Requirements

- All entries should be concerned with some aspect of social, political or cultural life in Africa, Asia, the Caribbean, Latin America, the Middle East, or the Post-Soviet States (Excluding EU Members).
- Entries must have been broadcast or published in a professional media setting for the first time in the UK between 8 February 2011 and 30 January 2012.
- Entries must not have been entered for a previous One World Media Award.
- Entries to the Student Award must have been submitted to their course within the same time period.

Last date for submissions: January 30, 2012.

For more go to: <http://oneworldmedia.org.uk/awards>

(Call for Nominations) Action for Nature seeks Nominations for International Young Eco Hero Awards

Action For Nature (AFN) is a non-profit organization founded by Shimon Schwarzschild, an environmental activist, to encourage young people to act for nature. AFN works to raise issues about the conservation and restoration of Earth's environment. AFN supports efforts of young people around the world who want to make a difference by working for the environment of the Earth.

AFN is currently inviting nominations for International Young Eco Hero Awards. People working to preserve the world, teaching others about how to protect the environment, and doing an environmental research project are especially encouraged to submit the nomination.

About the Award

International Young Eco-Hero Awards have been started to recognize and reward the successful individual environmental initiatives of young people ages 8 to 16. AFN encourages young people around the world to carry out individual environmental action projects. AFN believes that young people can have a positive impact on the environment and are vital in changing the way people live on the planet. Winners are selected by a team of independent judges with experience in environmental issues.

Prizes

Winners will receive public recognition, cash prizes and certificates for their outstanding efforts to help protect and preserve the environment. Just as importantly, winners will serve as role models for other young people by demonstrating that each individual can make a difference.

General Requirements

- The project concerns environmental health, advocacy, research or protection of the natural world.
- The project is action-based and self-initiated, and not one assigned by a teacher or other adult.
- The project has reached a significant stage or has been completed the project within the last year.
- Applicants must be between the ages of 8 and 16 on January 15, 2012.
- Science Fair and Scouting Badge projects will only be considered if they include environmental action, educational outreach to others or extended studies beyond the Science Fair.
- Projects related to domestic or confined animals, (b) compositions or reports will not be accepted.

Selection Criteria

- originality
- difficulty
- organization
- length of time devoted to the project
- influencing/educating others
- use of outside resources (e.g. library, experts, media, community leaders)
- degree of success in reaching goals
- the impact on the environment.

Last date for submissions: January 15, 2012.

For more go to: <http://www.actionfornature.org/eco-hero-awards>

Tutorial: A Simple Format for NGOs to Write Job Descriptions

Writing job descriptions for staff is a necessary part of a well-managed human resource management system. However, often NGOs ignore to define the role of their staffs even after they join the organization for work. Maintaining job descriptions not only reflect the effectiveness of the organization's human resource policy, they also lay out clarification for the staff and also mitigate any conflicts in the future. Below is some basic information about what a job description is and how it can be developed.

A job description usually comprises of the following information of an individual staff about to be recruited or about to join the organization for work:

- Title of the Job
- Location or Base
- Date of Joining
- Name of the Supervisor
- Qualifications
- Tasks or Assignments

In some cases, these are also referred to as "Terms of reference" and they go into further details of defining the objectives, scope and deliverables of the staff position in addition to the above –mentioned points. As we can understand here, a job description is useful in the following manner:

- It clearly outlines the role and responsibilities of each staff working in the organization and how the person is contributing to the overall vision of the work.
- It helps in recruiting the most suitable candidate for the expected job work and it can be used for job advertising purposes as well.
- A clear record of tasks listed in the job description also enables the

organization to provide better orientation for newly recruited staff.

- Job descriptions are also useful for accounting and financial management systems
- A job description plays an important role for the organization in monitoring and evaluating the performance of the staff.

Before writing a job description for the staff, it is important to ensure that all tasks are covered. The following questions will help in preparing the job description:

- What is the purpose of appointing the staff? For a project or for administrative work?
- What are the assignments or duties to be covered by the staff? If there are too many activities to be listed, these can be put into a category and listed in the job description?
- What are the necessities expected out of the staff in terms of qualifications, experience and personal conduct?
- Who will this staff report to? In what manner will the reporting done?
- What will be the contribution of the staff towards the achievement of the goals and objectives of the organization?
- What are the deliverables or end results expected out of the staff?
- What is the period of agreement for which the staff needs to be hired?

Here is an example job description:

Sample Job Description: Project Manager

Job Title: Project Manager

Location: (City/Town)

Date of Joining: April 2010

Reporting to: Director

Summary: The organization is currently implementing a project on community-based healthcare with the support of the (donor) and it is seeking to appoint a Project Manager assigned with following duties. The goal of the project is to improve maternal and child health indicators in the (project area) and will specifically increase access to health services for pregnant women and children, raise awareness on health issues and create linkages with public and private sector.

Duties/Assignments:

The Project Manager will:

- Oversee all project activities and be the main contact point for the donor and the field staff
 - Ensure project activities comply with the policies and regulations of the donor organization.
 - Responsible for overseeing the development and execution of project deliverables, lead project planning, budgeting, action plans and monitoring processes.
 - Responsible for submitting activity reports, meeting minutes and financial reports on regular basis to the donor.
 - Oversee the preparation and submission of annual activity-based project budgets as well as monthly and quarterly financial reports and sending of new funding requests.
 - Lead and motivate the project team and monitor project activities and project expenditure and coordinate work with consultants and volunteers in the project
 - Ensures close collaboration and coordination with cooperating partners to guarantee smooth implementation of activities and achievement of results as specified in grant agreements.
 - Employs resourcefulness in project design, implementation and monitoring. Trouble shoots project problems. Identifies and implements creative solutions.

For more go to: <http://www.fundsforngos.org/free-resources-for-ngos/a-simple-format-for-ngos-to-write-job-descriptions-for-their-staff/>

As part of the Firelight Foundation's Capacity Building Program, Firelight provides "Newsflashes" to share relevant resources and information with our active grantee-partners via weekly emails and via post on a monthly basis. We hope that by facilitating access to information for grassroots, community-focused organizations, programming for children and families, as well as organizational development, is enhanced. Past editions of the Firelight Newsflash can be found on our website: <http://www.firelightfoundation.org/newsflash.php>.

We welcome your comments, feedback and ideas for upcoming Newsflashes at newsletter@firelightfoundation.org.