

CARRY OUT ADVOCACY AND LOBBYING ACTIVITIES

UNIT CODE: COD/OS/CR/06/5/A

UNIT DESCRIPTION:

This unit describes the competencies required to identify community socio economic issues, identify target groups, carry out problem analysis, in partnership with stakeholder's support implementation of lobbying activities, document the lobbying and advocacy activities.

ELEMENTS AND PERFORMANCE CRITERIA

ELEMENT These describe the key outcomes which make the workplace function	PERFORMANCE CRITERIA These are assessable statements which specify the required level of performance for each of the elements. <i>(Bold and italicised terms are elaborated in the Range)</i>
1. Identify community socio economic issues	1.1 Project Boundaries Are Established as per organisation policy 1.2 <i>Local leadership</i> is informed as per organisation policy 1.3 Beneficiaries are identified adhering to gender mainstreaming, human rights-based programming and disability mainstreaming as per legislations 1.4 The process is documented as per organisation policy 1.5 Report is prepared as per SOPs.
2. Identify target groups	2.1 Assessment tools are developed as per organisation policy 2.2 Assessment team is identified and trained as per organisation policy. 2.3 Assessment is conducted as per the SOPs 2.4 Findings are analysed as per SOPs. 2.5 Report is prepared and disseminated as per organisation policy
3. In partnership with stakeholders support implementation of lobbying and <i>advocacy activities</i>	3.1 advocacy objectives are identified as per organisation policy 3.2 Activities are identified as per organisation policy. 3.3 Work plan is prepared as per the activities identified. 3.4 Budget is prepared as per the work plan 3.5 Resources are determined as per the budget. 3.6 Timeframe is developed as per organisation policy.

ELEMENT	PERFORMANCE CRITERIA
These describe the key outcomes which make the workplace function	These are assessable statements which specify the required level of performance for each of the elements. <i>(Bold and italicised terms are elaborated in the Range)</i>
4. Document advocacy and lobbying activities	4.1 Documentation procedures are identified as per SOPs. 4.2 Documentation plan is prepared as per organization policy 4.3 Documentation tools are prepared as per organization policy 4.4 Documentation analysis is conducted as per organization policy 4.5 Documents are stored as per SOPs

RANGE

This section provides work environments and conditions to which the performance criteria apply. It allows for different work environments and situations that will affect performance.

Variable	Range <i>May include but not limited to:</i>
1. Advocacy activities	<ul style="list-style-type: none"> • Community mobilisation • Community empowerment programmes • Advocacy forums at various levels of governance • Social accountability mechanisms
2. Local leadership	<ul style="list-style-type: none"> • Religious leaders • Opinion leaders • Political leaders

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit of competency.

Required Skills

The individual needs to demonstrate the following skills:

- Presentation
- Interpersonal relation
- Boundary setting
- Facilitation
- Audience mapping
- Planning and prioritization

- Empathy
- Self-awareness
- Report writing
- Critical thinking
- Persuasion
- Team work
- People management
- Coordination
- Organizational
- Decision making
- Emotional intelligence

Required knowledge

The individual needs to demonstrate knowledge of:

- Social welfare policies
- Human behaviour and social environment
- Social work practices and interventions
- Social research
- Legal aspects in social development work
- Basic counselling and psychology
- Statistics
- Economics
- Digital literacy

EVIDENCE GUIDE

<p>1. Critical Aspects of Competency</p>	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1 Demonstrated ability to establish project boundaries 1.2 Demonstrated ability to identify beneficiaries of a project 1.3 Demonstrated ability to carry out documentation process. 1.4 Demonstrated ability to develop assessment tools 1.5 Demonstrated ability to analyse findings on problem analysis. 1.6 Demonstrated ability to identify relevant and advocacy partners 1.7 Demonstrated ability to strengthen advocacy partnerships 1.8 Demonstrated ability to design appropriate message for advocacy
--	--

	<p>1.9 Demonstrated ability to identify advocacy objectives</p> <p>1.10 Demonstrated ability to implement advocacy plans</p> <p>1.11 Demonstrated ability to document advocacy and lobbying activities</p>
2. Resource implications	<p>2.1 A functional operations office</p> <p>2.2 Work plans</p> <p>2.3 Maps</p> <p>2.4 Transport means</p> <p>2.5 Computer</p> <p>2.6 Internet connectivity</p>
3. Methods of Assessment	<p><i>Competency may be assessed through:</i></p> <p>3.1 Verbal questioning</p> <p>3.2 Project</p> <p>3.3 Observation</p> <p>3.4 Third party report</p> <p>3.5 Interview</p> <p>3.6 Written test</p>
4. Context of Assessment	<p>Competency may be assessed individually</p> <p>4.1 on-the-job</p> <p>4.2 off-the-job</p> <p>4.3 workplace experience</p>
5. Guidance information for assessment	<p>This unit may be assessed on an integrated basis with others within this occupational sector</p>