

## Community Engagement Fellow || Terms of Reference (ToR)

**POLICY**

**Position Title:** Community Engagement Fellow

**Reporting To:** Programs Manager

**Duration:** 6 months

**Stipend:** \$500

**Engagement Type:** Fellowship

### 1. Background

Pollicy Data Institute Limited believes that communities should shape the digital systems, policies, and technologies that affect their lives. Through co-creation, feminist organizing, and participatory engagement, Pollicy works alongside communities to advance digital rights, data justice, and inclusive governance across Africa.

The Community Engagement Fellow will support relationship-building, participatory programming, and community-centered engagement initiatives across Pollicy's projects and campaigns.

### 2. Purpose of the Role

The Community Engagement Fellow will help strengthen meaningful engagement with communities, partners, and stakeholders while supporting inclusive participation, collaborative learning, and movement-building efforts.

The role is ideal for someone passionate about people-centered work, facilitation, feminist organizing, and social impact.

### 3. Key Responsibilities

#### Community Engagement & Coordination

Support planning and coordination of:

- Community engagement activities
- Workshops and convenings
- Outreach initiatives
- Stakeholder engagement sessions
- Community-centered campaigns

## Pollicy Data Institute

**Kampala Office:**

🏠 Plot 7, Kulubya Close, Bugolobi

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☎ +256 708 310 397  
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## Program & Participation Support

- Support participatory research, co-creation, and engagement activities.
- Assist in participant coordination, communication, and logistics.
- Support facilitation of safe, inclusive, and accessible engagement spaces.

## Documentation & Learning

Support documentation of:

- Community feedback
- Learning insights
- Participation outcomes
- Engagement reflections

Assist in developing community engagement summaries and reports.

Support collection of feedback and learning to strengthen future engagement approaches.

## Collaboration & Movement Building

- Work collaboratively with programs, communications, and research teams.
- Support initiatives that strengthen feminist digital communities and networks.
- Contribute ideas that improve community participation and inclusion.

## 4. Deliverables

- Community engagement activity support
- Stakeholder coordination and outreach support
- Engagement documentation and reports
- Participant communication support
- Community feedback summaries
- Event and workshop coordination support

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## 5. Qualifications & Experience

- Bachelor's Degree in Social Sciences, Community Development, Gender Studies, Communications, International Development, or related fields
- Strong interpersonal and communication skills
- Interest in feminist organizing, community engagement, digital inclusion, or civic participation
- Experience coordinating events, workshops, or community initiatives is an added advantage
- Experience working with diverse communities is desirable

## 6. Core Competencies

- Relationship building and empathy
- Facilitation and coordination
- Cultural sensitivity and inclusivity
- Active listening
- Organization and adaptability
- Collaboration and teamwork
- Initiative and accountability

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