

Statement of Work

GLOBE Region Coordination Office

The GLOBE Region Coordination Office (RCO) will employ a Region Office Coordinator and implement a transition to sustainable operations for the GLOBE Latin America and Caribbean Region for the length of the contract. GLOBE continues its commitment to facilitate its international partners to become self-sustainable and therefore the work of each RCO is extremely important.

In general, the RCO will be responsible to provide the following services:

- Establish and maintain Region Help Desk (24 hour turnaround business day on inquiries).
 - Information Technology (IT) questions will be passed onto the Community Support Team at the GLOBE Implementation Office (GIO).
 - Non-IT programmatic questions answered by RCO staff.
- Provide basic support services to all community members in the region.
- Sustainability through identification and generation of external funding from sources within and outside of the region.
- Translation of relevant GLOBE and GLOBE Implementation Office (GIO) communications and regionally-produced materials in the languages of the region if needed, and dissemination of information to community members.
- Recruitment of community members in existing countries and identification and assistance of recruitment of new countries in the region in collaboration with the GIO Director (or designees).
- Logistical organization of region student research campaigns and events (including the Region Annual Meeting) as outlined and agreed upon by the regional governance board or advisory committees.
- Building and collaboration with the region's alumni and scientist network.
- Record keeping and evaluation reporting as required by the GIO.

The RCO responsibilities and tasks include the following activities:

- Maintain up-to-date contact information on the globe.gov website (including RCO contact information as well as government point of contact information for countries in region.)
- Adhere to region constitution or governance plans if applicable and assist the region governance board or advisory committee in the region as needed.

- Maintain a Region Help Desk (24 hour turn around business day on inquiries).
 - o Information Technology (IT) questions will be passed onto the Community Support Team at the GIO.
 - o Non-IT programmatic questions answered by RCO staff.
- Establish regular communication and/or an online meeting schedule with the GIO Director (or designee) and participate in monthly meetings via Skype or other online conferencing tool (requires a camera, high bandwidth, and software.) Discussions include reports from the region and sharing of best practices. Also coordinators should note meetings may fall outside the normal work hours to accommodate time zones.
- Participate in GLOBE community support trainings as new Web features are developed (i.e. online training sessions).
- Train the region's Country Coordinators (CC) on website administration and navigation and host regular updates and trainings on a regular basis (phased in over time)
- Move the region website inside of the globe.gov website and maintain this region web site to promote communication and collaboration.
- Promote participation of the region's CCs and representatives in national, region and international events.
- Ensure and facilitate annual partner survey completion by all active partners in the region. This is to be completed before an invitation is sent to the CC to attend the region meeting.
- Promote participation of GLOBE teachers and students in research events, field campaigns, collaborative student research opportunities (activities underway at the GIO as well as region and internationally relevant field campaigns and events).
- Identify sources of support for region participation in events as specified above.
- Facilitate integration of GLOBE in the national and region education initiatives through Ministries of Education or other relevant educational agencies.
- Facilitate alignment of GLOBE materials to national and region curricula.
- Disseminate information within the region via technological media (i.e. email, Web pages on globe.gov, video conferencing, etc.).

- Maintain briefing packets including information on each GLOBE country within the respective region.
- Recruit new partner countries as well as new strategic partnerships with collaborating organizations in the region to join GLOBE to strengthen overall region efforts.
- Coordinate new partner countries inquiries with the GIO Director (or designee).
- Report activities as required by the GIO, and in the format required by the GIO in English, including response to special requests for reporting on activities as needed by GIO, as specified by designated deadline dates.
- Produce two Star Stories and two STEM stories each year, (submitted to GIO for inclusion on the website).
- Mandatory (budget to include) attendance at the annual partner meeting and annual region meeting.
- Work with each CC in the region to obtain a completed Short Abstracts Report template in English. (This must be completed before CC is invited to the annual region meeting.) Distribute finalized report to participants at the region meeting and post on region web page.
- Tasks related to the planning of the annual region meeting. (Subrecipient's budget plan is to include costs related to the following tasks):
 - o Identify and secure a hotel or other meeting and lodging facility
 - o Provide rooming list of participants arrival/departure dates to lodging facility for lodging reservations
 - o Plan and arrange all logistics for the meeting including room set-ups, catering and audio visual rentals
 - o Arrange all travel for participants from their airport to the region meeting location (including air travel, if applicable, and all ground transportation once in the host country). Air travel must comply with the U.S. Fly America Act as stated in contract documentation.
 - o Collaborate with the region governance board/advisory committee and GIO to prepare the draft agenda.
 - Chair meeting with country host and appoint an official note-taker for the meeting.
 - Region meeting to include discussions about efforts to build capacity in the region. (Do not spend time on lengthy report outs.)
 - o If a partner country cannot host the Region Meeting, then the meeting is to take place in the country in which the RCO is located.