



Women's Fund Asia

Terms of Reference

Consultant – Environmental Justice

The following are the Terms of Reference (TOR) for a Consultant to design, coordinate, and facilitate a thematic regional meeting on environmental justice, as well as produce a 3-year strategic plan for WFA's environmental justice thematic.

Overview of the Organisation

Women's Fund Asia is a regional women's fund, committed to supporting women and trans* people led interventions to enhance and strengthen access to women's and trans* people's human rights. Our core mandate is to support women's and trans* rights groups and activists in Asia, address the non-availability of resources for women's and trans* rights work in the region, and support strategies and interventions designed, implemented and led by women and trans* people.

Since 2017, WFA has incorporated environmental justice (EJ) as one of its thematic priorities. Since then we have supported work which centers the voices and leadership of women and trans* people in the decision-making processes which govern access to and distribution of resources such as land, water, food, and other natural resources; as well as in policies that govern disaster management, climate change adaptation, and sustainable development.

As part of its mandate to strengthen regional feminist movements, WFA will organise its Regional Thematic Meeting with a focus on environmental justice on 25 – 27 February 2019. The meeting will bring together WFA grantee partners under the EJ thematic, along with other groups doing similar work in Asia. The meeting aims to create a space for learning, exchange, and networking among women's and trans* rights groups raising critical intersectional issues of environmental justice in Asia. It also aims to inform WFA's strategy on its environmental justice thematic for the next three years.

Overview of the Position

Women's Fund Asia is seeking to hire a consultant to design and implement the meeting, working in close coordination with the Women's Fund Asia team in all aspects of this role.

I. Scope of Work

- Coordination of the thematic meeting
 - Work in coordination with WFA team to conceptualise and design the meeting based on WFA's objectives for this meeting and its larger EJ portfolio.
 - Input on the list of participants and experts who will attend the meeting. The Consultant will be the primary contact for all workshop related communication with participants once the list is finalised.

Head Office: 126, Polhengoda Road, Colombo 5, Sri Lanka | **Phone:** +94 11 4324541

Liaison Office: No. 904, Eldeco Empereur Apartment, Dr Bajinath Road, New Hyderabad Colony, Lucknow 226007, India | **Phone:** +91 0522 4236579



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- Develop the agenda for the meeting, including session design and methodology; as well as finalisation of experts, speakers, and panellists for the meeting. The Consultant will be the primary contact for communication with all speakers, presenters, etc.
 - Provide support to WFA team as required for logistics and documentation of the meeting.
 - Overall facilitation of the meeting during February 2019.
 - Coordination with the rapporteurs to finalise the documentation of the meeting.
- Strategy Development
 - On completion of meeting and documentation, work with WFA team to create a framework for the thematic strategy on environmental justice.
 - The Consultant will incorporate desk research, review of existing WFA documentation and reports, the learnings and outcomes of the regional thematic meeting, and identified field visits (as required) to develop a 3-year strategic document which will guide WFA's grantmaking and programmatic interventions on the thematic.

II. Required Qualifications

- Experience of 4 – 6 years of working at intersections of women's and/or trans* rights and environmental justice
- Experience in facilitation and workshop design, including participatory methodologies
- Expertise in developing strategic plans and/or conducting strategy reviews
- Strong technical, analytical and coordination skills
- Employs a feminist and rights-based approach of working
- Knowledge and understanding of socio-political context (with a focus on women/human rights) in Asia is required
- Excellent written and spoken English, along with knowledge of any one of the regional languages

III. Other information

- The consultancy will take approximately 40 working days beginning in December 2018. The timeline will be finalised in discussion with the Consultant.
- Remuneration will be based on the experience and expertise of the Consultant.
- The consultant will report to Director of Programmes and will work in close coordination with the Programme Team of WFA.

Interested candidates should send their CVs (with references) and a writing sample to info@wf-asia.org with the subject line 'Application for EJ Consultancy' by 24 November 2018.

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