Programme Officer, Grants Management

Terms of reference

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Overview of Organisation

Women’s Fund Asia (WFA) is a regional women’s fund, committed to supporting women, girls, trans, and intersex people-led interventions, to enhance and strengthen their access to human rights. WFA provides sustainable and flexible funding and resources to support the leadership of women, girls, trans, and intersex activists and group, who work at local, national, and regional levels for human rights.

The Fund started in 2004 as the South Asia Women’s Fund (SAWF), operating in Bangladesh, India, Nepal, Pakistan, and Sri Lanka. In 2016 the organisation undertook an intense process of review and consultations, and it was relaunched as Women's Fund Asia on 8 March 2018. As WFA the organization expanded its mandate across Asia, increasing its outreach from five to 18 countries.¹

The present programme team works out of four cities in South Asia and two cities in Southeast Asia to implement the Asia-wide programme, with a diverse pool of consultants and experts rostered across the larger region. WFA’s headquarters is in Colombo, while the Executive Director works out of the Liaison Office in Lucknow, and a satellite office located in New Delhi. Other team members work out of their home locations.

WFA seeks to recruit a Programme Officer (PO) to its Grants Team, which is responsible for the entire regional portfolio and its supporting activities. The PO will work closely with other programme team members, under the supervision of the Director of Programmes (DOP). The PO

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¹ South Asia: Afghanistan, Bangladesh, Bhutan, India, Maldives, Nepal, Sri Lanka, and Pakistan
Southeast Asia: Cambodia, Indonesia, Laos, Malaysia, Myanmar, Philippines, Thailand, Timor-Leste, and Vietnam
East Asia: Mongolia
will seek guidance from the grantmaking Advisory Committee to ensure that WFA is fulfilling its mandate as well as expectations from the women’s movements in the region.

Position Overview

The PO will work as part of the programme team, with the following lead responsibilities:

- Implement and manage the existing grantmaking portfolio of the organisation in a manner that aligns the regional issues (rooted in national and local experiences) with the organisation’s mission, vision, and strategy.
- Develop and lead the grants management strategy in a manner that ensures transparency and accountability, as well as strengthens women’s rights organisations to undertake their work in a sustainable manner.
- Contribute to the development of various strategy papers, compilation of annual reports, resource mobilization, and monitoring and evaluation efforts, and all other tasks required to implement the organisational vision and mission.

Major Duties & Responsibilities

I. Organisational Resilience

- Uphold the values and principles of the organisation
- Work with the ED, the DOP, and other programme team members to ensure that the organisation is realising its articulated mission and Theory of Change.

II. Leadership

- Maintain professional conduct, confidentiality, and ethical standards.
- Lead the planning and execution of activities as per programme agreements, including thematic convenings and grantee-partner meetings.
- Manage day-to-day implementation of grant management.
- Undertake oversight and evaluation to ensure due diligence of grantmaking, and reviewing processes; including periodic evaluations, learning, and accountability processes.
- Supervise the work of the Programme Associate or Grants Administrator.
- Lead and/or contribute to the development of WFA’s overall grants strategy and policy, as well as its Linking and Learning strategy, together with the DOP.

III. Grantmaking and Grants Management

- Build and develop the assigned thematic portfolio.
- Manage funds assigned for the portfolio, and coordinate with the Grants Administrator to ensure that grantee-partners’ funds disbursements are done in a timely manner.
- Set and follow annual deadlines and work plans.
• Design and disseminate calls for applications, ensuring the widest possible outreach.
• Identify potential grantee-partners through outreach visits and networking meetings.
• Ensure fulfilment of donor and partner commitments.
• Ensure geographical representation and inclusion.
• Manage grants applications: short-listing, making recommendations, etc.
• The PO works closely with the grantmaking Advisory.
• Coordinate with Advisors and Board subcommittee on programmes.
• Build, develop, and strengthen grantee-partner relationships.

IV. Monitoring and Evaluation

• Develop a monitoring and evaluation plan for each grant, as well as thematic portfolios.
• Develop and maintain a quality assurance process for internal and external grantmaking stakeholders (i.e., grantees, evaluators, etc.).
• Undertake contact meetings and reporting frameworks to build and implement the monitoring and evaluation of each grant, during and at the completion of the grant period.
• Enable a timely review of WFA thematic portfolios, in line with our goals and objectives.
• Build impact documents based on evaluations undertaken.
• Build a joint plan with grantee partners on monitoring and evaluation processes, with clear agreements on nature of communication, exchange of documents and visits if any, through after the grant period.
• Develop an understanding on best practices, seek networking opportunities, and promote learning in resource mobilisation and grantmaking.
• Work with the team to accelerate institutionalisation of the organisations, including reporting processes—both submitted by grantees and sent to donors—and maintenance of organisational MIS, especially records of grantee partners, evaluations, defence notes, accountability reports, etc.
• Interact with grantee-partners on a regular basis, to provide support required, as well as ensure greater learning of the processes for internal purposes of understanding strategy impact.
• Coordinate external evaluation exercises, as and when required.

V. Reporting

• Prepare a work plan based on the job description and the projects in hand, which will be finalised along with the team, along with monthly goals and processes.
• Ensure brief monthly, quarterly, and annual narrative reports, to enable learning and information sharing in the organisation, as well as with external audiences.
• Ensure daily sign in with the Executive Office and the Administrative hub and maintains a daily attendance sheet on tasks undertaken and hours worked.
• Coordinate with the Finance and Administration team for timely submission of all reporting requirements for different donors and by the grantees.
• Ensure WFA’s grantmaking processes meet legal, audit, and internal accounting requirements.

VI. Communications, Networking, and Resource Mobilisation

• Create and contribute to documents required for communicating WFA’s work, including but not limited to reports, brochures, annual reports, etc.
• Provide relevant programme updates for maintenance of the website and organisational promotional materials.
• Support creation of content for WFA’s social media accounts.
• Oversee and manage volunteers placed with partner organisations for technical support and resource mobilisation activities.
• Assist the DOP in identifying strategic events and partners for networking.
• Participate and represent WFA in external networking events when required and to positively promote and represent WFA’s mandate.
• Support and contribute to fundraising initiatives (proposal development) and events, including reaching out and building relationship for with corporations, individual donors, and other actors.

VII. Travel

• Travel extensively at the local, regional, and sometimes international travel (on average monthly basis, including field visits to partners, workshops/trainings, and conferences).
• Submit a report for each trip.

VIII. Supporting the Executive Director and Board of Directors

• Prepare and present reports, grantmaking budgets, and narrative reports for the review of the Board of directors and management team on a quarterly basis.
• Ensure that all grantmaking and other programme-related reports and presentations for board meetings are compiled and forwarded to the Executive Director one week prior to board meetings.
• Advise and guide the DOP and the ED on the external landscape with respect to changing political and social contexts and trends that potentially affects the grantmaking and other programme related activities.
Qualifications

I. Experience

- Minimum of 3 – 5 years of progressively responsible experience in social justice sector, especially within a feminist organisation, in the region.
- Knowledge of grantmaking and monitoring required with work experience as grantmaker, especially in human rights—women’s rights, girls rights, trans rights, and intersex—is preferred.
- Experience with a regional organisation is an added advantage.

II. Academic Qualifications

- Master’s degree in any social science, law, or other relevant subject.

III. Expertise and Skills

- Knowledge and understanding of the socio-political context (with a focus on women/girls/trans/intersex human rights) in Asia.
- Expertise in one of the thematic areas of focus of WFA is an advantage—particularly autonomy, decisions, and sexuality; environmental justice; and feminist movement building.
- Strong project management experience: ability to monitor, evaluate, and assess impact of multiple projects over multiple years with multiple deliverables and deadlines.
- Excellent documentation and analysis skills.
- Ability to communicate well in English (verbally and written) and one other regional language is a must; knowing more than one regional language is an asset.
- Presentation, coordination, negotiation, building and reviewing systems, assessing impact, and decision-making skills are imperative.
- Ability to design, organise, and lead the implementation of work plans and relevant processes.
- Strong attention to detail with effective organizational and time management skills.
- Strong interpersonal skills and the proven ability to provide leadership to a team and to work in a team environment.
- Ability to work in a multicultural environment with an international team, working on a remote basis, is a must.
- High comfort and tolerance to manage stress and role demands, ability to multitask, prioritise, and self-manage.
IV. Principles and Values

- WFA’s programme and its strategy are rooted in feminist principles; it is imperative that the values, understanding, and behaviour of the PO is entrenched in the same principles.
- Must have demonstrated commitment to the advancement of women, girls, trans, and intersex human rights.

Terms and Conditions

- In addition to all tasks listed above, the Programme Officer undertakes any other task or work as directed by the ED and DOP, as needed.
- The current salary for the position is between USD1,800 to USD2,000 per month. In case the individual is based out of home, then an office running stipend will be provided. The salary will be commensurate with work experience and skills.
- There will be a six-month probation period, during which the contract can be concluded through a notice of one week on either side. There will be an evaluation before confirmation of the post.
- The contract can be ended by a notice of 30 working days or salary of 30 working days in lieu of notice.
- The organization has a zero tolerance to sexual harassment at work place; as well as any form of discrimination on any grounds including but not limited to sex, gender, sexual orientation, class, caste, race, and disability; the practice of which could result in immediate termination of services with no compensation, reference, or experience certificates.
- The impact of sound judgment, decision-making, and management/leadership in this job function is of utmost importance to the organisation and its overall ongoing success.