

Terms of Reference

Lead, Advocacy & Alliances

Designation/Title	Lead, Advocacy & Alliances
Reporting	Under the overall direction of the Director, Advocacy & Strategic Partnerships
Direct Reporting	Director, Advocacy & Strategic Partnerships
Reporting Area	All matters relating to resource advocacy and alliances
Direct Reports	None
Works closely with	SMT, the Thematic Leads in the Grants Strategy team, the Thematic Lead for MEL and the Finance Manager
Location	Works virtually

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 groups 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.

Summary of the Role

Responsible for leading the implementation of the resource advocacy strategy as it relates to WFA's partnerships and engagement in alliances, consortiums and collaborations with women's funds, donors, private philanthropy and other allies.

This TOR also serves Women's Fund Asia Limited (WFAL), which is an Australian registered entity, and its administration, governance and operations will be taken care of by the Executive Team of WFA.

Responsibilities

A. Resource Advocacy

1. Contribute to the development and management of the implementation of WFA's resource advocacy strategy as it relates to WFA's engagement in alliances, consortiums, strategic partnerships and collaborations with women's funds, bilateral donors, private philanthropy, multi-stakeholder alliances and other allies.
2. Manage the coordination and implementation of all work plans developed by WFA as part of alliances, consortiums, strategic partnerships and collaborations with women's funds, bilateral donors, private philanthropy, multi-stakeholder alliances and other allies.
3. Coordinate and meet reporting requirements and timelines to ensure timely submission of reports as part of alliances, consortiums, strategic partnerships and collaborations with women's funds, bilateral donors, private philanthropy, multi-stakeholder alliances and other allies.
4. Identify strategic opportunities and develop new proposals to grow and build WFA's strategic partnerships and relationships with women's funds, bilateral donors, private philanthropy, and multi-stakeholder alliances through effective partnerships and collaborations.
5. Research and write concept notes, proposals and reports to build, strengthen, and sustain WFA's engagement in strategic alliances, consortiums and collaborations.
6. Manage the donation management system on Salesforce as it relates to WFA's engagement in alliances, consortiums, strategic partnerships and collaborations with women's funds, bilateral donors, private philanthropy, multi-stakeholder alliances and other allies.



7. Manage reporting timelines and other donor-related work for WFA's engagement in alliances, consortiums, strategic partnerships and collaborations with women's funds, bilateral donors, private philanthropy, multi-stakeholder alliances and other allies.
8. Coordinate and work closely with
 - a. Advocacy and Strategic Partnerships team to further the resource advocacy strategy of WFA with women's funds, bilateral donors, private philanthropy, multi-stakeholder alliances and other allies in the region and globally.
 - b. Communications team to
 - i. plan, produce and disseminate communication products to represent, influence, and advocate in alliances, consortiums and collaborations with women's funds, bilateral donors, private philanthropy, multi-stakeholder alliances and other allies
 - ii. Document and highlight WFA's resource advocacy work in donor reporting and WFA's Annual Report
 - iii. to contribute to the development of a shared communications plan and establish joint communications processes as part of alliances, consortiums and collaborations with women's funds, bilateral donors, private philanthropy, multi-stakeholder alliances and other allies.
 - c. Grants team to
 - i. understand the issues and needs of the feminist movements in the region across WFA's thematic areas
 - ii. understand the progress of grantee partners in identified areas of change
 - iii. identify funding needs and gaps for WFA's grantmaking work
 - iv. share and present these issues, progress and funding needs and gaps in alliances, consortiums and collaborations with women's funds, bilateral donors, private philanthropy, multi-stakeholder alliances and other allies that WFA is part of.
 - d. Finance and Admin team to



- i. prepare budgets, budget projections and financial reports for existing and potential donors as well as to understand the flow of resources in the financial environment
 - ii. develop, manage and adhere to the resource advocacy and strategic partnerships budget, including regular monitoring of expenditures and the adherence to internal controls; produce reports that provide details and explanations for any budget variances.
- e. WFA's Compliance team to ensure donor compliance and grant obligations.
- f. Monitoring, Evaluation and Learning team to
 - i. Ensure donor reporting, internal learning and reflection on WFA's strategic outcome to influence feminist resource architecture
 - ii. Develop and implement a monitoring and evaluation plan as it relates to WFA's engagement in alliances, consortiums, strategic partnerships and collaborations with women's funds, bilateral donors, private philanthropy, multi-stakeholder alliances and other allies and is aligned with WFA's ToC and MEL Framework.
 - iii. Meet all monitoring, evaluation, learning, accountability and reporting requirements of the alliances and consortiums that WFA is part of.

B. Strategic Partnerships

1. Relationship building with partners in alliances, consortiums and collaborations with women's funds, donors and private philanthropy and other allies.
2. Identify and map developments, trends, and opportunities for WFA's engagement in alliances, consortiums and collaborations with women's funds, donors and private philanthropy and other allies.



3. Build and maintain ongoing relationships with donors and private philanthropy in Asia and globally, through representing WFA and participating in networks and other relevant spaces.
4. Lead and manage strategic partnerships with donors and private philanthropy community ensuring alignment with WFA's goals and different programmatic strategies.
5. Initiate, lead and contribute to the implementation of the WFA's linking and learning strategy to advance its resource justice agenda focusing on WFA's engagement in alliances, consortiums and collaborations with women's funds, donors and private philanthropy and other allies
6. Support and represent WFA along with alliance and consortium partners in external advocacy, influence and networking spaces.
7. Represent WFA in external networks, alliances and consortiums and play a leadership role in these spaces where required.

C. Organizational Processes, Management and Leadership

1. Lead the planning and oversight of day-to-day activities in resource advocacy and strategic partnerships with alliances, consortiums and collaborations with women's funds, donors and private philanthropy and other allies that WFA is part of.
2. Work with Directors and other Thematic Leads and Managers to address programmatic, human resource, financial, and legislative issues as they arise.
3. Prepare and present reports for the review of the Board of Directors and senior management team on a quarterly and annual basis as it relates to WFA's engagement in alliances, consortiums, strategic partnerships and collaborations with women's funds, bilateral donors, private philanthropy, multi-stakeholder alliances and other allies.
4. Contribute to organisational processes of strategic planning; risk assessment and mitigation; review, reflection, evaluation and learning; annual work plans and budget; and organisational strengthening as it relates to WFA's resource advocacy strategy with a focus on WFA's engagement in alliances, consortiums, strategic partnerships and collaborations with women's funds,

bilateral donors, private philanthropy, multi-stakeholder alliances and other allies.

5. Other duties as assigned.

D. Knowledge & Skills Required

1. University degree in social sciences, women's rights, international development, or other related fields.
2. Minimum 5 years experience in resource advocacy and strategic partnerships for women's rights, trans or intersex human rights organisations in the region.
3. Knowledge and understanding of the socio-political context in Asia.
4. Strong research, analytical, and writing skills.
5. Excellent relationship-building skills.
6. Demonstrated leadership skills, with a minimum of two years of supervisory/personnel management experience.
7. Strong financial management skills.
8. An understanding of and commitment to WFA's mission.
9. Ability to communicate well in English and one other regional language; fluency in more than one regional language is an asset.
10. Excellent project management skills with attention to detail and ability to multitask, manage competing priorities, and meet deadlines.
11. Ability to work independently and be self-motivated.
12. Ability to work with mutual respect with different nationalities and communities in an international and multicultural environment.
13. Able to travel locally, regionally and internationally.

Terms and Conditions

1. Once selected, a renewable contract syncing with WFA's fiscal year (April - March) will be issued. The ability to join immediately is required (within a month of the offer email).
2. The remuneration for the position is between **USD 2850 - 3000 per month**. In case the individual is based out of home, then an office-running stipend



will be provided. The remuneration will be commensurate with work experience and skills. The taxes will apply as per the laws of the land where WFA has its registered offices.

3. There will be a six-month probation period, during which the contract can be concluded through a notice of 7 working days on either side. The incumbent will be internally evaluated before being confirmed. After confirmation the contract can be concluded by a notice of 22 working days or salary of 22 working days in lieu of notice.
4. Once confirmed, there will be an annual performance evaluation every March, a month before a new contract is issued in April. The entitlement to leaves and medical benefits will also apply as per the HR Manual.
5. There is no obligation on the part of WFA to offer a new contract upon the conclusion of the present contract as WFA's human resource requirement is contingent on access to, availability, adequacy, the purpose of and timing of donor funds.
6. The organisation has zero tolerance for sexual harassment at the workplace; as well as any form of discrimination on any grounds including but not limited to sex, gender, sexual orientation, class, caste, race, and/or disability; the practice of which could result in immediate termination 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.