

## Terms of Reference

### Thematic Lead, Access to Justice

<b>Designation/Title</b>	Thematic Lead, Access to Justice
<b>Direct Reporting</b>	Director, Grants Strategy
<b>Reporting Area</b>	All matters relating to grants strategy and management for the Access to Justice portfolio
<b>Direct Reports</b>	None
<b>Works closely with</b>	Grants Strategy Team; Thematic Leads for Strategic Partnerships, MEL, & Communications; & Finance, Compliance & Operations Team
<b>Location</b>	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 WFA's grant strategy as it relates to Access to Justice issues and activism and for managing the associated grantmaking portfolio. This position contributes to the accomplishment of WFA's theory of change and strategic plan across all objectives.

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

## Responsibilities

### 1. Grants Strategy & Management

- a. Lead the development of the grants strategy related to Access to Justice and provide strategic advice for grantmaking related to Access to Justice.
- b. In collaboration with the Senior Managers - Grants Strategy, design and prepare the calls for applications for Access to Justice-related grants and/or designated grantmaking programmes, including the application, scoring, preliminary budget outlook and grant allocation, and Advisory Committee needs.
- c. Oversee the dissemination of the calls for applications for Access to Justice related grants and/or the designated grantmaking programme, ensuring the widest possible outreach.
- d. Review grants applications related to Access to Justice as per WFA's grantmaking process, and coordinate with the grantmaking Advisory Committee & Director of Grants Strategy for the final selection of grantees related to Access to Justice.
- e. Manage funds assigned for the Access to Justice portfolio, and coordinate with the Grants Administrator to ensure that grantee-partners' funds disbursements are done in a timely manner.

### 2. Grantee-Partner Relationship Building

- a. Identify potential grantee-partners through outreach visits and networking meetings.
- b. Build, develop, and strengthen grantee-partner relationships.
- c. Lead the planning and execution of activities related to WFA's grants strategy for Access to Justice, including thematic convenings, linking and learning events, and grantee-partner meetings.
- d. Identify and prevent or mitigate potential problems with grantee partners and oversee a process of conflict resolution with grantees as needed.



### 3. Monitoring, Evaluation, and Learning

- a. Collaborate with the Thematic Lead for MEL, develop and implement a monitoring and evaluation plan for the Access to Justice thematic portfolio and/or assigned grants programme.
- b. Build a joint plan with grantee partners to monitor and evaluate the work undertaken with WFA's grants and ensure its implementation by the grantees.
- c. Interact with grantee-partners on a regular basis to provide support and develop a shared understanding of the impact of their work funded by WFA.
- d. Prepare and present reports, grantmaking budgets, and narrative reports for the review of the Board of Directors and senior management team on a quarterly, six-monthly, and annual basis.
- e. Contribute to external evaluation exercises as and when required.

### 4. Resource Mobilisation, Networking, & Strategic Communications

- a. Coordinate with the Thematic Leads for Strategic Partnerships to contribute to the development of content related to Access to Justice grantmaking for donor proposals, reports, and meeting presentations.
- b. Provide support to the Director of Grants Strategy and Senior Managers - Grants Strategy to identify strategic events and partners for networking and represent WFA in external networking events relevant to the assigned grantmaking portfolio.
- c. Coordinate with the Thematic Lead for Strategic Communications, to contribute to the development of content on WFA's Access to Justice grantmaking aligned with WFA's communications strategy, including for the website and social media.

### 5. Organisational Processes, Management, and Leadership

- a. Manage and support consultants and interns as needed, providing regular feedback on performance relative to WFA's overall outcomes.
- b. Develop, manage, and adhere to the Access to Justice grants strategy budget, including regularly monitoring expenditures and adherence to internal controls; produce reports providing details and explanations for any budget variances.



- c. Contribute to the implementation of the MEL and Linking and Learning strategies as they relate to Access to Justice.
- d. Work with Directors, other Thematic Leads and Managers to address programmatic, human resource, financial, and legislative issues and risks as they arise, contributing to developing and implementing the organisation's risk register.
- e. Lead the planning and oversight of day-to-day activities in the Access to Justice grants strategy.
- f. Contribute to organisational processes of strategic planning; risk assessment and mitigation; review, reflection, evaluation and learning; annual work plans and budget; and organisational strengthening.
- g. Other duties as assigned.

## Knowledge & Skills Required

1. University degree in social sciences, women's rights, international development, or other related fields.
2. Minimum 4-5 years of experience related to grantmaking, grants management, and/or programme management for women's rights, trans or intersex human rights organisations and/or feminist donor organisations in Asia.
3. Knowledge of feminist movements in Asia, particularly those working on Access to Justice issues, and familiarity with regional economic, political, social, and cultural trends.
4. Demonstrated leadership skills, with a minimum of two years of supervisory/personnel management experience.
5. Strong financial management skills.
6. An understanding of and commitment to working towards the realisation of women's, girls, trans, and intersex human rights in Asia.
7. Ability to communicate well in English and one other regional language; fluency in more than one regional language is an asset.
8. Excellent project management skills with attention to detail and ability to multitask, manage competing priorities, and meet deadlines.

9. Ability to work independently and be self-motivated.
10. Ability to work with mutual respect with different nationalities and communities in an international and multicultural environment.
11. 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 **USD 2845 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 judgement, decision-making, and management/leadership in this job function is of utmost importance to the organisation and its overall ongoing success.