

## Director of Strengthening Institutional Programmes

### *Terms of reference*

Position Overview	
<b>Title</b>	Director of Strengthening Institutional Programme (DSIP)
<b>Section</b>	Programmes - Institutional Strengthening
<b>Reporting to</b>	Executive Director (ED)
<b>Coordinates with</b>	Senior Management Team (SMT)
<b>Supervises</b>	Programme Officer – Strategic Partnerships Programme Officer – Communications Programme Officer – Learning, Monitoring and Evaluation Programme Associate – Learning, Monitoring and Evaluation
<b>Location</b>	Anywhere in the mandated countries of WFA
<b>Status</b>	Full-time

### 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. As WFA the organization expanded its mandate across Asia, increasing its outreach from five to 18 countries.<sup>1</sup>

From 2004 – 2020, it supported close to 600 initiatives and 30 feminist lawyers, with grants totaling more than USD 8.9 million.

The present 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 is located in New Delhi. Other team members work out of their home locations.

WFA seeks to recruit a Director of Strengthening Institutional Programmes (DSIP) who will be responsible for innovating and implementing the strategy for institutional strengthening of WFA.

<sup>1</sup> 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



She/they will work closely with the Senior Management Team (SMT), composed of the Executive Director (ED), the Director of Programmes (DoP), and the Director of Finance and Operations (DFO).

She/they will directly supervise the Institution Strengthening team members, comprised of Programme Officer – Strategic Partnerships; Programme Officer – Communications; Programme Officer – Learning, Monitoring and Evaluation (LME); and Programme Associate – Learning, Monitoring and Evaluation (LME).

She/they will work closely with the Board Sub-Committee on Institutional Strengthening (SCIS) in ensuring that the institutional strategy is being implemented effectively. She/they will take particular care that WFA is fulfilling its mandate as well as expectations from the women's movements in the region.

WFA's programme and its strategy is rooted in feminist principles; it is imperative that the values, understanding and behaviour of the incumbent is entrenched in the same principles.

### Position Overview

The DSIP is responsible for the development, expansion, and implementation of the organisational strategy of WFA, particularly in relation to the institutional strengthening strategies. She/they will lead the team, including Programme Officers and Programme Associates in ensuring that WFA is undertaking the internal processes required to ensure the growth and implementation of its political vision and role, as well as ensure that its external positioning synergies with the same.

She/they will be part of the Senior Management Team (SMT), ensuring effective and efficient coordination with all members, on programme implementation on the principle of mutual accountability. She/they will report directly to the ED.

### Major Duties & Responsibilities

In order to fulfil this role, she/they will undertake the following, amongst others:

#### I. Programme Support

- a. Lead the development and implementation of Influencing Philanthropy and AID Strategy - including resource mobilization for the WFA, as well as moving money toward women, girls, trans, and intersex rights work; and political positioning of the organization vis-a-vis resources and donors;
- b. Ensure close coordination with SMT in the strategic implementation of the work agenda for institutional strengthening;
- c. Lead the development and implementation of a communication strategy, ensuring the communications portfolio is diversified in production of visibility and knowledge material for a range of audience, including annual reports, thought pieces, social media, donor communication, as well as our learning from grantmaking and critical spaces amongst others;
- d. Lead the development and implementation of the Linking and Learning Strategy,<sup>2</sup> as well as develop the calendar for organisation and participation in Critical Spaces for political visibility, influencing, and capital building required for WFA;

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<sup>2</sup> WFA recognises Linking and Learning as a critical part of its strategy, for each aspect of our organisational arrangement - Grants programmes, Finance & Operations, as well as Institutional Strengthening. This includes both organising and participating in spaces for learning sharing from experts, partners, and peers to better implement and evolve our strategies. It includes participating in collaborative and networking initiatives, ensuring that we are in spaces that we can learn from and influence to further the cause of resources for feminist movement through the leadership of women, girls, trans, and intersex communities.



- e. Monitoring and Evaluation, as an institutional strategy that analyses data and information from across the organisation to track our strategy and our Theory of Change (ToC); enabling substantive learning for the organisation to both impact our internal processes of evolution and role evaluation; and enabling an external process of sharing and influencing the larger discourse and narrative on feminist movements, organising as well as leadership;<sup>3</sup>
- f. Lead the interface with present and potential donors, along with the ED, to build relational capital for WFA's influence and growth;
- g. Lead, along with the ED, the strengthening of internal and external relationships of the organization, particularly in being part of collaborative initiatives and resource-related networks;
- h. Maintain oversight of overall program budgets related to the implementation of the institutional strengthening strategies, ensuring appropriate allocation of resources to meet program objectives;
- i. Ensure substantive management of the strategy, ensuring the integration of learning into the work methods and subsequent development of its understanding and implementation;
- j. Ensure various programme design reporting formats are shared and understood, and follow-up on timely filing;
- k. Approve all outgoing material related to Institutional Strengthening programming; as well as oversight all external communication material for publication;
- l. Ensure all strategic work plans are being implemented and alert the SMT to any gaps;
- m. Contribute to the designing and developing reporting processes that enable a learning process within the organization, and build ownership across the team, partners, and governing body and
- n. Undertake donor reporting for all relevant components.

## II. SMT role

- a. Ensure strategic and collective leadership to the organisation, through full participation in the SMT;
- b. Provide back-up to the ED in coordinating and working with the Board of Directors on the issues relating to Institutional Strengthening programmes, including support to the Sub-Committee on Institutional Strengthening (SCIS);
- c. Undertake regular Theory of Change (ToC) and Strategic Plan implementation assessment with the SMT;
- d. Work closely with the SMT in general and the ED in particular for the implementation of the Institutional Strengthening strategy, and encourage a learning culture in the organisation.

## III. General Administration and Management

- a. Work closely with the SMT to ensure cohesive implementation of institutional development, ensuring that the organization is able to fulfil its mandate;
- b. Interface with relevant team members on issues related to donors and grantees, ensuring regular checks on grants made and received, in coordination with the SMT;
- c. Support the SMT in preparing budgets and fiscal reports, and work with them to manage allocations and expenditures;

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<sup>3</sup> This is not limited to grants made by the organization, even though it does contribute significantly to such evaluations by working with the grants team to develop tools and processes to support it; and uses the outcomes for evolving a learning process from the way in which WFA works, so that there is a constant loop which feeds back into ways in which it should work.



- d. Ensure that feedback from MEL strategy is integrated into the evolution of the overall strategies and implementation for grants, outreach, and Linking and Learning (L&L);
- e. Lead and support the evaluation of Institutional Strengthening team members, and support the ED in undertaking evaluation.

#### IV. Qualifications

- a. Minimum post-graduate degree in a relevant social science field, with excellent computer and internet skills; familiarity with database programs will be an advantage;
- b. Excellent communication skills, writing ability, and strong command of English language;
- c. Preferably 7 years of programmatic experience, demonstrating progressive growth in positions, with preference for experience in leadership position in social justice sector;
- d. Basic understanding of budgeting and accounts;
- e. Ability to work with diverse people and communities in an international, multicultural environment is a must;
- f. Must identify as a feminist, committed to the rights based approach, and be in agreement with the definitions being used by WFA with reference to both.
- g. Knowledge of feminist movements in Asia, and familiarity with regional economic, political, social, and cultural trends.
- h. Excellent management skills with attention to detail and ability to multitask, manage competing priorities, and meet deadlines.
- i. Ability to work independently in a virtual office setting.
- j. Ability to work with mutual respect in a diverse and multicultural environment is a must.
- k. Ability to undertake extensive local and international travel.

#### Terms and Conditions

- a. One-year renewable contract will be issued once selected. Ability to join immediately is required (within a month of confirmation).
- b. The remuneration for the position is between **USD 3425 to USD 4080 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.
- c. There will be a six-month probation period, during which the contract can be concluded through a notice of one week on either side. The incumbent will be internally evaluated before being confirmed.
- d. The performance evaluation for this contract will be in line with 12 months, which means that after confirmation on six months' probation, it will be due with the next contract.
- e. The contract can be ended by a notice of 30 working days or salary of 30 working days in lieu of notice.
- f. 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.
- g. 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.