

# Terms of Reference

## Director, Impact & Knowledge Management

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|---------------------------|---|
| <b>Designation/Title</b>  | Director, Impact & Knowledge Management                             |
| <b>Reporting</b>          | Under the overall direction of the Executive Director and the Board |
| <b>Direct Reporting</b>   | Executive Director  |
| <b>Reporting Area</b>     | All matters relating to MEL & knowledge management                  |
| <b>Direct Reportees</b>   | Thematic Leads for MEL & Holistic Digital Security & Systems        |
| <b>Works closely with</b> | ED, SMT, Impact & Knowledge Management 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

The Director - Impact and Knowledge Management is responsible for providing overall leadership, coordination and technical supervision of the monitoring, evaluation and learning strategies for WFA. She/They will also lead the continuing refinement of



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WFA's institutional outcomes and indicators (part of its theory of change), M&E System and institutional learning framework, and other relevant programmatic design and implementation strategies. The Director will also lead the compilation and publication of research studies relevant to WFA's mandate and lead all internal and external reviews and evaluations. The Director will work with the team to conduct regular data quality assessments. The Director will report to the Executive Director (ED) and work closely with the Senior Management Team(SMT) to ensure that WFA fulfils its mandate.

This TOR also serves across 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

### 1. Monitoring, Evaluation & Learning

- a. Create and implement meaningful metrics to evaluate progress towards Women's Fund Asia's strategic plan and Theory of Change that ensures WFA is being responsive to the needs of the movements (including the relevance of approach and strategy) and also establishes WFA as a leader in the area of resource justice.
- b. Lead the implementation and strengthening of the institutional learning plan including leading the implementation of a robust learning agenda for continuous learning and adaptation in WFA.
- c. In collaboration with the Grants Team Managers and Monitoring, Evaluation, and Learning Manager, lead the development of a monitoring framework and associated tools and approaches that will effectively measure collective (at the level of funding themes) and individual (grantee level) progress across WFA's grantee portfolio.
- d. Create a Community of Practice (COP) within the WFA grantee portfolio (past and current) that facilitates discussions with grantee partners to strengthen their MEL capacity and improve the uptake and utilisation of various MEL

frameworks used by WFA.

- e. Provide guidance to grantees on ways to identify and document learning using different methodologies. This includes capturing insights on critical pathways of change, on impact as well as where things have not worked.
- f. Provide oversight to the generation, collation and documentation of evidence produced by grantee partners for inclusion in WFA's various progress reports to the donors, and annual reports.
- g. Lead and coordinate all evaluations and reviews, both internal and external

## 2. MEL within Consortiums

- a. In partnership with other Consortium partners, document learning that is being contributed by WFA to showcase its impact within the Consortium
- b. Identify opportunities for new program initiatives that emerge within the Consortium to strengthen funding to feminist movements in the region that is in line with WFA's strategic goals.

## 3. Knowledge Building and Learning

- a. Oversee the research, publication on WFA's contributions and lessons learned and other results to donors, grantee partners and other key partners. This includes reviewing existing evidence of knowledge production, sharing, and use within WFA.
- b. In consultation with the ED of WFA and Programme staff, develop a clear, relevant and innovative knowledge-building strategy for WFA, which highlights grantee innovation as well as new knowledge insights emerging from feminist movement building in Asia and the Pacific region.
- c. Actively participate in external collaborations (such as with other feminist and women's funds) and research that emphasises the importance of resource justice.
- d. In collaboration with IT staff and the SMT, assess, decide and supervise the implementation of robust approaches to implement technology solutions for information and knowledge management.



- e. Lead the formulation and periodic update of knowledge management policies, guidelines and processes.
- f. In collaboration with Director, Strategic Advocacy and Partnerships, identifying key areas of knowledge and practice and building a systematic way of harnessing and documenting the same based on key funding priorities of WFA.
- g. In coordination with DASP, develop a series of knowledge products, print, and multimedia that can showcase WFA's impact on advancing resource justice.

#### 4. Governance

- a. Update Board sub-committees on strategies and activities related to Impact and Knowledge Management on a quarterly as well as annual basis.
- b. Provide support to the ED to report to the Board of Directors on Impact and Knowledge Management.
- c. In collaboration with the ED and SMT, proactively assess and mitigate risk to the organisation.

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

- a. Manage and support the Thematic Leads for MEL and Holistic Digital Security & Systems, providing regular feedback on performance relative to WFA's overall outcomes.
- b. Oversee the development and management of the Impact and Knowledge Management budgets including approving expenditures in accordance with the approved budget and established policies.
- c. Work with other Directors and Thematic Leads and Managers to address programmatic, human resource, financial, and legislative issues as they arise.
- d. Lead the planning and oversight of day-to-day activities in the Impact and Knowledge Management area.
- e. Other duties as assigned.

## Knowledge & Skills Required

- University degree in social sciences, women's rights, international development, or other related fields.
- At least 8-10 years experience in leading impact assessment and knowledge management strategies in regional organisations feminist/women's rights/human rights organisations/think tanks/research organisations. Experience in feminist MEL will be considered an added value.
- In-depth knowledge of feminist movements in Asia and familiarity with regional economic, political, social, and cultural trends.
- Demonstrated leadership skills with proven ability to provide leadership to a team and to work in a team environment.
- Minimum of 4 years of supervisory/personnel management experience with proven ability to supervise and mentor staff, engage staff members and inspire credibility, confidence and build consensus.
- An understanding of and commitment to WFA's mission.
- Ability to communicate well in English and one other regional language; fluency in more than one regional language is an asset.
- Excellent project management skills with attention to detail and ability to multitask, manage competing priorities, and meet deadlines. Strong financial acumen.
- Ability to work independently and be self-motivated.
- Ability to work with mutual respect with different nationalities and communities in an international and multicultural environment.
- Able to travel locally, regionally and internationally.
- High tolerance to manage role demands

## Terms and Conditions

1. Once selected, a renewable contract syncing with WFA's fiscal year (April - March) will be issued. Ability to join immediately is required (within a month of the offer email).



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2. The remuneration for the position is between **USD 4500 to 4800 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.