



# Terms of Reference

## Learning Coordinator - Climate Adaptation & Resilience

Position Overview	
<b>Title</b>	Short-Term Consultant
<b>Reporting to</b>	Under the overall direction of the Director - Grants Strategy
<b>Supervised by</b>	Senior Manager - Grants Strategy
<b>Coordinates with</b>	WFA's <ul style="list-style-type: none"><li>• Thematic Lead - Environmental Justice</li><li>• Impact and Knowledge Management (IKM) Team</li></ul>
<b>Location</b>	Flexible – Anywhere in the mandated countries of WFA <sup>1</sup>
<b>Duration</b>	20 January 2026 - 31 July 2026
<b>Status</b>	Part-time
<b>Remuneration</b>	Negotiable

## Overview of the 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 activists and groups who work at local, national, and regional levels for human rights across 22 countries and territories in Asia.<sup>2</sup> WFA is headquartered in Colombo, Sri Lanka. The team works out of South Asia and Southeast Asia with a diverse pool of consultants and experts rostered across the larger region.

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<sup>1</sup> South Asia: Afghanistan, Bangladesh, Bhutan, India, Maldives, Nepal, Sri Lanka, and Pakistan  
Southeast Asia: Cambodia, Indonesia, Lao PDR, Malaysia, Myanmar, Philippines, Singapore, Thailand, Timor-Leste, and Vietnam  
East Asia: Hong Kong, Mongolia, South Korea, Taiwan

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## Position Overview

WFA seeks a Learning Coordinator (LC) to lead learning, documentation, and knowledge-building processes for grants supported by the [CARA Program](#). **The role will support approaches that centre locally-led solutions and elevate women's leadership in areas such as natural resource management, heat stress mitigation, and sustainable livelihood models, that are contributing to advancing climate resilience and adaptation through a gender-equality lens in Asia.** The LC will capture grantee experiences and progress, translating insights into accessible knowledge

that strengthens understanding of climate adaptation and resilience, while stewarding a Community of Practice to enable reflection, peer learning, and shared analysis, that is aligned with WFA's internal MEL practices and requirements.

## Major Duties & Responsibilities

The key outcome will be a **final learning report that weaves partner experiences, evidence, and climate action insights into a clear narrative of impact and learning.** The following tasks will contribute to shaping and delivering this final output:

- a) Design, lead, and coordinate learning processes, including two Community of Practice sessions that surface meaningful insights, highlight significant shifts, and strengthen shared understanding through reflection, peer learning, and the identification of emerging impacts and best practices.
- b) Plan and schedule periodic learning calls and site visits over the three-month period, with coordination with the Impact, Knowledge and Management Unit of WFA to gather grounded evidence and firsthand perspectives on change.
- c) Document and synthesise progress and notable outcomes from grantee partners, ensuring reflections capture both measurable results and how their work contributes to strengthening community resilience and responses to climate-related risks and changes.
- d) Coordinate with assigned WFA representatives to ensure alignment on MEL, communications, learning priorities, and field engagement logistics as required.

## Requirements

- a) Strong experience working on climate-related programming, with an understanding of gendered impacts and community-led approaches, in East, South, or Southeast Asia.



- b) Experience in learning facilitation, documentation, research, reflection processes, or knowledge production within advocacy, movement-building, or community-led programmes.
- c) Demonstrated ability to translate qualitative insights, partner experiences, and field evidence into compelling narratives, learning products, or reports.
- d) Strong grounding in feminist and intersectional approaches, with knowledge of gendered impacts of climate change and familiarity with regional sociopolitical contexts.
- e) Excellent organisational and coordination skills, with the ability to manage timelines, track multiple workstreams, and adapt learning processes in response to emerging insights.

**To apply for this position, please send your CV with two professional references to [grants@wf-asia.org](mailto:grants@wf-asia.org).**