

Terms of Reference

Consultancy - Young Women for Awareness, Advocacy and Accountability (YW4A) programme

ABOUT THE WORLD YWCA

The World YWCA has an ambitious goal: to reach 100 million young women and girls and transform power structures to end gender inequality by 2035. Established in 1855, the World YWCA is the world's oldest women's movement. With member associations in 109 countries, it works to fulfil human rights and make gender equality a reality. The World YWCA is a learning organization in which there is recognized mentorship across generations. Sixty percent of the members of the World Board are aged 30 and under. The purpose of the World YWCA is to develop the leadership and collective power of women and girls around the world to achieve justice, peace, health, human dignity, freedom and a sustainable environment for all people.

ABOUT YW4A

The World YWCA-led Young Women for Awareness, Advocacy and Accountability (YW4A) programme, funded by the Netherlands Government under the Power of Women (PoW) Fund strengthens the leadership and advocacy capacities of young women and women's rights organisations (WROs) in Egypt, Palestine, South-Sudan and Kenya. Together with progressive faith allies and policy and legal experts, these young women and WROs raise awareness, advocate and hold governments to account on young women's human rights, with a focus on young women's leadership, participation and sexual and gender-based violence (SGBV). The programme is implemented by a consortium of eight partners and 23 local WROs in Egypt, Kenya, Palestine and South Sudan.

PURPOSE OF THE CONSULTANCY

We are looking to strengthen the World YWCA's oversight, coordination and implementation of the YW4A programme in the MENA region. The consultant should be based in either Egypt or Palestine. The consultancy is fully remote and entails reporting to the World YWCA Lead, YW4A Partnership and Initiative. The consultant will work in close collaboration with the YW4A Technical Programme Manager and the YW4A Finance and Administrative Associate to support the implementation of the programme in the MENA region.

MAIN RESPONSIBILITIES:

- Provide contextualisation and translation from English to Arabic and Arabic to English for YW4A material and processes.
- Provide support in the implementation of activities aimed at young women's leadership and participation in decision-making, as well as ending sexual and gender-based violence in Palestine and Egypt.
- In collaboration with the YW4A Technical programme manager, act as a liaison and coordinator for the YW4A programme in the MENA region.
- Guide partners in the implementation of the YW4A communications plan in the MENA region.
- Collect, document, collate and analyse programme data for monitoring and management information purposes in the MENA region.
- Provide regular feedback to the Lead on implementation progress, key programme updates, challenges and potential solutions.
- Provide support in programme reporting to the donor from the MENA region, and maintaining relations with the Dutch Embassies in both countries in close collaboration with the YW4A Programme Lead.
- Work closely with the YW4A team at the World YWCA and report to the YW4A Lead.

PERSON SPECIFICATION:

Essential:

- Demonstrable and related education or experience
- **MUST** be fluent in Arabic and English (both written and spoken) and good writing skills. Fluency will be tested in the course of the engagement process.
- Demonstrable knowledge and robust experience in implementing gender equality and women's rights programmes
- Experience in building the capacity of partners in implementing women's rights and gender equality programmes.
- Experience in project management and/or administration
- Good familiarity with Microsoft Office and online management systems.
- Proven ability to operate in a team environment liaising with teams in different geographical regions and with a diversity of backgrounds and culture.
- Ability to manage a varied workload and prioritise tasks, complete already established work plans, with already designated tactics and strict deadlines.
- Experience of using own initiative to complete tasks, with a motivated and solution-oriented attitude.

REPORTING AND ORGANISATION

The consultancy is fully remote, but the consultant has to be based in either Palestine or Egypt as this is where the programme partners are located. The consultant will report to the World YWCA Lead, YW4A Partnership and Initiative, and work in close collaboration with the YW4A Technical Programme Manager and the YW4A Finance and Admin Associate. As such, in order to best collaborate, the consultant will be required to be available during World YWCA Geneva office work hours (9am to 5pm CET) on most days worked under the consultancy except when agreed otherwise with World YWCA.

The consultancy is for about 120 days over a period of 12 months, with possibility of extension subject to availability of funds.

To apply

- CV (not exceeding four pages), including three reference contacts
- Cover letter (addressing how you meet the necessary qualifications, your experience working in similar work)
- If applicable, samples of work done under similar consultancies
- Your daily fee, with the rate to be inclusive of VAT (consultants will be required to pay VAT in their countries of registration). Do note that compensation will be established in line with the skills required and outlined in this term of reference and consistent with the country or region where the consultant is registered)

Applications must be addressed to World YWCA via email to hresources@worldywca.org stating "YW4APC + your surname in the subject line, no later than 31 January 2022. Early applications are strongly encouraged.

All applicants will be asked to provide proof of identity and right to work documentation as part of the selection process. In order to act in a consultancy capacity for World YWCA, the applicant must be able to provide evidence that they are registered and/or working in compliance with social charge coverage requirements in the country where they are based/work.

World YWCA encourages, promotes and supports diversity in all aspects of its work.



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To learn more about World YWCA, please visit our website at <http://www.worldywca.org>