

## **TERMS OF REFERENCE FOR PROGRAMME OFFICER Impact Stories and Resource Mobilisation**

### **Background and Introduction**

International Women's Rights Action Watch Asia Pacific (IWRAP Asia Pacific) is an international women's human rights organisation based in Kuala Lumpur. We work with women's rights organisations and a range of other institutions to bridge the gap between the promise of women's human rights articulated in the United Nations Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW) and the actual realisation of these rights. In addition to supporting women's rights organisations to engage with the CEDAW review process as a key space for their advocacy, IWRAP Asia Pacific keeps our partners abreast of changes to the economic, social, political and cultural issues that influence women's rights at a national, regional and international level. We do this through a continuous analysis of the geopolitical context, and through thematic programmes on Access to Justice, Business and Women's Human Rights, Fundamentalism and Extremism Challenges, Peace and Conflict, Rights of Marginalised Women, Sustainable Development, Violence against Women, and Women's Economic, Social and Cultural Rights. Our approach is intersectional, and we are guided by our policy on addressing the rights of marginalised women.

IWRAP Asia Pacific works through a team of 12 persons based in Kuala Lumpur, and a network of women's rights activists who act as resource persons for the organisation's work.

All members of IWRAP Asia Pacific's team are expected to have an active personal and professional commitment to the advancement of women's human rights, and to subscribe to IWRAP Asia Pacific's core values of diversity and inclusion, equality and non-discrimination, respect, integrity and intersectionality.

The position for Programme Officer, Impact Stories and Sustainability, is a new one and straddles the areas of programmatic engagement, communications and finance.

### **Key Responsibilities**

The Programme Officer will report directly to IWRAP Asia Pacific's Executive Director and will work closely with other members of the team, especially the Communications Officer and the Finance Manager.

### Overall

1. Contribute to the conceptualisation, planning, coordination and follow-up of the overall strategy of IWRAP Asia Pacific.
2. As and when necessary, serve as a resource person on behalf of IWRAP Asia Pacific in the organisation's convenings, capacity-building activities, advocacy

- and knowledge creation work, as well as represent, when required, the organisation at conferences, workshops, meetings and other networking events.
3. Undertake any other programmes assigned by the organisation such as contributing to other Programme Officers' areas of work where required or jointly coordinating activities that are assigned with other Programme Officers.
  4. Contribute to the development of programme proposals for fundraising, as well as writing reports to donors, reports on assigned projects, annual report and writing of minutes of meetings.
  5. Work with internal advisory groups which provide strategic input into the advocacy and capacity-building strategies of the organisation.
  6. Be prepared to travel outside Malaysia.
  7. Contribute to IWRAW Asia Pacific's From Global to Local (G2L) programme.
  8. Contribute to the overall management and development of the organisation.
  9. Coordinate with the Finance and Administration Manager in monitoring and keeping track of programme budgets, ensuring that the spending of programme expenses are in line with donor's approved budget.
  10. Be willing to take on other responsibilities as requested by the Executive Director.

#### Impact Stories and Resource Mobilisation

1. Work closely with the ED and management team to develop and implement a workable internal system for monitoring the impact of IWRAW AP's work and development and implementation of a fundraising/organisational resourcing strategy.
2. Support the ED in developing and monitoring the multi-year organisational strategy plan.
3. Support the programme team to identify and monitor impacts of their programmatic portfolios and their networking activities.
4. Support the Communications Officer to identify and monitor the impacts of IWRAW AP's communications.
5. Generate, document and share stories of impact, working closely with the programme team and the Communications Officer, to identify strategic spaces for sharing.
6. Maintain a database and ongoing mapping of the donor stratosphere.
7. Ensure that IWRAW AP has a broad spectrum and increasing numbers of potential funders.
8. Highlight opportunities for fundraising, support the programme team to identify ways in which they can resource their planned programmatic work.
9. Ensure that IWRAW AP is constantly engaging with donors and other institutional supporters. Set and monitor targets for the Executive Director and the programme team; ensure follow-up.
10. Write donor proposals and fundraising documents in collaboration with other members of the team.
11. Provide support for donor reporting by programme team members.
12. Initiate and document the weekly fundraising staff meeting.
13. Closely liaise with the finance team and Financial Committee and be up to date on IWRAW AP's funding situation.

14. Work with the Communications Officer to link communications and resource mobilisation, including supporting the production of the donor newsletter.
15. Initiate crowdfunding.
16. Explore alternative sources of resource mobilisation.

## **Person Specification**

### Work Experience

3-5 years' work experience in a similar position in a civil society organisation working on women's human rights or comparable issues, and/or institutional marketing.

Experience of working in a developing country context.

Able to demonstrate successes and experience of fundraising and donor liaison.

### Qualifications

Legal or Social Science degree from a recognised university or comparable professional qualifications.

Qualifications in monitoring and evaluation/institutional marketing preferred.

### Knowledge and Skills

- Excellent communication skills in English. Knowledge of other languages an advantage.
- Knowledge of the human rights architecture and of CEDAW principles.
- Proven skills in fundraising.
- Demonstrable understanding of monitoring, evaluation and learning principles.

### Personal

- Proven team working skills
- Proven digital technology skills
- Ability to work independently
- Ability to motivate others
- Ability to work under pressure
- Sense of humour