TERMS OF REFERENCE
Global South Women’s Forum 2024 Fellowship

The International Women’s Rights Action Watch Asia Pacific (IWRAW Asia Pacific) is a feminist, Global South, international women’s rights organisation, seeking to achieve gender equality and ensure the protection of women’s human rights, through the progressive interpretation and implementation of the Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW). Our work aims to create and strengthen alternative spaces for women’s voices, especially from the Global South, to bring country-level issues and priorities to influence global and regional agendas.

GLOBAL SOUTH WOMEN’S FORUM (GSWF)

Background: In 2016, IWRAW Asia Pacific initiated the inaugural Global South Women’s Forum for Sustainable Development (GSWF) in Cambodia as an overarching political response to the climate of civic participation in the sustainable development agenda which severely lacked a feminist perspective rooted in Global South realities. At its inception, GSWF was envisioned as an alternative international advocacy space moulded specifically for Global South women’s rights organisations to not only engage with the 2030 Sustainable Development Goals (SDGs) but to link it to broader international human rights norms and standards within the multilateral human rights ecosystem. Historically, GSWF has taken shape in many forms whether it be workshops, forums, consultations, and capacity and movement-building initiatives. In 2020, the COVID-19 pandemic, and the ensuing global lockdowns, shifted GSWF to a virtual setting for the first time. This meant that GSWF saw greater participation right across the Global South, and remained the default model since then. Among the more recent ones: GSWF 2021 was on Global South feminist visions of environmental justice; followed by GSWF 2022 which hosted the Global Tribunal of Women Workers, and; GSWF 2023 on the theme of border control.

GSWF 2024: Returning to an in-person modality for the first time in four years, GSWF 2024 travels to Colombo, Sri Lanka, for its ninth iteration under the theme of Disability Justice. Focusing on disability rights and justice, GSWF 2024 will be hosted by the Women Gaining Ground consortium - a global south initiative led by IWRAW Asia Pacific, CREA, and Akili Dada with 16 country partners in Bangladesh, India, Kenya, Uganda, and Rwanda. WGG focuses on addressing gender-based violence and increasing the leadership of young women and women with disabilities.
IWRAW Asia Pacific seeks to recruit a GSWF 2024 fellow with exceptional communication and organisational skills with knowledge of disability/women’s rights movement to support the event.

SCOPE OF FELLOWSHIP
During the proposed Fellowship, IWRAW Asia Pacific will provide necessary guidance to the WGG Fellow to carry out their responsibilities, identify specific deliverables and timelines, and execute a successful GSWF 2024. The Fellow will assist the IWRAW AP team with logistics and execute a communications plan that includes the following activities:

1. Administrative, planning and logistical work
   A. Participate as a member of the organising committee in the planning and implementation of GSWF 2024;
   B. Support coordination with session organisers and participants, including responding to questions, helping with accessibility and connectivity needs of session organisers and participants, disseminating information (updates and reminders) and materials to partners and participants, and other logistical, technical, and coordination support;
   C. Assist in recruitment of and liaising with service providers including interpreters, graphic designers, closed-captioning service providers, documenters, volunteers, etc;
   D. Support the IWRAW AP Finance & Administration team with general assistance on logistical matters related to the event including risk and security assessments
   E. Attend GSWF 2024 events including those online and in person in Sri Lanka and support the Conference Lead as well as the IWRAW AP and WGG team in the coordination and development of daily session summaries and other tasks, as needed.

2. Communications
   A. Work closely with the Communications team to assist with online promotion, develop key messaging and information for the GSWF microsite, and disseminate relevant communications materials on IWRAW Asia Pacific’s Twitter, Facebook, and LinkedIn pages;
   - This will include drafting relevant messaging before, during, and after the event, including working with the organisers on the GSWF 2024 outcome report/video.
   B. Assist in liaising with creatives and artists participating in GSWF 2024 to ensure submission of their works within set timelines;
   C. Provide support with post-event wrap-up and agreed communications-related deliverables (reports, campaigns, or debriefs).

The Fellow will liaise closely with and report to the Programme Officer In Charge of GSWF, Kavitha Devadas, as well as other members of the IWRAW AP team and WGG organising committee as required.
DETAILS OF FELLOWSHIP

This part-time, short-term fellowship will run for a term of **6 months** and will be undertaken as a remote fellowship until the main event which will require in-person attendance. A total stipend of **USD 4,200 (USD 700 monthly)** will be provided to the successful candidate based on no more than **25 working hours per week**.

*Applicants from traditionally underrepresented or marginalised groups inclusive of women, people of diverse racial, ethnic, and cultural backgrounds, gender and sexually diverse people, and persons with disabilities are highly encouraged to apply. Due to the location of the event as well as time zone considerations, we will prioritise candidates from Sri Lanka and South Asia.*

ELIGIBILITY CRITERIA

Qualifications

- Master's degree in Social sciences from a recognized university, or comparable professional qualifications

Knowledge & Skills

- Ability to work both independently and collaboratively with different teams
- Excellent oral and written communication skills in English; knowledge of other languages is an advantage but not mandatory
- Knowledge and strong work experience of disability rights, women’s rights, movement building, and structural and political issues in the Global South is strongly preferred;
- Practical Experience with using different tools (MS Word and Excel, Canva, Photoshop, social media platforms) and conceptualising online communications
- Demonstrable experience in coordinating and executing events is an advantage;
- Experience in serving or working directly with disability rights organisations or for disability justice
- Flexibility and willingness to adapt to changing priorities and ability to meet deadlines;
- Ability to work across multiple time zones, and have the flexibility to be responsive to the dynamics of organizing an in-person event that may have multiple accessibility needs

HOW TO APPLY

Please submit an application consisting of

a) two-page CV highlighting relevant experience in the area of disability rights and/or women’s rights alongside any communication and event management experience

b) answer to the following questions:

- 100-word summary about yourself
- What would you keep in mind when organising an event on disability justice? (300 words or less)
- What do you think makes successful online messaging before, during, and after a human rights event? Please provide examples where possible (links to external campaigns/events are acceptable) (300 words or less)

The deadline for the applications is June 1, 2024, and candidates will be considered on a rolling basis. Applications must be emailed to kavitha@iwraw-ap.org with a copy to pravind@iwraw-ap.org.

The selected candidate should be available for a start date of late June 2024.