



TERMS OF REFERENCE

Women Gaining Ground Fellowship

The International Women’s Rights Action Watch Asia Pacific (IWRAP 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 United Nations 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.

About the Women Gaining Ground Consortium

Women Gaining Ground (WGG) is a Global South-led consortium led by three organisations with deep experience in feminist leadership, movement-building, advocacy, and working with marginalised groups: CREA, Akili Dada, and IWRAW Asia Pacific in partnership with 16 country partners in Bangladesh, India, Kenya, Uganda, and Rwanda. WGG aims at preventing and eliminating sexual and gender-based violence (SGBV) against women and girls and strengthening women’s leadership and participation in decision-making.

IWRAP Asia Pacific seeks to recruit a WGG Fellow with exceptional communication and organisational skills and knowledge of disability/women’s rights movement to support the work of the Women Gaining Ground consortium in its final year of implementation in 2025.

DETAILS OF FELLOWSHIP

This fellowship is intended to give early career professionals (2-5 years of experience) the opportunity to work in a feminist human rights organisation while contributing their skills around communication and event coordination. The fellow will gain exposure to IWRAW Asia Pacific’s work on CEDAW, and WGG’s work on disability justice, GBV, and women’s human rights. While the engagement is part-time, the fellow will work as part of the IWRAW Asia Pacific team for the duration adhering to the organisation’s Code of Conduct and company policies.

This part-time, short-term fellowship will run for a term of 3 months and will be undertaken as a remote fellowship. A total stipend of USD 2,250 (USD 750 monthly x 3 months) will be provided to the successful candidate based on no more than 25 working hours per week.

Due to considerations of time zone and WGG focus countries, we will prioritise candidates from Africa and South Asia.

SCOPE OF FELLOWSHIP

During the proposed Fellowship, IWRAP Asia Pacific will provide necessary guidance to the WGG Fellow to carry out their responsibilities and identify specific deliverables and timelines. The Fellow will assist the WGG Project Lead with logistics and execute a communications plan that includes the following activities:

1. Administrative, planning, and logistical work

- A. Participate in the planning and implementation of key activities for WGG in 2025.
- B. Assist in the recruitment of and liaising with service providers including interpreters, graphic designers, documenters, volunteers, etc.
- C. Support the IWRAP AP Finance & Administration team with general assistance on logistical matters related to the event including assessments around accessibility requirements, risk, and security.
- D. Attend the WGG meetings and develop meeting summaries and action points.
- E. Coordinate with project partners regarding project deliverables.
- F. Be available to attend all WGG events (online and in person) designed/led by the IWRAP AP and the WGG team.

2. Communications

- A. Work closely with the Project Lead to assist in developing key messaging and information for WGG, and disseminate relevant communications materials on IWRAP Asia Pacific's social media platforms and website.
- B. Provide communications support (both technical coordination and content creation) for all WGG events and campaigns.
- C. Utilise different tools for effective online communications such as Google Suite, MS Word and Excel, Canva, Photoshop, Miro, Zoom, and Padlet to support WGG's internal and external engagement.
- D. Develop engaging content for social media specifically for X (formerly known as Twitter), LinkedIn, and Facebook based on the outcomes of WGG's work.
- E. Coordinate with all project partners for information needed to develop online messaging.
- F. Adapt storytelling and community narratives from WGG project partners in the development of digital content.

The Fellow will liaise closely with and report to the Programme Officer and Project Lead, Kavitha Devadas, the IWRAW Asia Pacific communications team, as well as members of the WGG Consortium as required.

ELIGIBILITY CRITERIA

Qualifications

- Master's degree in Social Sciences or Journalism / Media from a recognised 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 in disability rights, women's rights, movement building, and structural and political issues in the Global South are strongly preferred.
- Demonstrable experience in coordinating and executing communication strategies and events is an advantage.
- Flexibility and willingness to adapt to changing priorities and ability to meet deadlines.

HOW TO APPLY

Please submit an application consisting of

- a) Two-page CV highlighting only relevant experience in the area of women's rights, GBV, and disability justice alongside any communication experience.
- b) A one-page cover letter that highlights why you are interested in the position, and what you hope to learn during the fellowship.

The deadline for the applications is **November 7, 2024, and candidates will be considered on a rolling basis**. Applications must be emailed to kavitha@iwwraw-ap.org with a copy to pravind@iwwraw-ap.org

Shortlisted candidates will be informed in the week of November 11-15, 2024, with interviews taking place soon after.
