

TERMS OF REFERENCE CRISIS SUPPORT FACILITATOR

REPORTS PRIMARILY TO: CO LEADS

LOCATION: REMOTE (BASED IN SOUTH ASIA)

DEADLINE TO APPLY: 10 November 2021

Urgent Action Fund Asia and the Pacific, is looking for a Crisis Support Facilitator to lead our work in Afghanistan.

Urgent Action Fund Asia & Pacific (UAF A&P) supports the resilience and resistance of movements led by women and non-binary activists in Asia and the Pacific by co-creating a safe environment for them to sustain their work and thrive. Guided by feminist values, individuals, organisations, and their communities are provided urgent grants and strategic support to strengthen their safety and well-being. We collaborate to resource and promote a feminist culture of sharing and care that centres empathic relationships that prioritises people and planet over profit.

As a regional feminist fund, we have been experimenting with innovative grant-making and resource mobilisation practices to support women and non-binary human rights defenders and their organisation across these two vast regions. We are a young fund that is working on a set of core feminist principles of care to inform and advise our various functions.

Since mid-August 2021, within the context of the on-going crisis in Afghanistan, UAF A&P has extended its efforts beyond its primary mandate of issuing grants. Our work in the country has covered channeling funds to women and non-binary human rights defenders, strategic advocacy efforts, and evacuation efforts.

We are seeking a Contractor who will support grant-making in Afghanistan, as well as coordinate our fundraising, communication, and evacuation in Afghanistan.

Job responsibilities:

- Set direction on UAF A&P's effort that is grounded in the evolving situation and needs of Afghan Human Rights Defenders (present in Afghanistan and/or living in other countries post evacuation)
- Identify and on-board advisors, grantees and resource organisations / human rights defenders from Afghanistan
- Work with UAF A&P Grants team to facilitate convenings and discussions on the situation in Afghanistan for collaborative action
- Network with organisations currently active in support women, girls and gender non binary persons in Afghanistan
- Take point on advocacy efforts within women's funds / women's rights / humanitarian organisations to ensure the human rights defenders' mandate is incorporated and addressed by all efforts

Skills and competencies:

- 5 or more years experience working in feminist movements with women and non-binary HRDs
- 2 or more years working in regions and contexts of conflict or experience working in crisis response. Experience in Afghanistan is essential within this context but the applicant may have worked in other crisis settings as well.
- Strong spoken and written English language skills. Functional to proficient knowledge of Pashto would be preferred.
- Flexibility to develop and change strategy at the pace of unfolding situations on the ground.
- 1-3 years of experience and knowledge in using secure communication platforms (i.e., Signal, ProtonMail, Jitsi, etc)
- Detail oriented
- Ability to juggle multiple deadlines and tasks
- Ability to work across different time zones and cultural settings
- Ability to take care of one's mental health and resilience especially at times of crisis response.

Qualifications and experience:

The Contractor will be engaged based on their knowledge of the situation in Afghanistan, experience of working in regions in conflict and crisis response, and knowledge of digital security and human rights issues and contexts in Asia and the Pacific. **We encourage women and non-binary professionals from Asia and the Pacific to apply.**

Reporting and work environment:

The Contractor will be supervised by the Co Leads and should be able and willing to work remotely and virtually with the team and other external stakeholders.

Work hours and compensation:

This is a short-term contract that requires the Contractor to work 5 days or 40 hours per week for a period of 26 weeks (6 months) with the daily compensation rate of \$150 USD.

Anticipated start date:

Immediate

How to Apply:

Interested candidates may apply for the position by sending the following to info@uafanp.org:

1. Updated résumé
2. Cover letter detailing interest and suitability for the role – this could be submitted in written form (maximum 1 page) or in a video (maximum 2 minutes)
3. Two relevant references

We request applicants to create and/or use a ProtonMail account to send us their application dockets to ensure compliance with our strict security protocols.