

**TERMS OF REFERENCE
RAPID RESPONSE GRANTS FACILITATOR**

REPORTS PRIMARILY TO: CO LEADS

LOCATION: REMOTE (BASED IN ASIA OR THE PACIFIC)

DEADLINE TO APPLY: 15 November 2021

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 organisations 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.

One of UAF A&P's core programmes is Rapid Response Grant-making (RRG), a unique funding model that allows for urgent and timely response (within 72 hours) and a grant approval within 10 working days, to women and non-binary human rights defenders and their organisation when they face risks and threats due to their advocacy to uphold women's human rights and human rights in the regions.

We are seeking a Rapid Response Grant Facilitator who will lead and develop UAF A&P's RRG programme.

The Grants Facilitator will lead UAF A&P's work on rapid response grant making, which provides protection and support for women human rights defenders at risk in Asia and the Pacific and collaborate with other facilitators to deepen and sustain resilience of communities of WHRDs and non-binary HRDs. The Grants Facilitator is an integral part of the UAF A&P Team.

Job responsibilities:

The Grants Facilitator will be required to:

- Monitor and assess trends and issues of the programme, quarterly;
 - Provide learning report, yearly;
 - Daily read of Proposals email; prepare short summary of new grants for team
- Maintain 24-hour response rate for pending requests, declines and requests for information.

The responsibilities of the Grant Facilitator also include:

- **Increase rapid response grant making** that meets women and non-binary women rights activists' financial and material needs in times of crisis, risk and beyond via:
 - a. rapid response grants that meet activists' self-defined, urgent needs during times of risk, where their immediate safety and security is threatened.

b. resilience grants to support their preparedness for a more systemic, sustainable response to predictable and unpredictable risk down the road.

- **Co-create spaces for connection, reflection and learning** will provide opportunities for activists and defenders to share stories of their experiences, mentor and learn from each other and build webs of safety, security and care. These can also be secure places for activists and defenders to analyse risks and threats, now and into the future.
- Collaborate to **increase outreach to women and non-binary activists and defenders who are often marginalized** in mainstream activism and movements and from government safety nets and supports. These activists often live in geographically remote, rural, highly politically volatile and hostile areas and situations. Many are differently abled, and most do not speak English, a currency that unlocks resources in the status quo system of aid and philanthropy.
- Increase **more digitally secure movement spaces** in our grants and capacity building.
- Support a **more accessible and diverse advisory network** by ensuring a greater inclusion of groups across diverse identities in grant making process, digital security and communications on opportunities for resourcing. We will expand this network and its diversity to better reflect identities and experiences of the activists we serve, especially with respect to regions, gender identity, class, disability status and age.
- Innovate and lead experiments with new forms of participatory grant making at country-level or regional contexts.

VALUES, KNOWLEDGE AND EXPERIENCE NEEDED

Rooted in or with a clear understanding of the Asia and Pacific feminist, women, and non-binary human rights defenders' movement. We seek a grants facilitator with a deep understanding of and commitment to feminism, social justice movements, and human rights issues facing women and non-binary defenders in the regions of Asia and the Pacific.

This includes:

- Demonstrated experience of working to support and build strong movements and networks across multiple borders, actors, and cultures. i
- Demonstrated understanding of various contexts in the region.
- Expertise and comfort in managing the grant-making programme of the organisation, keeping timelines, and managing budgets.
- Strong attention to detail.
- Delegation skills and experience with managing teams to provide supervision to ensure effective programs with sustainable teams.
- Comfortable with managing teams and programs remotely, across multiple time zones and countries.
- 3-5 years of experience in data management
- 3-5 years of experience in MS Office Suite or other productivity software
- 1-3 years of experience and knowledge in using secure communication platforms (i.e., Signal, ProtonMail, Jitsi, etc)
- Prior experience of working on women's human rights and human rights issues in Asia and the Pacific
- English-speaker. Proficiency of local languages from the region is desirable.
- Detail-oriented

- Ability to juggle multiple tasks or deadlines.
- Ability to work in different time zones and cultural settings

Qualifications and experience:

The Facilitator is contracted based on their knowledge of feminist grant-making, experience and knowledge of working in feminist movements in Asia and the Pacific, knowledge of digital security and experience of working with women and non-binary activists within the region. **We encourage women and non-binary professionals from Asia and the Pacific to apply.**

Reporting and work environment:

The Facilitator will be supervised by the Co Leads and should be willing and able to work remotely.

Work hours and compensation:

This is a full-time position that requires the Facilitator to work 5 days or 40 hours per week with an annual compensation between \$40,000 – \$50,000 USD plus 10% Superannuation benefits and includes 20 days annual leave.

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. A cover letter (of not more than 800 words) or a video (not more than 2 minutes) with your responses to the following questions –
 1. What would you say are the top three issues currently threatening the rights of women and non-binary defenders on the ground in Asia and the Pacific?
 2. If you had unlimited resources and based on what you believe is UAF A & P's mandate, what specific interventions would you like to see from UAF A & P to respond to these threats?
 3. 1-2 examples from your experience that will be valuable for this role
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.