

URGENT ACTION

FUND FOR WOMEN'S HUMAN RIGHTS ASIA & PACIFIC

TERMS OF REFERENCE

RAPID RESPONSE GRANT (RRG) ASSOCIATE
REPORTS PRIMARILY TO: RRG FACILITATOR
LOCATION: REMOTE (BASED IN ASIA OR THE PACIFIC)
DEADLINE TO APPLY: 31 MARCH 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 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.

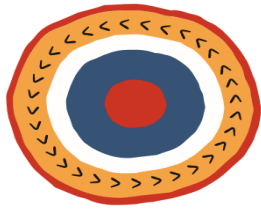
One of UAF A&P's core programmes is Rapid Response Grant-making (RRG), a unique funding model that allows for urgent and timely response (within 72 hours) and a grant approval within 10 working days, to women and non-binary human rights defenders and their organisation when they face risks and threats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

We are seeking a Contractor who will support the Rapid Response Grant Facilitator in the administration and logistics of the RRG programme.

Job responsibilities:

Specific duties of the Contractor over the period of contract will include, and will not be limited to, the following:

- Support the RRG Facilitator in streamlining the workflow and structure of the programme to UAF A&P Team:
 - a. Finalise the 2021 RRG Database Manual and 2021 RRG Workflow Manual by 30 April 2021;
 - b. Coordinate schedules of the team for RRG monthly meetings;



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- c. Keep track of related updates, concerns, issues, and documentation needs of the team regarding grant-making workflow and grant cycle;
- Collaborate and support the RRG Facilitator and IT Facilitator in providing technical support to grant applicants, grantees, advisors, and the UAF A&P team, when they access the RRG Database:
 - a. Keep track of incidents reported about RRG Database
 - b. Provide monthly reports of the incidents raised by the team to the RRG and IT Facilitators
- Coordinate with the RRG Facilitator for data collection and analysis generated in the RRG Database to feed into its RRG Learning Question and Hypothesis quarterly
- Support the RRG Facilitator in other administrative and logistical tasks needed in the RRG Programme, like rapporteuring and organising logistics for the consultations

Skills and competencies:

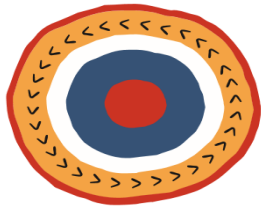
- 3-5 years of experience in data management
- 3-5 years of experience in MS Office Suite or other productivity software
- 1-3 years of experience and knowledge in using secure communication platforms (i.e., Signal, ProtonMail, Jitsi, etc)
- Prior experience of working on women's human rights and human rights issues in Asia and the Pacific
- English-speaker
- Detail-oriented
- Ability to juggle multiple deadlines or tasks
- Ability to work in different time zones and cultural settings

Qualifications and experience:

The Contractor is contracted based on their knowledge of digital security, grant-making, and human rights issues and contexts in Asia and the Pacific. Knowledge of human rights defenders, and of feminist and women's rights movements would be a plus. **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 RRG Facilitator and should be able and willing to work remotely and virtually with the RRG Team.



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Work hours and compensation:

This position requires the Contractor to work a total of **576 hours**, with the compensation for the period amounting to **\$12,900** in total.

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
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.