



## Terms of Reference: Rapid Response Grant (RRG) Associate

### Context

Urgent Action Fund Asia & Pacific (UAF A&P) supports the resilience and resistance of movements led by women, trans, 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 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 prioritise people and the 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 vast regions. We are a young fund working on a set of core feminist principles of care to inform and advise our various functions.

### Position Overview

One of UAF A&P's core programmes is Rapid Response Grant-making (RRG). This unique funding model allows for urgent and timely response (within 72 hours) and a grant approval within ten working days to women and non-binary human rights defenders and their organisations 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 full-time staff member who will support the Rapid Response Grant Co-Facilitators in grantmaking, as well as the administration and logistics of the RRG programme.**

### Terms and Conditions of Service

- **Title:** Rapid Response Grant (RRG) Associate
- **Location:** Remote (based in Asia or the Pacific)
- **Anticipated start date:** 15 January 2024
- **Remuneration:** This is a full-time position that requires the Facilitator to work five days or 40 hours per week with an annual compensation between USD 23,000 - USD 24,000, plus 10% Superannuation benefits and 20 days annual leave.
- **Strategic guidance and supervision:** RRG Co-facilitators
- **Collaborators (internal):** UAF A&P Team, primarily the Grants Team
- **Collaborators (external):** Grantee partners, UAF Sister Funds, and peer donor network

### Key Accountabilities

- Manage grants-related communications and maintain a 72-hour response rate for grants-related communications.
- Process grants, undertake due diligence process, prepare a summary of new applications for Working Group decision, and maintain a 72-hour response rate for pending requests, declines and requests for information.



- Collaborate and support the RRG Co-Facilitators and the IT Facilitator in providing technical support to grant applicants, grantees, advisors, and the UAF A&P team, when they access the RRG Database.
- Coordinate with Grants, Resource Mobilisation, Communications, IT and MEL Team for data collection and analysis generated in the RRG Database to feed into its RRG Learning Question and Hypothesis quarterly.
- Support the Grants Team in other administrative and logistical tasks needed in the RRG Programme, like rapporteur and organizing logistics for outreach and consultations.

## Eligibility

This position is open to women, trans and non-binary applicants from the Pacific and Asia, with:

- 1-3 years of experience working on women's rights, LBQTI+ rights and human rights issues in Asia and the Pacific.
- 1-3 years of experience and knowledge in holistic security, external communications, data management, open source productivity software (e.g. Libre Office) and secure communication platforms (e.g. Signal, ProtonMail, Jitsi).
- Confident in English communication, speaking & writing is a must, and fluency in other Asia & Pacific languages is desired.
- Orientation to detail, ability to juggle multiple deadlines or tasks, and ability to work in different time zones and cultural settings.

## How to Apply

Please prepare an application docket with the following documents:

1. Updated résumé
2. A cover letter (not more than 800 words) or a video (not more than 2 minutes) with your responses to the following questions:
  1. What are the top three issues currently threatening the rights of women and non-binary defenders in Asia or the Pacific region?
  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. Provide 1-2 examples of how your experience and interest will align with this role.
3. Please provide two relevant references and your past working relationship with them.

Please send your application docket to [info@uafanp.org](mailto:info@uafanp.org), titled "[Application] RRG Associate" before **8 January 2024**. 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.