



Consultant: Project Coordinator – Feminist Opportunities Now (FON)

Scope of Work (SOW)

Overview	
Title	Consultant, Project Coordinator – Feminist Opportunities Now (FON)
Location	Remote/ preference for Bangladesh based
Reporting	Project Manager – Feminist Opportunities Now
Duration	One year (based on performance)
Status	Fulltime

Overview of the Organization:

Founded in 2000, CREA is an international feminist human rights organization based in New Delhi, India. It is one of the few feminist human rights organizations based in the global South, led by Southern feminists, working at community, national, regional, and international levels. Together with partners from a diverse range of human rights movements and networks, CREA's work focuses on building feminist leadership, strengthening movements, expanding sexual and reproductive freedoms, promoting rights-based approaches to reducing GBV, and advancing the human rights of structurally excluded people.

Life at CREA:

- ✓ We like to think of ourselves as a fearless, interrogative, colorful, edgy, sexy flock of birds flying freely to explore, to imagine and to build freedoms together.
- ✓ If you are one who is ready to challenge the system when it is needed, you could be one of us.
- ✓ If you believe you wish to build a world where an individual must have the agency and right to make choices about sexuality, reproduction and human rights, then you will find the room to explore here.
- ✓ Constant learning, sharing of knowledge, is an expectation that team members have from CREA, and CREA from team members.

Project Overview:

The International Planned Parenthood Federation Africa Region (IPPFAR), in collaboration with CREA, Empow'Her, the International Federation on Human Rights, and Médecins du Monde France (MdM-FR), lead the delivery of a new project called **Feminist Opportunities Now (FON)**. Funded

by the Agence Française de Développement (AFD), FON's overarching goal is to strengthen the capacity of feminist movements to address gender-based violence (GBV) through sub-grants to feminist organizations, with a focus on reaching small, often unregistered, feminist organizations. The project will be implemented across ten countries in three regions: Mexico and Colombia (led by MdM), Bangladesh and Sri Lanka (led by CREA), and Burkina Faso, Ethiopia, Guinea, Ivory Coast, Kenya, and potentially Niger (led by IPPFAR).

Championing an ecological-based model that integrates the use of multi-disciplinary gender transformative approaches and direct sub-granting, FON also provides longer-term mentorship and support to feminist organizations in their overall development by designing specific trainings tailored to their needs and helping them to identify additional sources of funding. FON also includes a research-action component that will deepen our understanding of how these approaches can be scaled up and sustained, ensuring linking, learning, and knowledge sharing among the organizations and across regions.

More specifically, the project seeks to:

1. Ensure and improve the sustainability of feminist organizations at the organizational and technical levels by proposing an inclusive approach to capacity strengthening.
2. Reinforce the resilience and diversity of feminist civil society organizations (CSOs) through access to sustainable, flexible and adapted financing for small and/or informal and/or structurally excluded groups.
3. Enhance the networking abilities of feminist CSOs from the South, bringing them closer to networks at national, regional, and international levels, in order to bring their voice to the public arena.

Position Overview:

Project Coordinator will be a key member of the FON team, who will work closely with the Project Manager, Program Director, and other members of the team to support CREA's FON projects and events.

Deliverables:

- Assist in grant application management
 - Maintain regular contact with grant applicants and liaise with them to complete the gaps in the applications.
 - Ensure the timely submission of grant applications.
 - Assist in the due diligence process.
- Assist grant management
 - Monitor grants for full compliance in grant implementation: program and finance.
 - Ensure timely submission of program and financial reports and conduct initial checks of reports for accuracy and completeness.
 - Ensure grant requirements are correctly documented in the grant database.
- Assist in the implementation of capacity building programs
 - Assist in research to gain a deep understanding to identify capacity building needs based on the data provided by partner organizations.
 - Liaise with stakeholders to plan and organize the programs, including participation organizations, vendors, and facilitators.
 - Coordinate with translators and graphic designers to finalize the outputs.

- Manage event budgets, in discussion with the Project Manager.
- Serve as the focal point for communication with regard to capacity building initiatives.

Other duties may be assigned in discussion with the Project Manager.

Qualifications, Experience and Competencies:

- Graduate in the fields of social science, human rights, international development, or other relevant fields.
- Have a strong understanding of issues relating to feminist politics, GBV, human rights, disability justice and the sexual and reproductive rights of all people, and a commitment to advancing these rights.
- Have demonstrated experience in women’s rights, human rights, international development and, in particular, grants management (3+ years).
- Prior experience or involvement in a grant-making initiative.
- Fluency in English, with strong written and spoken communications skills with both internal and external audiences. Fluency in any of the languages from the FON focus countries is an asset (Sinhala, Tamil or Bengali).
- Be detail oriented and thorough, with an ability to self-motivate and produce high-quality work.
- Experience or willingness to learn and adapt work to online/virtual platforms keeping accessibility needs in mind.
- Be committed to ongoing professional learning and sharing knowledge with the FON consortium.
- Excellent analytical skills; mature judgment combined with a proactive, energetic approach to problem solving.
- Excellent interpersonal skills.
- Be a team player and comfortable with working with external consultants, contractors, vendors etc.
- Be comfortable and willing to travel for work.
- We particularly welcome applications from persons with experience working in feminist movements, familiarity with intersectional and decolonial approaches, and/or experience working at the intersections of youth and gender, or gender and disability with a Global South perspective.

CREA promotes pluralism and equal opportunity, is committed to diversity in its staffing, and maintains an environment free of discriminatory practices. No individual shall be discriminated against because of their actual or perceived age, caste, class, disability, marital status, religion, sexual orientation, gender identity or sex characteristics. Remuneration will be based on experience and internal equity.

Interested candidates who meet the required educational and experience requirements should send their CV along with a cover letter, current salary and expected consultancy fee to jobs@creaworld.org by 20th May 2023. Please include in the subject line the name of the position you are applying for. Only shortlisted candidates will be contacted for an interview.

The interview process will begin on 25th May 2023 and the position will close within a month i.e. 24th June 2023. If you have not heard from us by 24th June 2023, please consider your application as not being considered on this occasion.

Thank you for your interest in CREA!