Women4GlobalFund (W4GF) Accountability Project Director:
Terms of Reference

Purpose: To lead W4GF work on accountability, including to implement the toolkit in three countries.

Reports to: W4GF Global Coordinator

Timeline: September 2020 – September 2021

Contract Type: Part-time, up to 65 days over a 12 month period

Duty Station: Work remotely

1. Background
W4GF is a global movement to make the Global Fund to fight AIDS, TB & Malaria (Global Fund) responsive and accountable to the needs of women living with (and affected by) HIV, TB and malaria.

W4GF’s vision is to live in a world where all women have equal access to HIV, TB and malaria services and the treatment they need and that all women enjoy their rights and are afforded the same status and respect as men in society.

W4GF’s Mission is to catalyse the power of women in all their diversity to advance gender equity through the Global Fund - one of the world’s most important finance mechanisms for HIV, TB and malaria. W4GF is designed to empower women to participate in decision-making at global and national levels, to ensure diverse voices influence how money is spent to achieve the greatest impact in communities, and to hold the Global Fund accountable for the impact of spending that will advance gender equity. To read a recent 2020 report on W4GF’s history, success and impact click here and his infographic explains W4GF at a glance.

2. Scope of the Work
The Accountability Project Director will lead W4GF’s work around Accountability, starting with the pilot project to implement the W4GF Accountability Toolkit - in three countries - over a 12-month period from September 2020. W4GF is seeking a (self-defined) woman with a track record of successfully leading and managing national or regional programmes and projects to work with W4GF on a consultancy basis. Reporting to and under the guidance of the W4GF Global Coordinator, she will implement the W4GF Accountability Toolkit as outlined in the W4GF Concept note titled “Sustaining global & national advocacy that enables women to track Global Fund investments towards gender equity across HIV, Tuberculosis & malaria.”

The Project Director will have oversight of the entire project to ensure that the four stages of the work are implemented according to timelines and delivered to a high standard. This includes selecting the three countries, identifying the individuals to be engaged and trained; developing the curriculum and training modules based on the Accountability Toolkit (developed with the key facilitator), ensure that the work is implemented smoothly and that all milestones are delivered on time and to high quality and monitoring and document the overall process. This work will be conducted in four stages:

- **Stage 1 Identifying the Implementation Group (Led by W4GF):** Confirm three countries. Identify the Lead organisation or network in each country and the W4GF Advocates who will pursue this work and become the W4GF Accountability Toolkit Implementation Group.

- **Stage 2: Induction training workshop (Led by W4GF):** Conducting a virtual induction training workshop on community based monitoring and supporting the implementation group set up post the virtual training;
3. **Stage 3 – National level reflection, inception and planning (Led by National Lead, with W4GF support):** Setting up national level implementation group and others and working through Phase 1 (reflection and assessing engagement) & 2 (Inception and Planning) of the Accountability Toolkit.

4. **Stage 4 – Conducting community based monitoring (Led by National Lead with W4GF support):** Conducting the community based monitoring in the three countries and channelling findings to influence national priorities and Global Fund global policy and process.

3. **Deliverables**

   Deliverables include

   **Stage 1:** (Days of work for the Project Director: up to 20 days, over 2-3 months).
   
   - Confirm the three countries, working together with the W4GF core Team, the Global Fund and technical partners and donors
   - Develop the call to action and process for reviewing applications received with the W4GF core Team
   - Invite participants and the lead organisations, working with the W4GF core Team
   - Prepare all the (virtual) training materials and the plan to deliver the training
   - Oversee all virtual logistics and communications related to stage 1, including supplying materials and honoraria to participants to enable their participation during the online training
   - Work with the rapporteur to ensure tracking of the virtual training.

   **Stage 2:** (Days of work for the Project Director: up to 7 days over 1-2 months).
   
   - Ensure all training materials, facilitators, guest speakers and participants are ready for the virtual induction and training workshop
   - Work with the facilitator to ensure the online training runs smoothly and that all participants are able to complete the assignments and training modules

   **Stage 3:** (Days of work for the Project Director: at least 5 days over 1-2 months)
   
   - Work with the W4GF core team to support the process virtually and ensure that women engage other women at the national level to develop their community based monitoring plans
   - Review these plans and provide support to each of the three countries through the Lead organisation
   - Organise webinars specific to each country as well as joint webinars with the whole group to encourage learning, sharing experience and collaboration across the three counties
   - Revise and align W4GF Accountability Toolkit based on lessons learnt in this process
   - Support to each country to explore funding opportunities available for national level work which may include GIZ; or through the Global Fund Community, Rights and Gender Strategic Initiative TA provision.

   **Stage 4:** (Days of work for the Project Director: Up to 30 days over 6 months)
   
   - Provide support as women conduct community based monitoring and then support the group to analyse their results
   - Support women to build and re-shape their own advocacy strategies & messages based on evidence collected at the national level (Channelling lessons and findings towards global & national advocacy
   - Deliver two advocacy briefs/lessons learnt from the three countries who engage in community based
   - Monitor and document the overall process to be shared with all W4GF Advocates and partners.

4. **Expected outcomes include:**
   
   - An active, supported and well-coordinated group of W4GF Advocates engaged at the national
level in monitoring and shadow reporting who are able to effectively advocate and influence changes at the national and global levels based on the evidence collected through the Accountability Toolkit.
- Stronger advocacy for gender equality and human rights, and to address the needs of women in all their diversity, through representation and influence, based on more effective and coordinated evidence building and policy analysis.
- More effective programmes that are monitored by communities who ensure programmes are working for women and girls in all their diversity and upholding human rights.
- Increased number of community gender advocates working with and supporting those on the CCMs.
- Global Fund Policies (global and national) are strengthened around meaningful engagement of women due to being able to prove (beyond doubt) that meaningful engagement results in better health outcomes.
- An updated W4GF Accountability Toolkit that can be used more broadly.

5. Competencies
   - Strong ability to self-organise and work independently, remotely and remain flexible, while delivering quality work on time.
   - Strong ability to work fast to establish priorities and organise work elements in a crosscutting programme.
   - Strategic skills, capacity to see the big picture and to identify and analyse how individual actions contribute to broader, long term gains
   - Excellent ability to communicate well and foster good spirits, build consensus amongst diverse groups of women and respect diversities: cultural, gender, religion, race, nationality, professional and age sensitivity and adaptability.
   - Excellent planning, goal-setting and prioritization skills with proven analytical and problem-solving skills.

6. Required Experience
   - University degree or five years equivalent of extensive development experience that combines policy analysis, dialogue and advocacy, capacity-building and knowledge management relating to gender equality/equity and women’s empowerment.
   - Proven experience and ability to drive advocacy for women’s rights, engagement and social change, with a track record of substantive work to advance the rights of ALL women.
   - Familiarity with how the Global Fund works at the national and global level as well as awareness and/or experience with community based monitoring.
   - Experience working with networks, with a solid understanding of challenges and concerns of women in all their diversity in community, civil society networks, or coalition settings.
   - Demonstrated commitment to the core values and principles of W4GF and willingness to pursue the vision, mission and objectives of W4GF.

7. How to apply
   Please complete the following form here before Thursday 20 August 2020.
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The direction of W4GF is overseen by its Advisory Group, and informed by Key Collaborators who work at national level, as well as through working in partnership with other key stakeholders – networks of key affected women, the Global Fund secretariat and Board delegations, and technical partners including UNAIDS. These strategic partnerships support W4GF advocates to achieve a range of goals, strengthening the movement’s virtual organising, enhancing advocacy at national, regional and global level and developing key messages and priorities to deliver the Global Fund’s Strategic Objective 3: “To promote and protect human rights and gender equality”. In addition to the core work of movement building, W4GF has three objectives:

- **Objective 1:** To improve awareness and understanding of Global Fund processes and policies among women in all their diversity around the world – so women of different backgrounds and experiences become stronger advocates, to influence what Global Fund money is used for.

- **Objective 2:** To create a platform where women make connections, learn from each other, strategize and collaborate; the collective voices of 200 Advocates set priorities for advocacy with the Global Fund.

- **Objective 3:** To secure accountability for and critique of Global Fund investments: tracking Global Fund–supported programmes and services, and influencing global and national processes to inform stronger programming for women and girls.

W4GF was created in 2013 to mobilise diverse women, throughout the world, to ensure that gender equity is central to the Global Fund. Initially the focus was on ensuring that advocates understood the transition from the (original) Global Fund rounds-based system to the new funding model. W4GF took steps to ensure that women had the skills and knowledge to participate meaningfully in key decisions to move the Global Fund forward. More about our history is available here.

In less than a decade, W4GF has grown significantly as a movement, has had major advocacy successes, and has seen transformation and growth through the extension of global partnerships. W4GF’s strength is rooted in creating and maintaining connections among women in all of their diversity, and sustaining a vibrant effective global movement that leads to change at local level. The core work of the W4GF Secretariat is to build and strengthen W4GF as a virtual network of diverse advocates, the majority of whom live and engage in most affected countries, to promote gender equity through all aspects of the work of the Global Fund. Even before the COVID-19 pandemic, W4GF had shifted to deliver the bulk of its work through virtual means. The core secretariat team now needs to secure the infrastructure that will support the work and activities in a cohesive manner. The secretariat has recently received additional core funds which will expand this virtual work, including for a major new project working with advocates in three countries to scale up advocacy for community-based monitoring of Global Fund spending to improve accountability.

*Women4GlobalFund (W4GF) is a dynamic global movement of women and gender equality advocates committed to ensuring that Global Fund programmes are gender-transformative to meet the rights and priorities of women and girls in all our diversity. For more information, contact Sophie Dilmitis, Global Coordinator, W4GF*