



## Terms of Reference: Women4GlobalFund Global Coordinator

Title:	Women4GlobalFund (W4GF) Global Coordinator
Reports to:	The W4GF Steering Group
Primary functions:	To lead and manage the Women4GlobalFund movement
Timeline	Initial 12 months with possibility to renew agreements based on funding
Contract Type	Part-time, 0.4 f.t.e. (Up to 2 days per week)
Duty Station	Work remotely based

### 1. Introduction to Women4GlobalFund

W4GF was created in 2013 to ensure that gender equality is central to the Global Fund. The early focus was on the transition from the rounds-based system to the new funding model and took steps to ensure that women meaningfully participated in key decisions to move the Global Fund forward. At that time, the only Global Fund guidance on gender was the [Gender Equality Strategy](#) (GES) and research by the founders of W4GF found that the GES was poorly implemented in many countries. W4GF advocated for the GES [action plan](#) to support gender-sensitive and transformative programmes to address underlying vulnerabilities faced by women and girls, and took steps to support advocates to understand the Global Fund and to enhance gender equality at all levels. [Read more](#) about W4GF's history, success and impact.

More than half a decade into its existence, W4GF as a movement has seen transformation and growth through the extension of global partnerships. W4GF played a key role in ensuring that gender equality was elevated to a key strategic objective in the Global Fund Strategy 2017 – 2022 [Investing to End Epidemics](#) and more recently in its new Strategy 2023 – 2028 [Fighting Pandemics and Building a Healthier and More Equitable World](#). As a result, Global Fund systems, policies and approaches now seek to promote gender equality and meaningful participation of diverse women, to have the greatest impact on HIV, TB and malaria.

W4GF's strength is rooted in building and sustaining connections among women - in all their diversity\*, especially those based in the south to build an effective global movement.

**\*At W4GF diversity includes shared challenges and priorities across a broad range of people, including women living with HIV or affected by TB and malaria; women who identify as heterosexual, lesbian, bisexual, transgender, intersex or non-binary; women who use drugs; sex workers over 18 years old; adolescent girls and young women; Indigenous women; women who are sometimes displaced internally; migrants and refugees; women and girls who are or have been incarcerated; and women with visible and invisible disabilities.**

The core work of the [W4GF team](#) is to build, strengthen and sustain W4GF as a virtual network of diverse advocates to promote gender equality through the Global Fund; and to secure the infrastructure that will support their work and activities in a cohesive manner. The direction of W4GF is overseen by its [Steering Group](#), and informed by [Key Collaborators](#) at national level as well as other key stakeholders. W4GF works closely with [key partners](#).

## 2. Scope of the Work

The Global Coordinator position oversees and manages the W4GF movement. The Global Coordinator is contracted on a consultancy basis for up to two working days a week. The Global Coordinator shall be primarily responsible for the day-to-day management of W4GF, and shall have responsibilities including but not limited to:

- 2.1 **Providing direction, leadership and management** of the W4GF team, including recruiting and performance management of team members
- 2.2 **Resource mobilisation and development of appropriate administrative, financial, monitoring and evaluation management systems** to support the effective functioning of W4GF as well as creating budgets and work plans and ensuring timely implementation
- 2.3 **Maintaining W4GF's relationships** with W4GF advocates and partners; the Steering Group, fiscal agents and its donors
- 2.4 **Coordinating the function of the Steering Group** which includes obtaining approval of budgets and work plans and providing regular and adequate updates to the Steering Group on the day-to-day management of W4GF.

More on these is here:

2.1 **Providing direction, leadership and management** of the W4GF team, including recruiting and performance management of team members. This includes providing direction and leadership to sustain and grow the W4GF movement as well as:

- . Leading and managing the W4GF Team (staff/consultants)
- . Working with and expanding the W4GF movement and support W4GF Advocates
- . Developing and providing oversight of the W4GF budgets strategy and work plan
- . Ensuring the implementation of all W4GF activities as outlined in the work plan. This could include activities such as providing virtual support (through the website, social media, webinars etc); supporting gender equality activities of W4GF advocates in country, including in-country workshops, and organising regional and/or global workshops; and delivering advocacy and communication products to build understanding and further our shared agenda on women, girls, gender equality and the Global Fund.

2.2 **Resource mobilisation and development of appropriate administrative, financial, monitoring and evaluation management systems.** This includes coordinating resource mobilisation efforts and ensuring effective grant management for a sustainable and functioning W4GF movement, supported by the Team including:

- . Identifying funding opportunities, liaise with, strengthen and develop a diversified donor base and potential W4GF supporters on relevant activities
- . Coordinating resource mobilisation efforts, proposal development and grant reporting based on approved work plans
- . Coordinating and developing efficient financial and reporting systems for grant and annual reporting.

2.3 **Maintaining W4GF's relationship with W4GF advocates and partners; the Steering Group, fiscal agents and its donors.** W4GF's strength is rooted in building and sustaining connections among women in all of our diversity, and building an effective global movement. The core work of the W4GF Team is to build, strengthen and sustain W4GF as a virtual network of diverse advocates who promote gender equity through the Global Fund, and to secure the infrastructure that will support our work and activities in a cohesive manner. These partnerships enable the expansion and reach of the W4GF

movement, to mobilise more Advocates, especially those already engaged with partners who may not otherwise engage with the W4GF agenda, and to maximise the impact of W4GF Advocacy.

There are broadly three types of W4GF partnerships including:

- . Engagement with networks of women living with the three diseases
- . Collaborate with the Global Fund-oriented structures
- . Strengthening technical partnerships.

2.4. **Coordinating the function of the Steering Group** that provides effective oversight and governance.

### 3. Competencies and experience required

#### 3.1 Core Competencies (related to personality for this role)

- . A feminist leader and strategic thinker with a deep commitment to advancing the rights and leadership of all women and girls living with and affected by HIV, TB and malaria from key populations, including transgender women, women who use drugs, women who sell sex.
- . Strong ability to self-organise and work independently, remotely and remain flexible with worktimes and at times prioritise the work in a crosscutting programme.
- . 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.
- . Understanding of challenges and concerns of all women and girls in community; civil society networks; coalition settings and around movement building.

#### 3.2 Functional Competencies (related to duties and responsibilities)

- . Familiarity on how the Global Fund works at the global and national levels and substantive knowledge related to current Global Fund policies and practices.
- . Excellent finance management skills
- . Proven track record of advocacy related work and policy guidance with women in all their diversity.
- . Excellent oral and written communications skills with proven expertise to consolidate information from multiple sources and synthesise such information into coherent feedback.
- . Excellent planning, goal-setting and prioritisation skills with proven analytical and problem-solving skills.

#### 3.3 Required Experience

- . Demonstrated commitment to the [core values and principles of W4GF](#) and willingness to pursue the vision and mission of W4GF with a track record of work to advance the rights of ALL women.
- . Deep understanding of the global and local responses to HIV, TB and Malaria with a solid awareness of the work of the Global Fund in delivering funding for these programmes
- . Experience working with networks and in managing a team, with a solid understanding of challenges and concerns of women in all their diversity in community, civil society networks, or coalition settings.
- . University degree or at least five years equivalent of development experience that combines policy analysis, dialogue and advocacy, capacity-building and knowledge management relating to gender equality/equity and women's empowerment.



This is a part time post, for up to two day per week. The Global Coordinator is expected to commit to working with W4GF for at least 12 months. Start date and remuneration will be discussed and negotiated with the successful candidate.

#### 4. How to Apply

Only applications from women based in the South will be considered. To submit your application please complete the following [form](#) before 4 July 2022, 23:59 Central European Time (CET).

**The form will also request you to submit a CV and a letter of motivation that should cover your vision for W4GF and why you feel you have the required competencies and experience for this role.**

This is a part-time consultancy post, for at least two day per week. The number of days will be discussed with those who make it through to interviews. The Global Coordinator is expected to commit to working with W4GF for at least 12 months, with a preferred start date in July 2022 to allow for a comprehensive handover. Exact start date and remuneration will be discussed and negotiated with the successful candidate.

W4GF is a dynamic global platform of women and gender equality advocates who share a deep commitment 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, please contact Sophie Dilmitis, Global Coordinator, Women4GlobalFund (W4GF) [EMAIL](#) | [WEB](#) | [FACEBOOK](#) | [TWITTER](#)