Programme Officer, Grants Management

Terms of Reference

Position Overview

<table>
<thead>
<tr>
<th>Title</th>
<th>Programme Officer – Grants Management (PO GM)</th>
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<td>Section</td>
<td>Programmes: Grantmaking</td>
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<tr>
<td>Reporting to</td>
<td>Director of Programmes (DOP)</td>
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<td>Coordinates with</td>
<td>Programme Officers - Grants Management; Grants Administrator; relevant members of the Institutional Building Team; and Finance and Admin Team</td>
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<td>May supervise</td>
<td>Programme Associate or Grants Administrator</td>
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<tr>
<td>Location</td>
<td>Flexible – anywhere in the mandated countries of WFA</td>
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<td>Status</td>
<td>Full-time</td>
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Overview of the Organisation

Women’s Fund Asia (WFA) is a regional women’s fund, committed to supporting women, girls, trans, and intersex people-led interventions, to enhance and strengthen their access to human rights. WFA provides sustainable and flexible funding and resources to support the leadership of women, girls, trans, and intersex activists and groups who work at local, national, and regional levels for human rights.

The Fund started in 2004 as the South Asia Women’s Fund (SAWF), operating in Bangladesh, India, Nepal, Pakistan, and Sri Lanka. In 2016, the organisation undertook an intense process of review and consultations, and it was relaunched as Women’s Fund Asia on 8 March 2018. As WFA, the organization expanded its mandate across Asia, increasing its outreach from five to 18 countries.¹

The present team works out of five cities in South Asia and two cities in Southeast Asia to implement the Asia-wide programme, with a diverse pool of consultants and experts rostered across the larger region. WFA’s headquarters is in Colombo, while the Executive Director works out of the Liaison Office in Lucknow, and a satellite office is located in New Delhi. Other team members work out of their home locations.

¹ South Asia: Afghanistan, Bangladesh, Bhutan, India, Maldives, Nepal, Sri Lanka, and Pakistan
   Southeast Asia: Cambodia, Indonesia, Laos, Malaysia, Myanmar, Philippines, Thailand, Timor-Leste, and Vietnam
   East Asia: Mongolia
Position Overview

WFA seeks to recruit a Programme Officer (PO) to its Grants Team, which is responsible for the entire regional thematic portfolio and its supporting activities. The PO will work closely with other programme team members, under the supervision of the Director of Programmes (DOP). The PO will seek guidance from the Grantmaking Advisory Committee to ensure that WFA is fulfilling its mandate and expectations from the feminist movements in the region.

The PO will work as part of the programme team, with the following lead responsibilities:

a. Implement and manage the existing grantmaking portfolio of the organisation in a manner that aligns the regional issues (rooted in national and local experiences) with the organisation’s mission, vision, and strategy.

b. Develop and lead the grants management strategy in a manner that ensures transparency and accountability, as well as strengthens feminist organisations to undertake their work in a sustainable manner.

c. Contribute to the development of various strategy papers, compilation of annual reports, resource mobilization, and monitoring and evaluation efforts, and all other tasks required to implement the organisational vision and mission.

Major Duties & Responsibilities

I. Organisational Resilience

a. Uphold the values and principles of the organisation.

b. Work with the ED, the DOP, and other programme team members to ensure that the organisation is realising its articulated mission and Theory of Change.

II. Leadership

a. Maintain professional conduct, confidentiality, and ethical standards.

b. Lead the planning and execution of activities as per programme agreements, including thematic convenings and grantee-partner meetings.

c. Manage day-to-day implementation of grants management.

d. Undertake oversight and evaluation to ensure due diligence of grantmaking, and reviewing processes; including periodic evaluations, learning, and accountability processes.

e. Supervise the work of the Programme Associate or Grants Administrator, as well as consultants.

f. Lead and/or contribute to the development of WFA’s overall grants strategy and policy, as well as its Linking and Learning strategy, together with the DOP.
III. **Grantmaking and Grants Management**
   a. Build and develop the assigned thematic portfolio.
   b. Manage funds assigned for the portfolio, and coordinate with the Grants Administrator to ensure that grantee-partners’ funds disbursements are done in a timely manner.
   c. Set and follow annual deadlines and work plans.
   d. Design and disseminate calls for applications, ensuring the widest possible outreach.
   e. Identify potential grantee-partners through outreach visits and networking meetings.
   f. Ensure fulfilment of donor and partner commitments.
   g. Ensure geographical representation and inclusion.
   h. Manage grants applications: short-listing, making recommendations, etc.
   i. The PO works closely with the Grantmaking Advisory.
   j. Coordinate with Advisors and Board subcommittee on programmes.
   k. Build, develop, and strengthen grantee-partner relationships.

IV. **Monitoring and Evaluation**
   a. Develop a monitoring and evaluation plan for each grant, as well as thematic portfolios.
   b. Develop and maintain a quality assurance process for internal and external grantmaking stakeholders (i.e., grantees, evaluators, etc.).
   c. Undertake contact meetings and reporting frameworks to build and implement the monitoring and evaluation of each grant, during and at the completion of the grant period.
   d. Enable a timely review of WFA thematic portfolios, in line with our goals and objectives.
   e. Build impact documents based on evaluations undertaken.
   f. Build a joint plan with grantee partners on monitoring and evaluation processes, with clear agreements on nature of communication, exchange of documents and visits if any, through after the grant period.
   g. Develop an understanding of best practices, seek networking opportunities, and promote learning in resource mobilisation and grantmaking.
   h. Work with the team to accelerate institutionalisation of the organisations, including reporting processes—both submitted by grantees and sent to donors—and maintenance of organisational MIS, especially records of grantee partners, evaluations, defence notes, accountability reports, etc.
   i. Interact with grantee-partners on a regular basis, to provide support required, as well as ensure greater learning of the processes for internal purposes of understanding strategy impact.
   j. Coordinate external evaluation exercises, as and when required.
V. Reporting
a. Prepare a work plan based on the job description and the projects in hand, which will be finalised along with the team, along with monthly goals and processes.
b. Ensure brief monthly, quarterly, and annual narrative reports, to enable learning and information sharing in the organisation, as well as with external audiences.
c. Ensure daily sign in with the Executive Office and the Administrative hub and maintain a daily attendance sheet on tasks undertaken and hours worked.
d. Coordinate with the Finance and Administration team for timely submission of all reporting requirements for different donors and by the grantees.
e. Ensure WFA’s grantmaking processes meet legal, audit, and internal accounting requirements.

VI. Communications, Networking, and Resource Mobilisation
a. Create and contribute to documents required for communicating WFA’s work, including but not limited to reports, brochures, annual reports, etc.
b. Provide relevant programme updates for maintenance of the website and organisational promotional materials.
c. Support creation of content for WFA’s social media accounts.
d. Oversee and manage volunteers placed with partner organisations for technical support and resource mobilisation activities.
e. Assist the DOP in identifying strategic events and partners for networking.
f. Participate and represent WFA in external networking events when required and to positively promote and represent WFA’s mandate.
g. Support and contribute to fundraising initiatives (proposal development) and events, including reaching out and building relationship with corporations, individual donors, and other actors.

VII. Supporting the Executive Director and Board of Directors
a. Prepare and present reports, grantmaking budgets, and narrative reports for the review of the Board of Directors and management team on a quarterly basis.
b. Ensure that all grantmaking and other programme-related reports and presentations for board meetings are compiled and forwarded to the Executive Director one week prior to board meetings.
c. Advise and guide the DOP and the ED on the external landscape with respect to changing political and social contexts and trends that potentially affects the grantmaking and other programme related activities.
Qualifications, Experience, and Competencies

a. Master’s degree in any social science, law, or other relevant subject.
b. Minimum of 5 years of progressively responsible experience in the social justice sector, especially within a feminist organisation, in the region. Previous experience with a regional organisation is an added advantage.
c. Proficiency with Google Workspace and Microsoft Office is a must; familiarity with database programs, including Salesforce, will be an advantage.
d. Must identify as a feminist, committed to a rights-based approach, and be in agreement with the definitions being used by WFA with reference to both.
e. Must have demonstrated commitment to the advancement of women, girls, trans, and intersex human rights.
f. Knowledge of grantmaking and monitoring required with work experience as grant maker, especially in feminist movement building and human rights—women’s rights, girls rights, trans rights, and intersex—is preferred.
g. Expertise in one of the thematic areas of focus of WFA is an advantage.
h. Excellent communication skills, writing ability, and strong command of English. Additional language skills in any of the local languages of WFA-mandated countries would be an asset.
i. Presentation, coordination, negotiation, building and reviewing systems, assessing impact, and decision-making skills are imperative.
j. Strong attention to detail; effective organizational and time management skills; high comfort and tolerance to manage stress and role demands; ability to multitask, prioritise, and self-manage.
k. Strong interpersonal skills, proven ability to provide leadership to a team, and ability to work with mutual respect in a diverse, multicultural, and virtual team environment is a must.
l. Ability to undertake extensive local and international travel.

Terms and Conditions

a. Once selected, a renewable contract syncing with WFA’s fiscal year (April - March) will be issued.
b. The remuneration for the position is in the range of USD 1800 to 2023 per month. In case the individual is based out of home, then an office running stipend will be provided. The remuneration will be commensurate with work experience and skills.
The taxes will apply as per laws of the land where WFA has registered office either Sri Lanka or India.

c. There will be a six-month probation period, during which the contract can be concluded through a notice of 7 working days on either side. The incumbent will be internally evaluated before being confirmed. After confirmation the contract can be ended by a notice of 22 working days or salary of 22 working days in lieu of notice.

d. Once confirmed, there will be an annual performance evaluation every March, a month before a new contract is issued in April. The entitlement to leaves and medical benefits will also apply as per the HR Manual.

e. There is no obligation on the part of WFA to offer a new contract upon the conclusion of the present contract as WFA’s human resource requirement is contingent on access to, availability, adequacy, the purpose of and timing of donor funds.

f. The organization has a zero tolerance to sexual harassment at the workplace; as well as any form of discrimination on any grounds including but not limited to sex, gender, sexual orientation, class, caste, race, and/or disability; the practice of which could result in immediate termination with no compensation, reference, or experience certificates.

g. The impact of sound judgment, decision-making, and management/leadership in this job function is of utmost importance to the organisation and its overall ongoing success.