TERMS OF REFERENCE

CALL FOR RECRUITMENT

Title: Resource Mobilization, advocacy and policy dialogue advisor
Type of Contract: Individual Contract
Post Type and Level: International Consultant
Duration: 24 months
Location: Tunis, Tunisia
Start Date: July 2018
End Date: June 2020
Application deadline: 15 June 2018

BACKGROUND

Established in 1993 to contribute to the empowerment of Arab women, economically, socially and politically through Gender and Human rights approaches the Center of Arab Women for Training and Research/CAWTAR is a non-profit independent regional centre, enjoying an international legal personality.

CAWTAR Vision's states: “We seek to establish equal rights, both in law and in practice, for women and men in all places of the Arab Region, in order to overcome the gender gaps and allow women and men to act equally for the prosperity of the community. CAWTAR is committed to the empowerment of women based on human rights and gender principles.”

CAWTAR’s Mission is “to contribute to the empowerment of Arab women to fully exercise their human rights, economically, socially and politically through Gender and Human rights approaches”.

To achieve its mission, CAWTAR generates knowledge in order to produce a base of evidence and enhance technical and institutional capacity in the region (governmental institutions and non-governmental organizations) in promoting and advocating for gender equality and the promotion of women to decision- making positions” in ways that enable women and men in the Arab states region to become fully empowered and to enjoy their human rights as an integral part of the development of their communities and societies.

To support this mission, CAWTAR works in the following thematic areas:

1 www.cawtar.org
- Gender Equality and Human Rights through life cycle: advocacy, policy dialogue as well as through Mainstreaming Gender and Human Rights approaches in programming
- Women Participation & empowerment in the Economic Sphere,
- Women’s Political Participation and in and Decision-Making
- Democracy, citizenship and civic participation
- Women and Legislation(s) including Gender based Violence
- Women and Media
- Gender and Environment/water

To achieve its goals and objectives, CAWTAR considers that strengthening its institutional and technical capacity is crucial to plan better for its own organizational development and sustainability. In this context, the efforts to realize the expected results through the activities implementation need also to be technically and financially supported to reinforce CAWTAR’s interventions in the perspective of institutional efficiency, governance, effectiveness from one part and sustainability from the other part.

For that purpose, CAWTAR seeks the services of a qualified and experienced consultant to develop and implement the CAWTAR’s Resource Mobilization strategy and to provide related technical assistance.

**CORE TASKS:**

The to be hired full time Resource mobilization advisor is expected to work under the direct supervision and authority of the CAWTAR’s Executive Director and in collaboration with CAWTAR’s team and units.

His/her main tasks are as herewith described but not restricted to:

- Sometimes funding is the major issue, in others it is the regulatory framework or credibility, to only quote these examples. Based on that, the first task of the resource mobilization officer will be the development of a framework combining CAWTAR’s first-hand experience, from one part, with peer-learning across its global and regional networks, from the other part, to offer new insights and solutions that are relevant in different contexts, for CAWTAR’s Strategic Planning.
- Establish a mapping of potential donors and partners as well as “clients” among the international, regional and national institutions and organizations,
- Develop and implement a CAWTAR’s resource/mobilization and fundraising strategy encompassing a two-dimensional approach: which will 1) focus on agreed priorities at the thematic and regional programme levels, and 2) establish effective funding mechanisms to sustain the core infrastructure, delivery capacity of the Center and sustainability including exit strategies.
- Act as a sentinel to seize new projects opportunities and challenges, assess/discuss with potential partners and consortiums and develop proposals or contribute to them accordingly.
- Develop social marketing and external/public relations strategy to demonstrate CAWTAR’s legitimacy, credibility and value as well as its connections with its society/ies and grassroots in the region and obvious impact on improvement of women status and situation, empowerment and achievement of Gender Equality impact.

**Required Qualifications**

1. Education:
   - Minimum of Master level degree in *Master of Public Policy, Development Studies, International Relations*. Communication…or any other field consistent with the core tasks and expected deliverables
   - Knowledge in gender, human rights and development issues.

2. Experience:
   - A minimum of 10 years of progressively responsible experience in regional, international development work preferably focused on gender equality and women’s empowerment and participation planning, budgeting and programming including sensitization, communication and advocacy campaign.

Proven experience in:

- Resource Mobilization, advocacy and public relations
- Regional and international Programme/project development and management and budget preparation.
- Proven knowledge on Gender mainstreaming and Gender Responsive Budgeting
- Knowledge on Women’s Human Rights international treaties and implementation
- Experience in the Arab States Region is an added advantage.

3. **Skills**
   - Familiar with advocacy and communication campaigns and related approach and techniques
   - Excellent communication, interpersonal and liaison skills with government/s, inter-governmental, civil society, academic, UN system, EU, US-AID… and international and regional development partners.
   - Experience with private sector and sponsoring.

4. **Language Requirements:**
   Excellent written and spoken English, Arabic and French.

5. **Language Requirements:**
   Computer literacy

6. **Timeframes and Institutional Arrangements**

The applicant will be engaged for a period of two years

Interested individual applicants must submit the following documents/information to demonstrate their qualifications:-
1. Cover letter: (not more than 450 words) why they are the most suitable for the work
2. Intervention framework: Describe in one paragraph what are the most strategic interventions to mobilize resources with at least one success story (not more than ~50 words/one page)
3. Financial proposal: indicate monthly salary or daily fee expectations, which should be inclusive of all other costs, as no other allowances will be paid under the contract.
4. Personal CV including past experience in similar projects and at least 3 references in relation with the position requirements.
5. All required certificates and specific recommendations will be requested in case of selection in the short list

Interested applicants should send their applications to the following mail or email address:

Centre of Arab Women for Training and Research /CAWTAR
Call GT Reference No 3: CAWTAR-OSF01-11-18/ FBHZ/TN Institutional support

Postal Address: P.O. Box No:105 1003 Cité El Khadra Tunis- Tunisia
registry@cawtar.org
Please put in the subject/ Call RMA Reference No 3: Resource Mobilization & Advocacy Advisor