Terms of Reference for Organizational Finance Management
Consultant for the Equals Now

Background
The Equals Now feminist collective was founded in 2019 to bring broader-based conversations and discourses around the rights of women and girls in The Gambia. The movement advocates for the rights and welfare of women to see a world where every woman and girl is treated with dignity and afforded their human rights. The Gambia is a country with a population of approximately 2 million people. While a major percentage of the population are women and girls, they continue to be marginalized on different levels from leadership to the household levels. With women and girls being susceptible to gender-based violence, the need to form a movement that addresses issues of gender in a non-formal and inclusive way was necessary, and thus the relevance of the work of Equals Now through sisterhood, movement building, inclusive and equal strategizing, and development.

About The Project
Natural disasters and pandemics have proven to disproportionately affect women and girls. The COVID-19 pandemic has shocked the globe especially women and even more so, those living in grassroots communities. The pandemic has also opened us to the inclusivity, and amount of work that still needs to happen in our communities. With funding from the Open Society Initiative of West Africa (OSIWA), Equals Now is embarking on a project on “Responses to Effects of COVID-19 on Women and Girls’ Access to Sexual and Reproductive Health Rights and their Safety from Sexual and Gender-Based Violence”. This project also includes a component of providing institutional support to Equals Now. Under this project, Equals Now aims to mitigate the social, economic, and health gendered impact of the pandemic on women, girls, and children while providing emergency digital resources and policy recommendations to improve security, safety, and access for women to services that will address Sexual Gender-Based Violence and promote Sexual and Reproductive Health Rights.

Why work with Equals Now
Equals Now adapt radical strategic and feminist values and principles in all its work and relations. Currently, the team is comprised of 8 women below the age of 35 who provide support and extend empathy to each other while working virtually. You will join our team and nurture sisterhood as we build on a safer and more inclusive society for women and girls in The Gambia.

About the Role
The Organisational Finance Management Consultant is responsible for providing institutional support in the areas of finance, budgeting, and reporting to the finance team (2) and the Executive Director for capacity improvement on those areas for the development of Equals Now.
Contract
This contract will last for a period of two months and you will be expected to complete all deliverables on time and report directly to the Executive Director and work closely with the Finance team.

Overall Responsibilities

- Assess the level of knowledge and understanding finance and reporting skills of the three Equals Now members and identify capacity building needs
- Develop a training module using the information provided during the assessment
- Develop other technical assistance and mentoring initiatives for members as needed
- Make recommendations to improve the current financial processes, practices, and tools and train members to those tools
- Design and conduct a five-day training for the three aforementioned Equals Now members
- Develop a post-training survey of understanding and applicability of the training
- Provide a one-month peer-support and mentoring to the Equals Now Finance Team
- Prepare and submit a consolidated report of the assessment, training, peer-support and post-training questionnaire and implementation of the consultancy

Knowledge and skills requirement

- Relevant educational and professional experience in the area of finance working with feminist, women-led, or human rights organizations in West Africa
- Must have respect for diversity with effective communication skills
- Equipped with basic project management skills
- Experience using and applying technical tools for finance e.g Microsoft Excel and other digital finance tools
- Ability to design and deliver training and capacity in gender and finance
- Evidence of knowledge on Equals Now’s areas of work and women’s economic justice
- Prove commitment to women’s human rights or in the broad area of human rights and social justice
- Demonstrate ability to organize, co-collaborate, and work virtually

How to Apply

Please submit a cover letter and CV to equalsnow220@gmail.com by May 3rd, 2021. Women and young feminists are encouraged to apply. Please use this Consultant Rate Form to specify your rate for this duty in lump sum including VAT charges. Please note that this sum should cover all relevant costs including communications fees, subscription fees, etc.