Terms of Reference for Program Support (3 positions) for 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 composed 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.

Contract
This contract will last for a period of six months and you will be expected to work full time reporting directly to the Programs Lead and working closely with either the Media and Communications Lead, Advocacy and Outreach Lead or the Executive Director.
Overall Responsibilities

Communication and Advocacy
- Participate in outreach and research activities around the country and be able to explain project objectives to target groups in local language.
- Regularly communicate and share information received from consultants and partners.
- Support the content creation for Equals Now digital platforms and production of visibility products and Information, Education and Communication materials.
- Contribute to the documentation of the Equals Now communications report.
- Facilitate media engagement and visibility Program Implementation and Strategic Planning
- Be creative and able to develop communication specific products for digital and print use.
- Ensure that WhatsApp Bot is fully functional
- Assist in the facilitation of radio programs

Project Management and Strategic Planning
- Support the planning and execution of project activities around the country
- Regularly contribute in project meetings, reporting and monitoring
- Takes on additional tasks necessary for the proper implementation and execution of the project assigned by the Programs Lead or Executive Director
- Support with the necessary coordination and implementation of the project activities.
- Engage the communities the organisation works with to present project objectives and conduct awareness raising
- Work under the supervision of the Programs team and the Executive Director and support all other units of the organization
- Contribute to the preparation of the project report.

Monitoring, Evaluation and Learning
- Work with the M&E Lead to develop and implement monitoring and evaluation plan of the project and other activities
- Prepare and document digital/virtual results management and evaluation of trainings, workshops etc
- Assist in the development of feminist and gender friendly data collection tools and approaches to evaluation, reporting and learning for the project
- Consistently update the tools developed to track and report on activities for the project
- Work with the M&E lead to develop key performance indicators for the project
- Work with the Programs team for research based activities
- Work with the Media and Communication and Advocacy and Outreach Leads to document impact and other stories of change.
- Keep concrete and concise record of activities for reporting purposes
- Provide weekly and monthly reports on work done
Send out weekly list serves to teams implementing on project and coordinate reporting of progress

Knowledge and skills requirement

- Demonstrated knowledge of Sexual and Reproductive Health Rights
- Experience working with feminist, women-led groups or human rights groups
- Ability to execute tasks independently and work in a team
- Must have excellent writing skills
- Must demonstrate interest to learn and contribute to the advancement of the specific project and organization
- Must be willing and available to travel outside the Greater Banjul Area
- Good business language skills in English
- Must have respect for diversity with effective communication skills
- Must be Equipped with basic project management skills
- Prove commitment to women’s human rights or in the broad area of human rights and social justice
- Demonstrate ability to organise, co-collaborate and work virtually
- Have the ability to carry out different tasks
- Fluency in Gambian languages
- Excellent interpersonal skills

How to Apply

Please submit a cover letter and CV to equalsnow220@gmail.com by May 3rd, 2021 specifying the theme mentioned above that your skills match with. Women and young feminists are encouraged to apply.