Terms of Reference for Project Management and Grant Writing 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 Project Management and Grant Writing Consultant is responsible for providing institutional support in the areas of project implementation and management, proposal and grant writing, and execution to the Equals Now Programs Team (5)
and the Executive Director to provide support on these capacity areas for the development of Equals Now.

**Contract**
This contract will last for a period of three months and you will be reporting directly to the Executive Director and working closely with the Programs team.

**Overall Responsibilities**

- Evaluate and assess the knowledge and understanding of the Equals Now members around the areas of project management and grant writing skills
- Identify capacity building needs from the knowledge assessment of the six Equals Now members benefiting from the capacity development
- Develop a training module using the information provided during the knowledge assessment
- Develop other technical assistance and mentoring areas around project management and grant writing that require improvement
- Make recommendations to improve the current project implementation processes and tools and train members to those identified tools
- Design and conduct a 5-day training for the six aforementioned Equals Now members
- Develop a post-training survey of understanding and applicability of the training outcomes
- Provide a 1-month peer-support and mentoring to the Equals Now Programs 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 project management and grant writing working with feminist, women-led or human rights organizations in West Africa
- Understand of the funding sector and expectations of donors
- Must have respect for diversity with effective communication skills
- Equipped with advanced project management and writing skills
- Experience using and applying technical tools for project management and grant writing and other digital finance tools
- Ability to design and deliver training and capacity development strategies in gender and project implementation
- Evidence of knowledge on Equals Now's thematic areas of work. 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.