

Terms of Reference:

Scholarship in support of UNSCR 1325 on Women, Peace and Security

Assignment title:	FBA scholarship
Host entity:	Ukrainian Women's Fund (UWF)
Assignment category:	Scholarship
Duty station, country:	Kyiv, Ukraine
Duration (in months):	12 months
Expected starting date:	2024-12-10 or according to agreement

Organizational context and brief description:

UWF is a charitable organization established in 2000, it is driven by feminist values with a mission to support WROs across Ukraine, contributing to gender equality, human rights, and women's empowerment. As the only women's fund in Ukraine, UWF has played a critical role in advancing feminist values by empowering WROs to be active participants in democratization processes, peacebuilding, and promoting justice. The organization's goals are to foster women's leadership, address gender-based violence (GBV), promote women's economic opportunities, and strengthen the women's movement in Ukraine, particularly for marginalized groups.

UWF operates with a governance structure led by a board of directors comprised of six women's rights activists. It has a full-time staff of 17 employees and four part-time employees and is based in Kyiv with a fully equipped office. UWF's policies on gender equality, environmental sustainability, human rights, and governance are closely aligned with international best practices. The organization has robust results-based management (RBM) frameworks in place, ensuring that its projects are monitored and evaluated against clear indicators of success, including those related to gender equality and WPS.

UWF has a proven track record of managing large-scale projects funded by international donors. For instance, the organization successfully implemented the Women's Voice and Leadership (WVL) Ukraine project funded by Global Affairs Canada, which focused on building the capacity of WROs across Ukraine. Through the WVL project, UWF developed key systems in grants management, monitoring and evaluation, and governance. The project

supported 190 WROs, reaching approximately 2,000,000 direct beneficiaries, while strengthening the capacity of women leaders and fostering the development of regional 1325 coalitions.

In addition to its extensive work on gender equality, UWF has a strong technical capacity in managing projects related to women, peace, and security (WPS). UWF has built and maintained partnerships with local and international organizations, including the Prospera–International Network of Women’s Funds and Women’s Funding Network (WFN). These partnerships enhance UWF’s ability to share knowledge, exchange best practices, and contribute to international discussions on WPS.

More information is accessible at <https://uwf.org.ua/en/>

Supervision, induction and duty of care

The scholarship recipient should be provided equal duty of care as extended to all host entity personnel. Host entity support to the recipient includes, but is not limited to:

- Introductory briefings about the organization and office-related context including security, emergency procedures, good cultural practice and orientation to the local environment;
- Support with arrival administration and official processes as required;
- Structured guidance, mentoring and coaching by a supervisor including a clear activity plan and performance feedback;
- Access to equipment and tools required to complete the activity plan;
- Access to shared host entity corporate knowledge, training and learning;
- Provision of all necessary security measures as per host agency and FBA policy;
- Leave management;
- DSA/similar for official travel, when applicable.

Changes to the assignment are to be formalised with the FBA.

Description of tasks:

Within the delegated authority and under the overall supervision of the UWF Executive Director and UWF Director on Strategic Development, the selected candidate will attend to the following activities:

- Develop or improve, implement, and support learning, monitoring and evaluation framework of UWF’s interventions on women, peace and security;
- Collect and analyze data and information and participate in preparation of reports on initiatives on women, peace and security and NAP 1325;
- Construct draft reports/papers on the assigned tasks;
- Assist in UWF program/project planning, implementation, and LM&E;

- Support the daily work of UWF including the attendance of meetings, workshops, and preparation of relevant activities' reports;
- Support UWF with international data, information and best practices on women, peace and security;
- Participate in the development of activities' reports, success stories, lessons learned and best practices from initiatives on women, peace and security;
- Represent the organization at different events, when required;
- Participate in M&E Community of Practice of PROSPERA network members.

Pending on the background and interests of the selected candidate, participation in the activities above will be assembled into a personal action plan. Other related tasks as may be required or assigned by the supervisor.

Requirements:

All applicants are required to fulfil the following requirements:

- 2 years of relevant experience from the local context (*not been employed by the hosting organization the last 2 years*);
- A confirmed strong dedication to the women, peace and security agenda and/or working for gender equality;
- Legal permit of residency and/or current settlement in the context and national connection/link to Ukraine (citizenship is not required but the applicant shall have the intension to continuously operate as an agent of change in the context after the scholarship).

Qualifications:

a) Education, qualifications, skills, experience, areas of expertise:

- University degree in social science, e.g. media studies, international relations, law, public policy, gender studies, and development studies or related areas;
- At least two-year of professional work experience at the national and/or international level in project and program coordination, human rights research, policy advocacy, gender equality or other relevant programmes; experience with UNSCR 1325 is an asset, as is experience working with civil society organizations or national/international organizations;
- A good understanding of the Ukrainian context, especially on issues relevant to women, peace and security;
- Knowledge on LM&E tools and at least one-year experience in LM&E conduction;
- Ability to work with big volume of information, attentive to details.

b) Competencies and values:

- Proven analytical and critical thinking skills;
- A cooperative attitude and ability to do independent work as well as the ability to work within a team;
- Reporting and research skills;

- Driven by feminist values, good understanding of gender equality issues;
- Ready to work in limited time frames and short deadlines.

c) Language skills

Working knowledge of spoken and written English is required. Some knowledge of Ukrainian language will be appreciated, but not necessary.

Conditions

The scholarship lasts for the period indicated above. As this is a national assignment, the scholarship recipient will be responsible for arranging his/her own housing and other living essentials and travel to and from duty station, but will be provided with allowances compensating for his/her expenses.

The allowance package consists of the following:

- Living Allowance provided to sustain a basic, adequate and safe lifestyle;
- Settling-in-Grant to meet initial expenses upon arrival at the duty station and preparation ahead of the given period;
- Family-visiting Grant that is paid on case-by-case basis depending on location.

Extended allowances in the form of an accommodation supplement and a well-being differential are decided by FBA in consultation with the hosting organization if the placement is located in areas where rental markets are distorted or to account for added risks to health and security.

The FBA will organize and cover costs that are related to introduction and capacity building activities.

UWF contacts for this scholarship:

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