

## TERMS OF RESPONSIBILITY

### ADVISORY COMMITTEE – THE CARIBBEAN

#### Background

FRIDA | The Young Feminist Fund is an initiative that mobilizes resources, funds and strengthens the participation and leadership of young feminist activists globally, building stronger alliances between women's rights movements and other social movements to advance human rights and social justice agendas.

Since its founding, FRIDA has relied on a Global Committee of Advisors made up of mostly young feminist activists from all over the world. These Advisors play a key role in the following areas:

- Facilitating FRIDA's annual participatory grantmaking process by screening applications, reviewing final results, and supporting due diligence.
- Supporting grantee partners' capacity development and communication with FRIDA and conducting outreach.
- Informing strategy and programmatic decisions in various areas of FRIDA's work through thematic working groups such as Communications, Resource Mobilization, Capacity Development, and Grantmaking.
- Informing FRIDA's strategic direction every 5 years.

#### Must haves for eligible candidates:

- Aged under 35 years at the time of application
- Three or more years demonstrated commitment to advancing women's rights, LGBTQAI Rights, equality and non-discrimination and feminist movement building;
- Three or more years involvement with young women's organizations/initiatives working for women's rights, LGBTQAI rights, including time in a leadership role at a local, national, regional or global level;
- Functional spoken and written one or more of the following languages English, French or Spanish
- Skills in such areas as project management, communications, workshop facilitation, capacity-building, movement building and/or monitoring and evaluation;

#### Candidates also must have at least two years experience in at least ONE of the following areas:

- Fundraising experience, such as applying for or receiving monetary grants from a donor or organizing fundraising activities with individuals (ie. events or online crowdfunding)
- Grant-making, international development, or funding institution (experience grant-making to young women's groups and/or start-up, small or community-based groups highly desirable)
- Sex worker OR sexual & reproductive rights movement and a good knowledge of the issues and challenges faced by the movement
- Sexual orientation and gender identity & expression (SOGIE) related issues and a good knowledge of SOGIE organizations and networks on the continent
- Private sector especially in the areas of law, finance, accounting and/ or corporate social responsibility. Candidates must have an educational background that aligns with their current role in the private sector.

## Responsibilities

Advisory Committee membership is voluntary and advisors work together with FRIDA staff. FRIDA will support direct travel costs related to participation in Advisory Committee meetings; and communication costs where necessary and feasible.

Advisors must also sit on different working groups to work with other FRIDA advisors and staff. Current working groups include; Grant making & Capacity Development, Resource Mobilization/Philanthropic Advocacy, Communications and Impact, Learning & Research.

### Specific Responsibilities will include:

- 1. Regional expertise:** FRIDA Advisors provide key advice and expertise about their region; in particular Advisors have a role in supporting FRIDA team to develop regional strategies on an annual/ biannual basis.
- 2. Sector Specific Expertise:** FRIDA Advisors will be chosen for the expertise they have six (6) areas mentioned above- advisors are not required to have skills in all six (6) areas. Advisors are expected to use these skills to support the FRIDA team and FRIDA grantees in developing strategies on an annual/ biannual basis.
- 3. Alliance-building and constituency development:** This will involve supporting the FRIDA Team in building new relationships with key strategic allies including donors and other regional and international women's rights or feminist organizations. Advisors will be required to be involved in building the Fund's constituency through active outreach and information dissemination.
- 4. Coordination of Grant making:** This will involve working closely with other advisors and FRIDA team to processes for grant making; implementing effective grant-making mechanisms; and Designing and assisting with implementation of support programs for grantees.

### FRIDA Grant making

FRIDA Advisors will guide and support the FRIDA Team with initial screening of grant applications. Advisors will be expected to score and comment on applications received based on FRIDA's core values, funding priorities, and knowledge of regional needs. Advisors will not be expected to themselves make recommendations on proposals for funding but will be expected to eliminate applications that do not meet the Fund's criteria. After the advisors have completed their initial screenings, grantees that have successfully completed the application process and met all the criteria will make the final grant decisions through an online voting process. This process provides applicants with the opportunity to make funding decisions for their peers.

#### *Format of Initial Screening*

- FRIDA Staff & Advisors will screen applications from their region and/or by language; do due diligence/research/find out to make sure groups exist etc.
- Depending on number of applications received, regional advisors will aim to narrow it down to (at a maximum) 50 groups per region.
- Advisors will have 2 weeks to do initial scan. However where an advisor is unable to fulfill their duties they will be required to nominate another advisor within their region who can help them or , with the permission of the co-coordinators, nominate another young feminist who would qualify as an advisor to help them with their duties for a designated time period.
- Advisors will input online their own decisions for grants into database (for internal purposes only)

#### *Awarding grants*

Advisors will then be involved in a Skype call where, following the participatory voting and due diligence checks of the recommended groups, they will make final approval on selected

groups of young women to receive grants.

Advisors will also be required to engage in a Skype call with each of the grantees , old and new, and familiarize themselves with the works that they are doing and the group's expectations for the grant period.

5. **Support and development of FRIDA grantees:** Advisors will be expected to support grantees and identify areas where they may need growth and development. In the case that advisors identify areas where grantees can grow and develop they will be expected to discuss these areas with the grantees and help them develop a plan to address these issues.
6. **Fundraising and Communications:** This will involve support to FRIDA staff around implementation of the Fund's fundraising, communications, and resource mobilization strategy including at least one contribution a year to FRIDA's online communications and possibly some regional fundraising efforts.

**If selected, you will be asked to commit to the following terms:**

**As a FRIDA Advisor key responsibilities will include:**

I will, to the best of my ability, respond to all communications and communicate in a timely manner with other advisors and the FRIDA team.

I will commit at least two hours a fortnight for FRIDA related activities, which may include online discussions, Skype teleconferences, initial review of grant applications, answering e-mails and face-to-face meetings.

I will ensure participation in Skype Advisory group meetings once every three months.

I will provide informed and confidential feedback, as part of the initial screening process on groups under review and relevant contextual information.

I will strive to be objective and fair in all feedback I provide.

I will complete an annual self-assessment of my participation to the Advisory Committee, and use it to evaluate my own capacity, support, and growth within the Committee. If I am not able to be an active advisor over a six month period as defined by the activities listed here, I will resign from my position and support as much as possible the recruitment of a new advisor.

I will inform the FRIDA Team I have a conflict of interest with any groups or applications being recommended for funding, particularly if I stand to benefit financially (directly or indirectly) from a decision on any request.

I understand that I will serve on the advisory committee for a period of 2 years. I will inform the FRIDA Coordinators at any time if I cannot continue my role as an Advisor.

(To be signed after successful application)

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Signature

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Full Name

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Location and Date