

TERMS OF REFERENCE

Research Administration Officer
Regional Civil Society Observatory on Violence against Women

“Combating Violence against Women in the Southern Mediterranean Region”
Funded by EU

EUROMED FEMINIST INITIATIVE

1. BACKGROUND INFORMATION AND RATIONALE

1.1 Introduction

EuroMed Feminist Initiative IFE-EFI is a policy network that provides expertise in the field of gender equality, democracy building and citizenship, and advocates for political solutions to all conflicts, and peoples' rights to self-determination. EFI encompasses women's rights organizations from the two shores of the Mediterranean and seeks to correct the gender power imbalances through ending discrimination and oppression of women and bringing about positive change for the whole society. EFI Headquarters are in Paris, with offices in Amman, Beirut and Erbil.

Starting from 1st January 2019, EuroMed Feminist Initiative is implementing a three-year multi-country project "Combating Violence against Women in the Southern Mediterranean Region", funded by the EU. The overall objective is to contribute to the elimination of all forms of violence against women and girls (VAWG) in the Southern Neighborhood States.

For the purpose of the project, EFI has built in Lebanon, Tunisia, Morocco, Palestine, Algeria, Jordan and Egypt consortia with credible and experienced national organizations: in Lebanon with Najdeh and Lebanese Women Democratic Gathering- RDFL, in Tunisia with Association des Femmes Tunisiennes pour la Recherche sur le Développement, in Morocco with Union pour l'Action Féministe, in Palestine with Palestinian Working Woman Society for Development, in Algeria with Fondation pour l'Egalité – CIDDEF, in Jordan with Arab Women Organization of Jordan and in Egypt with Techniques for Development (ACT).

1.2 Objectives of the Project

The overall objective of the project is to contribute to the elimination of all forms of violence against women and girls (VAWG) in the Southern Neighborhood. This entails promoting a social environment where civil society is widely engaged in combating VAWG, is shaping public opinion and building the needed political will to address it as a political priority and therefore contributing to improving the status of gender equality in the Southern Mediterranean.

This will be achieved through a multipronged, comprehensive approach and through three main activity clusters that are interrelated and mutually reinforcing. The campaign will help getting VAWG out of the private sphere and changing public attitudes. Enhancing the capacities of CSOs will strengthen the dialogue with decision makers and contribute to the balance of power needed to achieve legal and policy change. An independent Civil Society Observatory to follow up on governmental commitments in the field of VAWG, WPS and PVE will ensure improved collective knowledge to support the adoption and implementation of policies.

- **The specific objectives of the project:**

1. VAWG is addressed by civil society (CS) and decision makers alike as a social and political issue;
2. Capacities and number of Civil Society Organizations (CSOs) that combat VAWG is increased;

3. A Civil Society coordinating body/observatory is established to follow up on the implementation of the 4th UfM Ministerial Declaration in the area of VAWG, women, peace and security (WPS) and preventing violent extremism (PVE).

- **The expected results are:**

1. Public awareness is increased and public attitudes and behavior towards VAWG are improved with men and boys engaged in combatting it;
2. Women are more aware of their basic right to live out of fear of violence and are better informed about available protection mechanisms and supportive services;
3. More CSOs have improved capacities to advocate for adoption of comprehensive legislation that recognizes and criminalizes all forms of VAWG.
4. Channels for a WR CSO-led dialogue with decision makers is established on national and regional level to debate policies and draft laws to criminalize VAWG.
5. WR CSOs monitor the implementation of the 4th UfM Ministerial Commitments on VAWG and provide policy assessment and recommendations;
6. A Women's Peace and Security Agenda (WPSA) is developed in a consultative process and proposed to governments.

2. SCOPE AND SPECIFIC OBJECTIVES

2.1 Scope of work of the Regional Observatory

The Regional Civil Society Observatory will be established as a civil society independent mechanism to follow up and monitor the implementation of the recommendations of the UfM Women Ministerial Declaration from November 27th 2017, in particular on the part on combatting all forms of VAWG and on Women, Peace and Security as well as prevention and resolution of social conflicts, violence and extremism.

The Observatory will gather data and provide a regional perspective on the status of VAWG policies in the Southern Neighborhood States. It will contribute to the inclusion of women's rights and ending VAWG in national legislative and policy debates, and to the social acknowledgement of women as actors of national security, underlining the importance of their role in the prevention of violent extremism.

The Observatory will be hosted in the EFI office in Amman, as UfM is co-chaired by Jordan. It will have a Coordination Committee (CC) composed of EFI, gender experts on VAWG from the consortium organizations (one from each project country), and 3 academics working in the field. EFI will hire a full time research administration officer and engage two researchers.

3. THE ROLES AND RESPONSIBILITIES OF THE RESEARCH ADMINISTRATION OFFICER

EFI is hiring a Research Administration Officer with the following responsibilities.

Work with the two researchers under guidance of the Coordination Committee of the Observatory.

- Assist in propose and implementing appropriate policies and procedures for the effective operation of the observatory work
- Participate in coordination with the Coordination Committee in strategic and budgetary reviews and provide input and recommendations with respect to structure, resource requirements and supporting system requirements.
- Plan activities and tasks, including allocating time and resource required
- Provide a range of administrative support services to the researchers
- Support in the logistic organization of the coordination meetings, dialogues and conferences
- Create and maintain standard documentation
- Develop effective mechanisms for communicating and dissemination
- Manage and monitor the budget expenditure consistently with the terms and conditions of the donor
- Retain all applicable technical and financial supporting documentation for easy retrieval as required for compliance, audits and monitoring reviews
- Liaise with the consortium members and all stakeholders
- Support in the drafting of reports and publications
- Coordinate the production of publications and ensure their dissemination

4. TEAM COLLABORATION

The Research administration officer collaborates closely with the other researchers as well as with EFI Project Coordinator, the Regional MEAL Manager.

5. POSITIONING REQUIREMENT

The Research administration officer will work full time at EFI's regional office in Amman, where the Observatory is hosted.

6. SKILLS-SET

- University degree in social sciences or development studies or peace and conflict.
- A minimum of two to five years' experience in project management.
- Knowledge and understanding in gender issue and of the situation and challenges in the MENA region
- Knowledge of women's right, international law, including human rights, humanitarian law, criminal law and regional and international human rights mechanisms.
- Mastery of Microsoft Word, Excel and PowerPoint.
- Excellent written and oral communication in English and Arabic is essential. French language is desirable.

7. COMPETENCIES

- Is conscientious and efficient in meeting commitments, observing deadlines and achieving results;
- Ability to multi-task effectively, including having excellent planning, organizational skills, and the ability to work under pressure;
- Works collaboratively with colleagues to achieve organizational goals;
- Identifies priority activities and assignments and adjusts priorities as required;
- Allocates appropriate amount of time and resources for completing work;
- Ability to communicate effectively both internally and externally is essential, including making presentations.

How to apply:

Email your brief cover letter and CV in English to application@efi-ife.org by **August 22nd 2019**. Please also indicate '**Research Administrator officer Jordan**' as your email subject.