

TERMS OF REFERENCE (ToR)

Responsible for Communication with high English level (bilingual) or native Speaker

Type of Contract: Service contract.

Position: Responsible for Communication at Leading from the South Programme.

Objective: Manage the institutional communication of Leading from the South Programme at Fondo de Mujeres del Sur (FMS) and support the institutional communication area.

Period: From November 1st, 2021 to December 31th, 2022. Possibility of renewal according to each fiscal year (January – December).

Contracting Institution: Foundation Fondo de Mujeres del Sur.

Supervisor: Natalia Eberbach, *Leading from the South's Programme Coordinator*.

Deadline: October 6th, 2021.

I. BACKGROUND

❖ Institutional

[Fondo de Mujeres del Sur \(FMS\)](http://www.mujieresdelsur.org) was founded in October 12th, 2007 by six feminist advisors with a broad experience in defending women's human rights. It was legally constituted in 2008 with the objective of strengthening the women's movement at the sub-regional level: Argentina, Uruguay and Paraguay. Its mission is to mobilize financial resources and provide technical and political advice at local and international levels to strengthen women's organisations' initiatives in situations of worst socio-economic, cultural and environmental disadvantages, with the aim of advancing gender equality



and women's empowerment. Likewise, the FMS is mandated to influence the community philanthropy from a gender perspective to support initiatives to defend women's rights.

The FMS works in the promotion of economic, social, and labour rights of women, girls and LGBTIQ+ people, environmental and cultural rights, sexual and reproductive rights, political rights, the rights to identity and to a life free of violence.

Its head-office is located in Córdoba -Argentina, has a country office in Asunción-Paraguay and programmatic presence in Montevideo-Uruguay. It has an interdisciplinary executive team constituted by professionals in social sciences, international relations, law, anthropology, communication, graphic design, administration and accounting, among other disciplines. It is structured in five main areas: Executive Direction, Programme, Administration, Communication, and Local Resources; and a cross-sectional area of Resource Mobilization at an international level.

The FMS is part of [Prospera](#), the International Network of Women's Funds, an association that links 40 women's funds from around the world to promote philanthropy, with a feminist perspective, through various alliances of Fundraising.

The FMS has a vast track record in mobilizing resources from various donors, both national and international, under a scheme of horizontality and transparency. Its main international donors are the Global Fund for Women, the European Union, Wellspring Philanthropic Fund and the Ministry of Foreign Affairs of the Netherlands, among others. Likewise, the FMS currently has 1000 individual donors who contribute monthly resources by credit cards to support women's groups and organisations in the countries where the FMS operates.

❖ [Leading from the South \(LFS\) Programme](#)

Leading from the South (LFS) is a feminist initiative created to support and fund activism for the rights of women, girls and LGBTIQ+ people in the Global South implemented in its entirety by women's funds and financed by the [Ministry of Foreign Affairs of the Netherlands](#).

In the Global South, the programme is implemented by a consortium of 4 women's funds: Fondo de Mujeres del Sur (FMS), [African Women's Development Fund \(AWDF\)](#), [Women's Fund Asia \(AWF\)](#) and the [International Indigenous Women's Forum \(IIWF\)](#). In Latin America and the



Caribbean, the feminist and women's funds that make up the Latin American and Caribbean Women's Funds Alliance are implementing the second phase of this joint initiative that is coordinated by FMS.

During the first phase of the Programme (2017-2020) in Latin America and the Caribbean, more than 50 initiatives from organisations and networks of women and LGBTIQ+ people were supported, covering a total of 161 grassroots, mid-sized and large organisations from 22 countries in the region. These organisations and networks were selected from two calls for proposals, in which more than 1,500 proposals were submitted in total, showing the level of demand for financing and the robustness of feminist activism in the region.

The new cycle of Leading from the South (2021 – 2025) builds on the successful results obtained during the first phase of implementation. The achievements include strengthening organisational capacities and links between human rights, feminist and LGBTIQ+ activists, organisations and movements to be strong voices influencing gender equality, social and environmental justice and human rights at multiple levels.

The current challenges revolve around the context and consequences of the global COVID-19 pandemic. The pandemic has exposed and accelerated the breakdown of our social institutions, highlighting and deepening social inequalities and injustices with the consequent increase in the precariousness and vulnerability in which feminist activists and their movements find themselves. It has had a disproportionate impact on women, girls and LGBTIQ+ people and has further set back progress in terms of gender equality as it has been accompanied by a reduction in citizen participation spaces and the rise of conservative governments and social forces.

The role of feminist and women's funds has become even more relevant in these times. By supporting and strengthening feminist activism in the Global South, Leading from the South contributes to creating an environment conducive to feminist leadership, justice and equality for all people.

II. RESPONSABILITIES

Specific Communications Tasks - Leading from the South:



The communicator will be responsible for developing the communication of Leading from the South Programme. A proactive attitude will be valued, as well as a teamwork willing and home-based work.

It is expected he/she to incorporate/suggest creative communication strategies, contributing to the objectives of the Programme in a dynamic and motivating framework.

Main duties:

1. Contribute to the visibility of the Programme, its results and coparts¹ (grantees) through the development of friendly and high-impact communication products (in English and Spanish).
2. Maintain relationships and fluid communication with the other women's funds partners of the initiative, both at the Latin American region as well as at the global south level.
3. Coordinate actions and communication strategies at the regional level, in close coordination with the women's funds partners from Latin America and the Caribbean.
4. Guarantee the participation of FMS in joint actions at the communicational level; such as awareness campaigns, among others.
5. Generate content for the web and social networks in coordination with the Programme's Community Manager and the FMS's Institutional Communication area.
6. Participate at Linking & Learning meetings (face-to-face and/ or virtual) among Programme's partners, to be held once a year; as well as at meetings among coparts/grantees.
7. Elaborate donor's reports, as well as contribute with the necessary inputs for the preparation of the consolidated report of LFS Programme, as required by the FMS specialist on Monitoring, Evaluation and Learning (MEL)
8. Closely work with the Leading from the South team in the preparation and editing of other documents and products.
9. Coordinate the processes for developing communication products externally hired (publications, videos, etc.) acting as a link between the Programme / FMS in general and the consultant.
10. Perform any other duty that is assigned and that are in relation to the characteristics of the position.

General Communications Tasks:

11. Collaborate with the Institutional Communication area.

¹ We call coparts to the organisations that receive financial support and technical and political advice by the FMS (grantees)



12. Know the FMS' quality policy, mission and vision. Work in harmony with them, bearing in mind that each member of the FMS team contributes to achieving them.
13. Complete the records included in the Quality Management System (SGC for its acronym in Spanish) pertinent to the area.
14. Participate in the annual audits of the ISO 9001/2015 quality standard.
15. Participate in strategic planning processes at the institutional and communicational levels.
16. Participate in institutional activities promoted by the Executive Direction.

III. EDUCATION, TRAINING AND SKILLS

- Bachelor's degree in Social Communication or similar; preferably with specialization in institutional / organizational communication.
- At least five years' experience developing institutional communication tasks.
- Excellent level of English (oral and written). The position requires reading and writing texts in English as well as regularly having fluent conversations with native English-speaking people. **Excluding condition.** English native speakers (with Spanish knowledge) will be highly valued.
- Knowledge of Portuguese will be valued.
- Knowledge of Excel, management of social networks, editing of written graphic content, photography and / or video editing will be valued. Knowledge and experience in content production processes will also be considered.

IV. ABILITIES

- Commitment to the values, principles and mission of the FMS.
- Interest, availability and work experience in multicultural environments.
- Experience and knowledge on gender, feminism, activism, intersectionality and diversity issues.
- knowledge of the Latin American movements for women's rights and the regional organizational environment.
- Ability to work in teams and autonomously.
- Empathy, capacity for active listening and incorporating the opinions of colleagues, flexibility.
- Attention to details. Ability to accomplish deadlines and goals, in periods of high workload.
- Excellent ability of writing, grammar and editing skills.

V. CONDITIONS



Modality: In person or remotely depending on the consultant's location. Availability to travel / participate in face-to-face instances when the context of Covid-19 allows it.

Consultant Location: It could be any part of the world but with preference of Argentina or some Latin American or Caribbean country.

Period: From November 1st, 2021 to December 31th, 2022 with possibilities for annual renewal (maximum until December 2025)

Contract: Service contract. The consultant must present monthly official invoice of service fees.

Time dedication: 8 hours a day.

VI. REQUIREMENTS

The interested person must present the following documentation:

1. Curriculum Vitae (CV) including two labour references.

The CV must indicate the **level of English** and a description demonstrating the language knowledge (For example: international exams or other certification, number of years of English study, reference to having lived in an English-speaking country, performance in other jobs where knowledge of English has been essential, being English native speaker).

References must be work related and link up to this position. Please include contact data: name, position, employment relationship with the referent, email, telephone.

2. Cover letter (one page maximum).

3. Economic offer.

Monthly fees should be expressed in US dollars. In case of consultant/s with residence in Argentina the payments will be in local currency according to the official Exchange rate of the payment's day.

Proposals must be sent to neberbach@mujeresdelsur.org with copy to lauraleonelli@mujeresdelsur.org until October 6th, 2021.

