

AFRICAN WOMEN LEADERS NETWORK'S VOLUNTEER PROGRAM

Terms of Reference - AWLN Project Support Volunteer

Volunteer position Title:	AWLN Project Support Volunteer
Institution:	African Women Leaders Network
Duty Station:	Virtual
Supervisor:	Fatou Sombie, WPS Policy Advisor, AU Office, New York
Supervisor Email:	awlnetwork2017@gmail.com ;
Duration:	3 months

Background

In efforts to advance peace, stability, and inclusive development in Africa, the United Nations and the African Union Commission, through the office of the AU (African Union) Special Envoy on Women, Peace, and Security, UN Women and with the support of the Federal Republic of Germany have been implementing a project on women's leadership initiative for stability in Africa. Under this project, the African Women Leaders Network (AWLN) was launched in June 2017 in New York.

The AWLN seeks to enhance the leadership of African women in the transformation of the continent, in line with the Africa Agenda 2063 and the Global Sustainable Development agenda 2030. AWLN serves as a continental platform to galvanize women's leadership towards lasting peace and sustainable development, the promotion of gender equality, and women's empowerment in all sectors and at all levels, building on, and working with, existing women networks. AWLN also serves as a practical instrument to implement UN Security Council Resolution 1325 (2000) at the regional level. The network looks to increase women's participation in decision-making through peer learning and mentoring, enhanced solidarity, advocacy, and capacity-building, among other strategies.

To date, the African Women Leaders Network continues to grow through the national chapters at the country level who contribute to expanding and operationalizing the network. AWLN activities and advocacy are based on the Network's six pillars: peace and security, governance, finance, agriculture, youth, and social mobilization, which are advanced through the Network's National Chapters.

Since its establishment, AWLN has been prominent on social media and has recently developed an online mentorship platform to support co-mentoring between senior women leaders and younger women. The platform is functional; the intern will support the technical aspect of

maintaining the digital platform. In addition, the Network has developed a website that will serve as a repository and provide up-to-date information on the history, past and ongoing work, and regional presence of AWLN.

Reporting to the AWLN Secretariat, the AWLN Project Support Volunteer will be responsible for completing assigned work under the AWLN project during the execution phase as assigned. This will include researching, compiling, and analyzing data and following up on operational assessment and implementation activities. The Volunteer will also identify risks and opportunities throughout the project; help in the formulation of appropriate responses; and aid in the implementation of AWLN's strategic pillars through support for project delivery.

Description of Responsibilities

The Project Support Volunteer will be responsible for:

1. AWLN program support

- Provide support in the planning, management, and implementation of AWLN thematic pillars
- Provide relevant support for the implementation of the African Women Young Women Leaders Caucus
- Provide support in the operationalization of the thematic areas of the Network
- Provide support to the formulation and management of projects
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2. Supporting the planning, research, and knowledge building and management

- Prepare complete background documentation necessary for project support
- Establish a clear and concise database of key stakeholders, partners, and institutions focal points
- Provide input, Analysis, and research in relation to thematic areas
- Prepare relevant documentation such as project summaries, conference papers, briefing notes, and talking points.
- Assist in organizing, compiling, and processing of information from donors and partners
- Provide support in the preparation of project activities and implementation
- Support in drafting AWLN's projects' reports
- Contribute to the development of technical documents for the mapping of the National chapters and consolidating AWLN constituencies
- Systematize AWLN filing system.

2. Providing technical and logistical support for the organization of events:

- Provide support in organizing meetings, activities/events, campaigns
- Provide logistical support in planning meeting and activities
- Support drafting of meeting documents

3. Providing coordination support for regular and statutory engagement:

- Assist with coordination efforts related to the AWLN regular meetings, including notetaking, Reports, Minutes of the Meeting Young women leaders' caucus and AWLN.
- Coordinate and provide summaries of update reports and other related updates to share with AWLN coordination

4. Providing support in advocacy and outreach projects

- Research background material for the drafting of Concept Notes and biographies
- Support in compiling donor profiles for resource mobilization
- Identify sources, gather, and compile data and information for the preparation of documents, guidelines, speeches, and position papers, in collaboration with the project lead
- Assist in communication content generation and support the creation of innovative ideas for outreach and young women galvanization

Key Performance Indicators:

- Quality and timeliness of reports, background papers and other research-related documents.
- Complete the Mapping exercise and support the drafting of AWLN National Chapters' thematic architecture
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Learning goals include:

- Deepening understanding of the women's empowerment framework and support for women's agenda
- Familiarize with the African Women leaders Network and its ecosystem, including deep understanding of the Women, Peace, and Security (WPS) agenda
- Knowledge of UN/UN Women, African Union, Office of the Special Envoy on Women, Peace and Security and AWLN working methods and thematic
- Understanding of project management and support
- more about communications principles and practices
- Enhancing communications skills and tools for effective delivery
- Networking and capacity developed toward a more advanced career development

Competencies

Core Values:

- Respect for Diversity;
- Integrity;
- Professionalism.

Core Competencies:

- Awareness and Sensitivity Regarding Gender Issues;
- Accountability;
- Creative Problem Solving;
- Effective Communication;
- Inclusive Collaboration;
- Stakeholder Engagement;
- Leading by Example.

Functional Competencies:

- Excellent communication skills;
- Excellent organization and planning skills and high attention to detail;
- Excellent command of oral and written English;
- Good knowledge of programme formulation and implementation;
- Good knowledge of drafting strategic documents and resource mobilization;
- Good analytical and report writing skills;
- Knowledge of UN programme management

Required Skills and Experience/ Qualifications

Education:

- Have graduated with at least a First-level University degree combined with at least 1 year experience in related field; Master's degree with practical training (no experience required). University studies in one of the following disciplines: Economics, International relation, gender studies, gender development; Liberal arts, women studies, international development, or other relevant subjects with a focus on project management and/or communication is a plus.

Experience:

- 1 years of experience in research, coordination support and public relations; and implementation of development projects / programmed
- Experience and knowledge of gender/women issues.
- Experience management and data analysis
- Communication and public relations experience

Language:

- Excellent communication skills (written and oral) in English are required.
- Working knowledge of another language is an advantage, especially French.

Remuneration:

This position is a voluntary position and no remuneration is offered. Successful candidate will be offered the position assuming they agree to the terms and conditions of the position of which no liability will be born to AWLN nor to its affiliated institutions (the AU and UN Women).

Application Information:

Interested Individual must submit the following documents/information to demonstrate their qualifications:

- A cover letter of interest explaining why you are applying for this position and what you hope to gain from it and what you can bring to the African women leaders network in galvanizing the young women leaders caucus
- A CV detailing your qualification and suitability for the work and link to portfolio of work;

Due to the high volume of applications received, we can ONLY contact successful candidates.

The successful candidate will be required to provide scanned copy of their passport/national ID, along with relevant certificates.