

Terms of Reference

Coordinator - Restore HER Rights

Organisation: Women4Biodiversity

Position: Coordinator

Term: Full-time

Location: Home-based (currently), with travel when appropriate and needed.

Reports to: [Executive Director / Programme Manager / Other relevant supervisor]

Duration: 1 year (July - December 2025)

Salary: Euro1500 - 2000 (Inclusive of taxes, and benefits)

Type: External Contractor

Women4Biodiversity (W4B) is currently inviting women of all diversities, including those belonging to minority and marginalised groups from the Global South countries with relevant experience and skills, to apply as Programme Officer for the Gender and Restoration Programme.

As a global advocacy network, W4B is dedicated to advancing women's role in biodiversity conservation, restoration, and sustainable development. It strives to promote and pursue the recognition and protection of women's and girls' rights to a clean, sustainable, and healthy environment. Our mission is to support and amplify the initiatives and practices in conservation that are rooted in ensuring women's empowerment and gender equity, and where we envision paving the path for collective actions of women and girls to thrive and realise their full potential with dignity, love, and respect into all aspects of biodiversity and environment governance policies, plans, and actions.

This position is for individuals who are passionate about gender and environmental justice and are committed to strengthening Women4Biodiversity's vision to collectively advance women's rights and the integrity of the environment.

Programme Description

The Coordinator will be a key position within the organisation, helping to lead efforts to mainstream gender considerations in biodiversity restoration projects, particularly in relation to the needs, capacities, and rights of women and marginalized groups. This position will support developing and implementing gender-responsive restoration strategies that contribute to achieving gender equality while addressing ecosystem restoration goals. Through the **Restore HER Rights Initiative**. Further, the role supports the members in amplifying their portfolios, and identifying opportunities for learning and strengthening the knowledge building process - a collaborative community of practices and building collective campaigns and advocacy for advancing women's rights and gender equality in biodiversity conservation and restoration policies, plans, and actions.

Scope of Work

This role will play a vital role in supporting Women4Biodiversity's mission to integrate gender equity into biodiversity restoration efforts. The Coordinator will work closely with internal teams, partners, and stakeholders to promote gender-sensitive policies and interventions related to biodiversity restoration projects.

A good foundation in gender analysis, excellent writing and communication skills in English, Spanish, French would be an added advantage. Engagement with some of the international UN processes, including but not limited to the UN Convention on Biological Diversity or others would be valuable to this work.

Selection Criteria

- Demonstrated commitment to promoting women's human rights and environmental justice and a good foundation in gender analysis..
- In-depth understanding, knowledge, and geopolitical analysis of the political, economic, and socio-cultural environments in the region and their impact on women's human rights.
- A Minimum of five (5) years of experience in development work, women's human rights, non-profit or philanthropic sectors at the national, regional or international levels is required.
- A degree in social and political science, law, human rights, development or women's studies or other relevant work experience.
- Experience in research skills, and capacity to analyse and critique economic, social, and development policies.
- Experience and knowledge of participatory data gathering and analysis and participatory facilitation with grassroots organisations and their communities is an asset.
- Experience of engaging in national, regional and/or international advocacy and lobby spaces and having negotiation skills for analytical inputs would be advantageous.
- Strong coordination/teamwork skills both within and across teams.
- Project management knowledge includes programme planning, implementation, monitoring, and evaluation.
- Demonstrated ability to work with a diverse, membership-driven network and its allies.
- Excellent command of the English language, both oral and written; demonstrated ability to write for research and articles as well as programme reports and project proposals. Additional skills of any of the other UN languages would be an asset.
- Good interpersonal skills, with the ability to network in a multicultural environment and to develop strong professional relationships with members and other stakeholders.
- Proficient ICT, writing, and editing skills, including coordinating publication work from programme content to production work in various forms and media. Familiarity with using online shared platforms such as Google Suite is preferred.

- Practical time management skills and the ability to prioritise deliverables of outcomes of the programme on time and effectively.
- Have a strong problem-solving and decision making attitude, work under pressure and meet tight deadlines.
- Must be able to travel overseas as required.

Key Tasks and Responsibilities

- **Gender Analysis and Integration:**
 - Conduct a gender analysis in biodiversity and ecosystem restoration programs.
 - Ensure that gender considerations are fully integrated into project/programme design, implementation, and monitoring & evaluation.
 - Develop gender-responsive strategies and frameworks for ecosystem restoration.
 - Coordinate with government agencies, NGOs, and international organizations to implement restoration programs focusing on empowering women.
- **Capacity Building and Training:**
 - Organize and facilitate capacity-building workshops and training sessions for staff, partners, and communities on gender and biodiversity restoration.
 - Support the development of training materials and resources to increase understanding of gender equality in biodiversity restoration.
- **Research and Documentation:**
 - Collect and document case studies, best practices, and lessons learned on integrating gender in ecosystem restoration.
 - To enhance visibility and knowledge sharing, support the publication of reports, articles, and papers on gender and restoration.
 - Analyse, review, and provide technical inputs on human rights, gender equality, and women's rights in relation to biodiversity governance.
- **Monitoring, Evaluation, and Reporting:**
 - Develop and monitor gender-responsive indicators for gender and biodiversity restoration initiative.
 - Regularly evaluate outcomes in terms of both environmental and gender impacts.
 - Provide timely reports on program progress, challenges, and outcomes to management and donors.
- **Stakeholder Engagement:**
 - Build and maintain relationships with local women's groups, indigenous communities, government agencies, and other relevant stakeholders involved in gender and restoration work (including email, video calls, telephone calls, etc).
 - Represent Women4Biodiversity in national, regional, and international forums on gender, biodiversity, and restoration.
- **Fundraising and Resource Mobilization:**
 - Contribute to the development of funding proposals for gender and restoration-related projects.
 - Support in identifying and engaging potential donors interested in supporting gender and restoration initiatives.

Programme Management: Ensures high-level programme management coordination to effectively plan, implement, monitor and evaluate programme activities according to the programme's annual work plan and W4B's overall strategic plan. Key tasks and responsibilities include:

- The overall management of the programme work plan and budget is according to W4B's strategic plan, financial policies, and guidelines.
- Implement, monitor, and evaluate programme activities (including training, documentation, research, and consultations) based on the programme's annual work plan and overall strategic plan.
- Manage and coordinate the participation of members and partners attending programme activities (including logistical, visa, airline booking, and finance support during meetings); support the coordination with members and partners to strengthen advocacy opportunities in regional and international policy spaces.
- Mentor and supervise Programme Associate, interns, volunteers and support staff for programme and staff's professional development.
- Other research, policy- and advocacy-related tasks as identified.
- Supporting and collaborating with other W4B teams and programmes tasks as identified.

Reporting and Accountability: Ensures accountability to W4B's members, partners, and donors by complying with the quarterly and annual programme reports and respective financial reporting requirements. Key tasks and responsibilities include:

- Write and submit annual and programme reports for members and donor agencies.
- Work closely with the Supervisor, Communications, and Finance to prepare financial reports and sub-grants related to her programme.

Advocacy: Plans and implements advocacy plans of the programme as guided by W4B's overall objectives. Key tasks and responsibilities include:

- Facilitate the development of common advocacy positions and collaborative activities to strive towards women's rights and gender equality in biodiversity and ecosystem restoration.
- Support members in making strategic interventions in regional and international advocacy arenas on gender and restoration, particularly amplifying the voices and leadership of women from the global south for the issues related to women's rights in biodiversity governance.
- Supports alternative spaces amplifying grassroots women's realities, voices, and accountability through regional and international advocacy spaces through various means, including webinars, side events, publications, briefs, reports and others.

Network Coordination: Guided by W4B's overarching organisational objectives and the programme's strategic direction, the Coordinator provides leadership and coordination support to key networks, alliances, and coalitions as part of its commitment to amplifying gender-responsive environmental governance. Key tasks and responsibilities include:

- Provide coordination functions to external networks that W4B may support and lead.
- Maintain regular and secure communication amongst network members and partners (including email, online conferencing and communication tools, telephone calls, quarterly bulletins, etc.).

Remuneration & Compensation

The salary range commences at **Euro 1500 -2000** per month, including all benefits. This is a full-time position for a six-months (renewable) contract, and a probationary period of one month applies. Staff will be based in their home country and work from there, unless agreed otherwise.

For contract renewal, an annual staff review and assessment will take place two months before the agreement's expiration to be considered for renewal.

Work Culture And Arrangements

The Coordinator-RHR is part of the Women4Biodiversity's Secretariat. The Secretariat of W4B is in Chiang Mai, Thailand however, currently all staff of the Secretariat work remotely and can be based anywhere in the world. Women4Biodiversity is an equal opportunity employer that encourages, promotes, and supports diversity in all aspects of its work. This work involves remote work with a reliable and consistent internet connection and electricity and flexible work arrangements and we offer a supportive and collaborative work environment, including paid time off.

The Coordinator - RHR will work closely with the Executive Director (ED) and the global team and report directly to the ED. The Coordinator will work closely with associated partners and members of the project, as needed to ensure the collaboration and deliverability of activities under the project.

Consultancy Agreement And Remuneration

Start Date: June - December 2025

Agreement: In line with most other people in Women4Biodiversity, the Research and Policy Associate will be contracted on a one-year consultancy agreement through the W4B's fiscal partner (FARN). Women4Biodiversity works with external contractors (not an employment contract). The successful candidate must have legal authorization to work as an independent contractor in their country of residence and is responsible for arranging the same. She/he/they are responsible for all taxes, benefits, and other social insurance pertaining to the external

contract. The external contract agreement does not imply any rights or privileges related to relocation or visa assistance.

Remuneration: The remuneration for this position under the said project is Euro 1500 -2000/month. This role is expected to require a 80% to 100% time commitment. The remuneration will be calculated pro-rata, depending on the start date and responsibilities/deliverables agreed.

Benefits: Annual travel insurance, and includes 18 days leave per year, *plus* 15 public holidays.

Application Process

Interested candidates should submit the following documents:

- A cover letter expressing interest and suitability for the role.
- An updated CV with at least two references.
- 2-3 sample of work of published research, articles, reports.

Deadline for application: 10 July, 2025

Start Date: As soon as a suitable candidate is confirmed.

Send your application to info@women4biodiversity.org with the title "Vacancy - Coordinator RHR"