1. Background

The International Indigenous Women's Forum (FIMI), is a global network that links organizations of indigenous women leaders from Asia, Africa, the Arctic, the Pacific and the Americas to agree on agendas, build capacity and develop leadership.

The participation of indigenous women at the Fourth World Conference on Women in Beijing (1995) is considered a milestone in shaping the movement of indigenous women. At this conference, indigenous women had the opportunity to articulate their diverse cultures internationally. In this context, indigenous women approved and signed the Beijing Declaration of Indigenous Women sitting with this document the basis for claims of their rights as indigenous and as women. To be present in Beijing also meant that, at the regional level, organizations could articulate, define their priorities and build consensus.

Over the years, various indigenous organizations around the world were establishing and strengthening strategic alliances, which have been reinforced in recent times with the use of new communication technologies enabling the creation and maintenance of social networks beyond geographical borders. In this context, the International Indigenous Women’s Forum (FIMI) has established itself since 2000 as a global network that links local, national and regional indigenous women’s organizations from all over the world.

During the last few years, FIMI has been progressing in its institutional strengthening, creating work programs, from which actions are implemented in the areas of training, advocacy, economic empowerment, addressing violence and internal strengthening. AYNI is the very first fund lead for and by Indigenous women. Since its beginnings, AYNI has been setting new trends in philanthropy and social investment. The Indigenous Women’s Fund - AYNI strongly believes that Indigenous women are active agents in the fight against poverty, racism and social exclusion. When empowered, Indigenous women produce a multiplying effect in various spheres of the lives of other women, children and their peoples. AYNI’s main purpose is to invest material, financial and human resources for the fulfillment of individual and collective human rights of Indigenous women.

Each area of FIMI has a Coordinator whose work is guided by a Program Coordinator. In particular, AYNI Fund has a General Coordinator.
2. General goal

Provide technical, logistical and administrative support to the processes promoted by AYNI Fund and Program Coordinator for the achievement of the objectives in the area of economic empowerment of FIMI.

3. Specific goals

1. Provide technical and administrative support to Ayni.

2. Prepare and provide assistance in the development of materials and organizing files and documentation derived from Ayni Fund.

3. Support, in collaboration with the Program Coordinator and coordinator of AYNI the different activities.

4. General Activities

Within the framework of the contract, the consultant should carry out the following activities:

AYNI:

1. Support the program coordinator on communication with indigenous organizations

2. Support in the preparation of reports following donor’s and FIMI’s formats.

3. Support the program coordinator on the supervision of the projects report submitted by indigenous organizations (administrative and narrative)

4. Provide assistance to the AYNI Coordinator and Program Coordinator in elaborating correspondence and internal and external communications, as requested.

5. Support in the revision and development of documents in Spanish and English.

5. Work Methodology

The consultant will develop all the activities virtually, from her/his own country. It will be under the coordination, supervision and guidance of the AYNI Coordinator.

6. Product

1. Consultancy Report
7. Competencies

Professional
- Studies in social, political or legal science
- Gender and human rights of indigenous peoples training (ideal)
- General knowledge of the cosmovision and rights of women and indigenous peoples
- Experience in formulation and implementation of projects.
- Experience in administrative procedures requirements.
- Experience in conducting and coordinating logistics processes
- Experience in the elaboration of reports
- Knowledge in Fund functioning – call for proposals – project selection, among others (ideal)
- Knowledge in M&E processes (ideal)

Abilities
- Bilingual: written and verbal proficiency in both Spanish and English (French an asset)
- Sensitivity to cultural and intercultural diversity
- Excellent interpersonal relations
- With initiative and creativity
- Ability to use Office programs and other tools
- Availability to travel outside her home based country

8. Duration of contract and remuneration

The initial consultancy will last 3 months beginning from the contract, which will be considered as a trial period to analyze the continuity of the contract. The payment will be done on a monthly basis in the amount of $ 1,200 a month.

September 2016

Every interested is invited to submit her curriculum to the E-Mail: recursoshumanos@iiwf.org and isabel@iiwf.org, the deadline to receive applications is October 02, 2016.