Terms of Reference
Technical Assistance Consultancy for the Global Leadership School

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. Currently, the Global Leadership School of Indigenous Women developed two training programs on Human Rights and Leadership, one global and one at national level in the countries of Peru, Bolivia, Philippines and India. Also, other countries in Latin America are being targeted, particularly Panama.

Each area of FIMI has a Coordinator whose work is guided by a Program Coordinator. In particular, the School has a General Coordinator, and through this specific consultancy it is the aim to strengthen the team with the addition of a Technical Assistant for the School and eventually other programs.
2. General goal

Provide technical, logistical and administrative support to the processes promoted by the Global School and the Program Coordinator for the achievement of the objectives in the area of training of FIMI.

3. Specific goals

1. Provide technical and administrative support to the Global Leadership School.

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

3. Support, in collaboration with the School Coordinator, participants in their processes of implementing advocacy plans selected by FIMI.

4. General Activities

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

1. Support in the overall coordination of virtual training and face to face workshops in the countries covered by FIMI.

2. Prepare expenditure reports and payment requests, in coordination with the Administrative Officer and School Coordinator.

3. Provide assistance in the implementation of the advocacy plans selected by FIMI. This includes review of final reports and liquidations of funds developed by the participants.

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

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

6. Support in the revision and development of documents in English.

7. Prepare and maintain in order files and documents derivate from the Program on Human Rights and Leadership, as well as from the Global School in general.
8 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 Global School Coordinator and Program Coordinator.

9 Product

1. Consultancy Report

10 Competencies

Professional
- Studies in the 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 providing support for training processes
- Experience in conducting and coordinating logistics processes
- Experience in the elaboration of reports

Abilities
- Bilingual: oral and written English and Spanish proficiency.
- 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

11 Duration of contract and remuneration

The duration of the consultancy is for a period of 3 months starting on October 2016. Total compensation will be US $ 3,600.00 payable in 3 payments at the end of each 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.