

Introduction to Urgent Action Funds

The Urgent Action Funds (the UAFs) comprise a global federation of four independent funds (Urgent Action Fund – Africa, Urgent Action Fund – Asia and Pacific, Urgent Action Fund – Latin America and Urgent Action Fund for Women’s Human Rights) each dedicated to strengthening the resilience and security of women human rights defenders and their organizations and movements. The Urgent Action Funds have a twenty-year track record in the successful provision of rapid response security and protection support to WHRDS, maintaining an average response time of just 24-72 hours and making urgent support accessible via online, secure, simple applications that are available in multiple languages 24/7/365.

The Rapid Response Grantmaking model is a unique funding model that allows urgent and timely financial response to women’s rights organisations for strategic, unanticipated and me-urgent interventions that advance women’s rights or protect the lives of women human rights defenders who often find themselves targeted for their activism.

The Urgent Action Funds also implement alliance building and advocacy initiatives in collaboration with other human rights organisations including ground-breaking initiatives, research and publications - to deepen understanding on gender dimensions and implications of conflicts and marginalized sexual rights; provide women with tools needed for strategic engagements and policy advocacy and to encourage knowledge and information sharing in critical areas affecting women’s rights. The Urgent Action Funds, together, weave a global network of support to women’s human rights struggles everywhere.

Primary Role

We envision the role of the MEL (Monitoring, Evaluation and Learning) Facilitator to support the MEL working group on the co-facilitation and co-coordination to move forward the implementation of the MEL work plan activities and deliverables. This also includes data management via coordinating data collection from the four Sister Funds, checking the integrity of the data, managing how data is stored and organized, and providing some basic sense-making and analysis with support from the team and other consultants. The MEL group’s work is guided and supported through two MEL Consultants who are helping to co-create a shared UAFs MEL system, framework and approaches. *The role is set-up as a 7-month consultancy. The role may evolve as our needs and work continue to grow.*

Responsibilities:

- Coordinate with the MEL working group co-leads on specific tasks identified
- Attend and support the MEL working group members during meetings (includes facilitating and note-taking during meetings, as needed)
- Support the MEL working group with the roll-out and implementation of the MEL framework and system. This includes coordinating the piloting/testing of tools; data coordination & data collection from each Sister Fund's point of contact, data entry and compilation; data cleaning; data sense-making and analysis (as needed and directed).
- Prioritize and support the evaluation process under the SIDA and Ford BUILD agreements, including working closely with the MEL Consultants (two individuals based in the US/West Coast and Australia)
- Coordinate meetings with relevant UAFs staff members to agree on what data to gather, build consensus on data collection and management, sense-making and analysis
- Support the MEL work plan activities & ensure that we meet deadlines and deliverables
- Support in monitoring and organizing data on a shared platform that prioritizes data security, confidentiality and integrity
- Attend meetings (will include travel, which will be covered, to different regions from time-to-time) with MEL consultants, SF coordinator and other UAFs members, as needed
- Support drafting and writing of reports that collates data and learning that the Communications and Resource Mobilization teams can use
- Collaborate with MEL Consultants and other working group teams, including Communications, Resource Mobilization and Leadership & Governance groups
- Other activities as needed

Experience & Skills (Required/Preferred):

- 3-5 years of program coordination and/or management
- Intermediate knowledge of monitoring, evaluation and learning
- Intermediate understanding of quantitative and qualitative data (understanding of basic qualitative coding)
- Strong Excel skills to manage and manipulate data for reporting and analysis
- Strong analytical skills & ability to translate and distill complex information
- Data management (entry, maintenance/cleaning, intermediate analysis skills)
- Women's human rights, intersectional feminisms or gender justice understanding and analysis (in a global context)
- Experience working across multi-cultural teams
- Flexible work hours and ability to work across multiple time zones
- Can work both independently and collaboratively



- Good communication skills (oral and written)
- Agility and ability to adapt quickly when things change
- Attention to details and organized
- Ability to trouble-shoot issues (independently and/or collaboratively)
- Patience and grace as things and needs evolve and adjustments need to be made
- Be in alignment with the Sister Funds' feminist principles and values

Experience & Skills (Nice to Have):

- Spanish language a plus
- Worked for a philanthropic organization, women's fund/foundation, or women's human rights organization

Hours Per Week: 20-25 hours per week

Hourly Rate: \$35 USD/hourly

Date of Service: Mid-September 2022 – March 31, 2023

Reports to: Ava Danlog (Australia) and Huong Nguyen (US/West Coast) (reports to Huong and Ava for first 3 months)

Location: Remote (preferably with our Sister Funds working time zones)

How to Apply

To Apply: Please submit the following: 1) Cover Letter, 2) CV/Resume and 3) at least 2 Professional References.

Deadline for Submission: August 19, 2022

Please Email at consultants@urgentactionfund.org with "Sister Funds MEL Facilitator Consultancy & YOUR NAME" in the subject heading. We will reach out to you by the end of August.