

URGENT ACTION FUND

FOR WOMEN'S HUMAN RIGHTS

Reprisals Handbook Consultant - Scope of Work

About Urgent Action Fund

Urgent Action Fund for Women's Human Rights (UAF) is a feminist fund that protects, strengthens and sustains women, gender non-conforming, and transgender human rights defenders at critical moments. We intervene quickly when activists are poised to make great gains or face serious threats to their lives and work.

UAF builds the resilience of intersectional feminist movements in three key ways:

- **Rapid Response Grantmaking:** We award rapid response grants to women and transgender human rights defenders in Central Asia, the Middle East, Western and Eastern Europe, the South Caucasus, Russia, Turkey, the United States, and Canada. Activists apply for grants of up to \$8,000 USD in any language on any day of the year and are guaranteed a response within 72 hours.
- **Advocacy and Alliance Building:** We leverage the power we have as a funder to advocate with and for women and transgender human rights defenders.
- **Global Consortium of Urgent Action Funds:** We are one of four Urgent Action Funds. Together with our sister funds: Urgent Action Fund - Africa, Urgent Action Fund - Latin America and Caribbean, and Urgent Action Fund - Asia Pacific we collectively support gender justice and human rights movements globally.

Consultancy Scope

UAF is expanding its work on reprisals as activists face a continued increase in both frequency and severity of reprisals. Across UAF's regions of focus, human rights defenders face a broad range of retaliation and intimidation tactics, from travel bans, smear campaigns, surveillance, and online harassment, to arrest, torture, physical and sexual assaults, and killings. These reprisals come from governments as well as non-state actors such as businesses and financial institutions. In many cases, activists experience reprisals for cooperating with the United Nations (UN) and other multilateral bodies set up by governments, which violates activists' fundamental rights and undermines the very purpose of these mechanisms. The women, gender non-conforming, and transgender human rights activists we support, especially those experiencing intersecting forms of discrimination and violence, are particularly at risk.

As part of this initiative, UAF is seeking a consultant to lead the development of a handbook on reprisals that will serve as a resource for feminist activists facing reprisals and as a tool for advocacy targeting both donors and policy makers. The consultant will be expected to gather and analyze information from UAF grantee partners and other feminist activists about their experiences with reprisals to compile their stories and collect data on what they have faced. Activists and grantee partners will be from the various countries and regions UAF

covers, which include: the United States, Canada, Central Asia, the Balkans, the South Caucasus, Russia, Turkey, the Middle East, and Eastern and Central Europe. The consultant will also need to obtain pertinent information from other stakeholders who have expertise in the prevention and mitigation of reprisals against W/THRDs to help shape our analysis and recommendations.

Scope of Work

- Co-design methodology for handbook development and draft the project implementation work plan
- Design data collection tools and conduct information gathering activities with relevant stakeholders including feminist activists, previous and current UAF grantee partners, and other key informants
- Analyze data and develop handbook storyline(s) and content
- Coordinate with UAF team, grantee partners, and key informants to develop expansive and paradigm-shifting analysis on what constitutes reprisals, what concrete obstacles activists face, as well as their resistance strategies and reflections
- Work with UAF team and grantee partners to formulate recommendations targeting funders, policy-makers, UN bodies, corporations and businesses, banks and other financial institutions, and other stakeholders
- Finalize handbook content and coordinate with consultant(s) working on illustrations and visuals for the design of the handbook and other communications products
- Work with UAF team, grantee partners, and design consultant(s) to develop an advocacy and communications plan, including dissemination plan for the reprisals handbook and other communications products

Desired Outcomes

Our goal is to provide activists with a comprehensive resource compiling data and stories from other activists' experiences that help inform their security and risk mitigation plans as they assess threats and challenges and prepare their advocacy activities. We also aim to use this handbook as an advocacy and education tool as we engage with policy-makers, UN bodies, financial institutions, and other key stakeholders to enable them to have a better grasp of the breadth of reprisals activists face, and a broader understanding of what constitutes a reprisal, what these reprisals entail in terms of the experiences of activists, and what concrete measures they need to take to prevent and address reprisals. The consultant is expected to finalize the handbook content and coordinate with the UAF team and partners as well as the design consultant(s) to develop an advocacy and communications plan by November 2022.

Timeline

Timeframe: Project to be completed by November 2022

Length of Contract: June - November 2022

Budget: US\$23-28,000

The Consultant is an independent contractor and is not an employee of UAF. The consultant shall not be eligible for any benefits paid or otherwise afforded to employees of UAF.

Skills and Experience

We are seeking a consultant with the following skills, expertise and experience:

- previous experience developing handbooks, manuals, and/or other learning and advocacy materials;
- excellent research, analytical, creative communication and writing abilities, knowledge and expertise in research design, approaches, and implementation;
- deep understanding of feminisms, gender justice, and reprisals;
- experience working with feminist organizations and commitment to feminist principles and values;
- ability to engage with diverse stakeholders and understand cultural differences;
- solid project management and organizational skills and exceptional attention to detail;
- resourcefulness and the ability to problem-solve, demonstrated capacity to prioritize tasks and work well under pressure
- excellent verbal and written English skills required; ability to speak/understand Arabic and/or Russian and/or other languages spoken in the regions we cover a plus

How to Apply

To apply, please submit the following materials **by May 31, 2022**:

- a resume;
- a cover letter with your rate;
- examples of any research, advocacy, or learning materials you have been part of developing
- a two-page proposal summarizing your approach to the work and a timeline;
- at least three professional references (candidates will be notified in advance of any outreach to their references)

Please email the materials to consultants@urgentactionfund.org with "Reprisals Consultant [Full Name]" in the subject line. Please submit PDF or Microsoft Word files only, preferably with all materials in one combined file. Resume reviews begin immediately and only applicants selected for an interview will be contacted. No phone calls please.