

## TERMS OF REFERENCE

### 1. Position Details

Position Title	:	SOGIESC Rights Assistant (Thai National)
Contract Period	:	9 months, from 01 April 2020 to 31 December 2020 (with potential extension)
Reports to	:	Executive Director, APCOM
Location	:	APCOM Secretariat Bangkok, Thailand

### 2. Background

#### 2.a. About APCOM

APCOM is a not-for-profit regional organisation based in Bangkok, Thailand, representing and working with a network of individuals and community-based organisations across 38 countries in Asia and the Pacific.

APCOM works to improve the health and rights of gay men, other men who have sex with men and SOGIESC people across Asia and the Pacific.

APCOM has a primary focus on HIV because it is a key health issue for gay men and other men who have sex with men in the region. APCOM also address other related health issues for our communities such as sexual health, mental health and drug use.

APCOM also focuses on improving relevant human and legal rights across the region as discrimination, stigma, criminalization and exclusion impact on the health outcomes of the communities we serve.

#### 2.b. APCOM's work on human rights

APCOM works to improve the relevant human and legal rights of LGBTIQ community by addressing issues on stigma and discrimination, as well as advocating for the decriminalisation and inclusion of the marginalised community based on their sexual orientation, gender identity and expressions, and sexual characteristics. While working to create a more enabling environment for our communities, we strengthen the community networks and build their capacities for a more effective response at a country level.

In 2017, APCOM implemented a 12-month project supported by VOICE Global. Called WISDOM Project, it worked intensively with LGBTIQ partner organisations in four countries to strengthen the advocacy capacity of sexually and gender diverse community in Indonesia, The Philippines, Lao PDR and Cambodia.

APCOM is currently implementing FINANCE Inc., a project supported by VOICE Global to contribute to improved access of persons of diverse SOGIESC to economic and social services specifically health, education and financial resources and services. It also aims to contribute to increased participation of LGBTIQ communities in the conversations aimed towards inclusion. FINANCE Inc. is anchored on the human rights principles of equality and non-discrimination as expounded in The Universal Declaration of Human Rights and other international human rights instruments.

In continuing its work for equality and social justice, APCOM organised regional and country-level meetings convening experienced advocates from Asian countries in their fight to achieve equality including the freedom to marry.

### **3. SOGIESC Rights Assistant**

#### **3.a. About the Position**

The position of SOGIESC Rights Assistant will be part of APCOM's Programmes Team to support the planning, implementation, and evaluation of the organisation's work in relation to the broader human rights programmes of the LGBTIQ and SOGIESC movement in Asia and the Pacific.

#### **3.b. Duties and Responsibilities**

- Support in coordinating regional and country-level discussions and knowledge sharing on SOGIESC human rights issues, decriminalisation of homosexuality and homosexual acts, marriage equality among others;
- Develop or improve policy briefs (e.g. Legal Environments Policy Brief) or other type of documents that contain compelling information in relation to human rights of LGBTIQ and their capacity to advocate for their rights, with the aim of influencing policies for a more enabling environment;
- Disseminate the developed knowledge and social media products and tools amongst LGBTIQ, MSM and HIV, human rights and other civil society or development organisations;
- Gather LGBTIQ experiences and/or reflections and document them as news stories or advocacy materials;
- Provide support to the SOGIESC Rights Officer and the Programmes Team in developing human rights programs or concept notes for future projects that reflect the strategic goal of the organisation;
- Provide support to the SOGIESC Rights Officer in implementing the project and other activities;
- Coordinate with the core group of Thai LGBTIQ activists and groups for LGBTIQ equality;
- Facilitate outreach and organise meetings with institutions, government agencies and political personalities in Thailand whose works focus on human rights;
- Support in organising round table discussions with legal experts in relation to equality and civil partnership;
- Spearhead APCOM's country-level human rights initiatives in Thailand;

### **4. Knowledge and Skill Requirements**

#### **4.a. Education**

Bachelor's degree in law, human rights, social sciences or other relevant field;  
Relevant years of professional experience in the human rights field;

#### **4.b. Experience**

- Experience, understanding of and links with the LGBTIQ/SOGIESC community in Thailand;
- Experience working with organisations or networks led by, and/or serving, the LGBTIQ communities;

- Experience in project management, programme administration/coordination;
- Experience in basic research/mapping;
- Experience working with NGO/CSO/GO on rights based issues;
- Working experience in monitoring and documenting human rights situations in local or national level;
- Desirable but not necessary - experience in facilitating human rights and/or SOGIESC training to LGBTI Communities and broader population;
- Desirable but not necessary - Attended trainings on Human Rights, international instruments, Conventions and Principles on human rights;
- Proficiency in using Microsoft Office
- Demonstrated high proficiency in both Thai and English (reading, writing and speaking)
- Ability to work under pressure, with limited day-to-day support
- Ability to work independently and as a team
- Ability to analyse and consolidate information from multitude sources and prepare background papers
- Ability to meet deadlines with strong attention to detail and quality
- Sensitive and professional approach to sexuality and sexual health issues

Approved  
Executive Director  
February 2020

#### **PREPARING YOUR APPLICATION:**

If you think you have the passion, skills and qualifications for this position and would like to join our team please prepare your application by addressing each point listed in section 4 'Knowledge and Skill Requirements' in the above position description/brief in your cover letter. You are required to state how your skills, knowledge, experience and qualifications relate to the position. It is recommended that you address each criterion separately in point form. You should use statements with examples that clearly demonstrate your competency in a particular area.

Applicants who fail to demonstrate that they meet the requirements and failure to submit the concept note will not be invited to attend an interview.

Please attach this **application** along with **your CV, covering letter stating your proposed monthly rate** and submit to the APCOM Secretariat by emailing [JoinUs@apcom.org](mailto:JoinUs@apcom.org) **no later than 15 March 2020, 6:00 PM GMT+7.**

The completeness and relevance of your application will determine whether or not you are called for an interview. Where a large number of applicants meet the essential and desirable requirements, only those applicants who most strongly meet the requirements will be selected for interview.

#### **SUBMISSION CHECKLIST:**

Please ensure that you have attached and included the following information to ensure your application is complete.

- CV with 3 references
- Application addressing each point listed in Section 4 'Knowledge and Skill Requirements'
- Cover Letter (Please explain how you meet the qualifications outlined in this Terms of reference, and why you consider yourself appropriate for the role. Please include proposed monthly salary in Thai Baht)