

Terms of Reference

1. POSITION DETAILS

Position Title	:	Community Leadership & HRG (Human Rights & Gender) Officer
Contract Period	:	12 months (Renewable based on performance) with 3 months' probation.
Reports to	:	Executive Director
Location	:	APCOM Secretariat Bangkok, Thailand

2. About APCOM

APCOM is a not-for-profit regional organization based in Bangkok, Thailand, representing and working with a network of individuals and community-based organizations 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 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.

3. About Sustainability of HIV Services for Key Populations in South East Asia (SKPA-2) Program

Funded by the Global Fund, in partnership with the Australian Federation of AIDS Organizations (AFAO), the Principal Recipient, APCOM is a regional sub-recipient (SR) for the three-year SKPA-2 Program, with the following main responsibilities:

- To support the delivery of SKPA-2 performance implementation plan with a specific focus on community-led monitoring and human rights and gender;
- To promote cross-learning through a coordinated knowledge management plan among SRs and its constituencies, other stakeholders and beyond.

SKPA-2 aims to improve the sustainability of evidence-informed, prioritized HIV services for key populations in Bhutan, Mongolia, Philippines, and Sri Lanka. There are four program objectives:

1. Accelerate financial sustainability;
2. Improve strategic information availability and use;
3. Promote programmatic sustainability;
4. Remove human rights and gender-related barriers to services.

4. Community Leadership & HRG (Human Rights & Gender) Officer

APCOM is seeking a Community Leadership & HRG (Human Rights & Gender) Officer to support the SKPA-2 countries to implement their community-led monitoring and human rights and gender programs. It is expected that this position will work closely on a day-to-day basis with the AFAO SKPA-2 team. This position is 100% funded by the SKPA-2 Program.

Duties and Responsibilities

Community-led Monitoring

Under the SKPA-2 program, APCOM is tasked with providing technical guidance and support to the four SKPA-2 countries using the SKPA-2 *Sustainable Community-led Monitoring of HIV Services* toolkit to enable them to implement their community-led monitoring activities. This position will:

- Support sub-recipients introduce and roll-out the SKPA-2 *Sustainable Community-led Monitoring of HIV Services* toolkit.
- Promote the *Sustainable Community-led Monitoring of HIV Services* toolkit using APCOM's social media platforms, website and webinars, and during interactions with UNAIDS and Global Fund.
- Collect feedback on the testing and use of the *Sustainable Community-led Monitoring of HIV Services* toolkit, and provide feedback to AFAO when potential improvements are identified.
- Support country partners to set up a robust and sustainable CLM mechanisms at the country level.
- Support to integrate CLM data into the national CMIS system.
- Support stakeholders within the SKPA-2 countries to analyze and use CLM-generated data to drive advocacy, programming and service delivery (links to the human rights and gender activities below).

Human Rights and Gender

Under the SKPA-2 program, APCOM is tasked with providing technical guidance and support to the four SKPA-2 countries to remove human rights and gender-related barriers that are limiting and/or preventing countries to achieve financial sustainability of services for key populations. This position will:

- Collaborate with the AFAO/SKPA team to conduct a human rights and gender baseline assessment in each of the four SKPA countries and to assist in the development of four country specific and one regional workplan to address human rights and gender barriers to financial sustainability of services to key populations. .
- Informed by the above baseline assessment, support advocacy (including campaigns and materials) to assist the SKPA-2 countries to remove human rights and gender-related bottleneck to financial sustainability of services for key populations.
- Foster and maintain networks of human rights and gender related organizations that can be mobilized to support advocacy efforts.
- Collaborate closely with ICWAP to ensure harmonization of approaches designed to facilitate gender transformative programming under SKPA-2.
- Prepare briefing papers to inform policy and advocacy dialogue among SKPA-2 partners.

- Work with AFAO to coordinate and assist in promoting SKPA-2 knowledge and communication activities (publications, social media, reports etc.) and dialogue around human rights, gender, key population leadership and community systems strengthening.
- Travel to the SKPA-2 countries, as needed.

Organizational and Other-related Tasks

As a regional network organization, APCOM is responsible to do extensive work for the communities that we serve, which in some cases goes beyond a specific programme/project. This position will:

- Attend and present issues of LGBTQI people and other key populations in wider forums or conferences or meetings at the national, regional, or global level.
- Engage in dialogue and carry out advocacy activities as relevant to APCOMs project requirements.
- Coordinate on human rights and gender related issues with strategic partners including UN agencies, government institutions, civil society, and stakeholders at the country level.
- Guidance and technical input to ensure the human rights and gender equality and gender based analysis are integrated to LGBTQI issues in the course of APCOMs work.
- Undertake other-related tasks as requested by the supervisor.

5. KNOWLEDGE AND SKILL REQUIREMENTS

Education:

- Bachelor Degree or equivalent in social sciences, human rights, gender studies, international development, public health or a related field is required. Master degree would be an asset
- Minimum 5 years of work experience in human rights and gender advocacy.

Experience, skills and knowledge required:

- Demonstrated work and professional experience in and/or with non-profit organizations, especially related to human rights, gender equality, and LGBTQI.
- Experience in building partnerships, shaping development programmes on gender, and mobilising resources.
- Ability to work in a multi-cultural and international environment based on mutual respect and tolerance. Ability to exercise good judgement, discretion and tact in handling sensitive issues.
- Experience in developing complex programmes, working collaboratively with multiple stakeholders and on resource mobilisation would be an asset.
- Excellent written and oral communication skills; fluency in English required. Other Asian languages are an advantage.
- Proven organisational and task management skills, with appropriate attention to detail and ability to prioritise work among multiple competing demands, and under tight deadlines.
- Ability to manage multiple workflows at the same time.
- Team player, with a positive, enthusiastic and self-motivated attitude.

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 5 '**Knowledge and Experience Requirements**' in the above position description/brief. You are required to state how your skills, knowledge, experience and qualifications relate to the position. It is recommended that you address each criteria separately in point form. You should use statements with examples that clearly demonstrate your competency in a particular area.

Applicants who fail to demonstrate the knowledge and skills required for this position in their application will not be invited to attend an interview.

Please attach this application along with your CV, covering letter and proposed monthly rate and submit to the APCOM Secretariat by emailing JoinUs@apcom.org no later **18:00 GMT+7 on 30 October 2022**.

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. The shortlisted candidates will undergo an online written test and oral interview.

SUBMISSION CHECKLIST:

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

1. Complete application (addressing each of the points in Section 5: 'Knowledge and Experience Requirements')
2. CV with 3 references
3. Cover Letter (Please include proposed monthly salary in THB)

For questions or enquiries for the position, please contact the recruitment focal point at operations@apcom.org