



Femmes Africa Solidarité

International Secretariat

8 rue du Vieux-Billard

P.O. Box 5037

1211 Geneva 11 – Switzerland

Tel: (41 22) 328 80 50

Fax: (41 22) 328 80 52

Email: info@fasngo.org

<http://www.fasngo.org>

WANJIRU KIHORO FELLOWSHIP

with the Swiss Foundation

Terms of Reference



Regional Office

Immeuble Soumex-Mamelles

Appt. 1 et 2, 1^{er} étage

P.O. Box 45077 Dakar Fann

Dakar – Senegal

Tel: +221 33 869 81 06

Fax: +221 33 860 20 47

Email: infodk@fasngo.org

New York Representative

777 United Nations Plaza

5th Floor

New York, NY 10017 USA

Tel: +1 212 687 13 69

Fax: +1 212 661 41 88

Email: infony@fasngo.org



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INTRODUCTION

Femmes Africa Solidarité (FAS) is a women's non-governmental organisation that seeks to develop, consolidate, and promote the role of women leaders in the prevention, management, and resolution of conflict in Africa. The work of FAS in this regard is set in the context of a wider campaign to protect and promote women's human rights in Africa and does so through various activities and international organizations, including participation in the African Union Women's Committee, the Human Rights Council, and the General Assembly.

FAS was created in 1996 in response to an upsurge of violent conflicts on the continent that were tearing apart the fabric of African society. Its International Secretariat, based in Geneva, coordinates programmes in Africa and serves as a point of contact for international organisations, NGOs and donors. FAS established its International Secretariat in Geneva in order to facilitate the mobilization of resources and maximize the visibility of African women's initiatives.

FAS' Regional Office in Dakar, Senegal was opened in 2005 to ensure effective collaboration with women's organizations in Africa. The office has allowed FAS to better support women's peace activities by strengthening local organizations and advocating greater awareness of women's efforts to democratize decision-making procedures. The PanAfrican Centre (PAC) for Gender, Peace and Development was also established in Dakar as one of the Centres of Excellence in Africa and will focus on capacity building in the region. It will provide advanced training and research in peace building and development issues, with an emphasis on gender. The opening of the Regional Office and PAC allow FAS to increase its outreach capacity.

FAS also has a permanent representative in New York, to facilitate its involvement in the work of the United Nations. The office works closely with the Security Council for the implementation of UN Security Council Resolution 1325 through its involvement with the Working Group on Peace & Security.

The location of its International Secretariat in Geneva and its regional Office in Dakar, Senegal, as well as its consultative status with the United Nations Economic and Social Council (ECOSOC), enables FAS to participate in, advocate for, and implement decisions on women, peace and security adopted by international institutions.

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PRESENTATION OF THE WANJIRU KIHORO FELLOWSHIP

The Wanjiru Kihoro Fellowship's broad goal is to contribute to the development of a new generation of African women leaders who are dedicated to utilizing their voices and experience to further women's central role in peace building and development work in their country, region and continent. The Fellowship aims to attract applicants who have substantial experience in local community work and who wish to gain international experience to enrich and enhance their skills. Having gained experience at FAS, it is the intention of this fellowship that the beneficiary would return home, to continue their work and to participate in building peace on their own continent.

The Wanjiru Kihoro Fellowship has been established posthumously in honor of a Swiss entrepreneur dedicated to philanthropic activities, especially in Africa, as an effort to bridge the gap between the North and the South. With the passing away in 2004 of the Swiss gentleman, his family wished to extend his legacy and continue his good works through the creation of this fellowship.

At the request of the family, and in conjunction with the Swiss Foundation, FAS has been asked to bestow the fellowship with a meaningful African name. In light of this, FAS has suggested that the fellowship be named in memory of Dr. Wanjiru Kihoro, distinguished economist, feminist, activist and tireless supporter of gender equality, justice and democracy. Dr. Kihoro was a close partner and friend of FAS, working in solidarity for gender equality and women's advancement on the African continent.

In her lifetime, Dr. Kihoro held a number of prominent professional positions: she was the Executive Director of ABANTU for Development, a former OXFAM trustee (1994-2001), a member of the Debt Campaign Network, a member of The Nelson Mandela Reception Committee, and a founder member of Akina Mama wa Afrika among many other organisations and groups. She was also awarded the Hansib Award for Services to the black community.

In naming the fellowship in honor of Dr. Kihoro, FAS recognizes her as a role model for future generations, and hopes to foster in the candidate a commitment to some of these same values and causes.

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RATIONALE

In its work to alleviate violence and other human rights violations against women, an international NGO such as FAS needs to know and link directly with international bodies and treaties such as the UN Human Rights Council and the Convention on the Elimination of Discrimination Against Women (CEDAW.) To date, an internship at the FAS International Secretariat has been out of reach for any African working at the grassroots level in Africa. Indeed, considering living expenses in Geneva, an unpaid internship coupled with the complications of visa/permit requirements to enter Switzerland have made it next to impossible to allow this opportunity to an African coming from and living in an African country.

The Wanjiru Kihoro fellowship would bridge this gap by providing the applicant with the financial support needed to conduct a 12-month internship at FAS offices in Geneva and possibly in Dakar, or in another African country. This opportunity will also provide her/him the possibility to gain insight into an NGO's activities at the international level and to acquire first-hand experience in international relations.

DURATION

The internship will commence at the office of the Geneva Secretariat, where the Fellow will remain for a total of nine months. The rationale for the length of time spent in Geneva is to allow the Fellow to interact and understand international mechanisms working to improve the situation of women and international relations through FAS' activities at the international level and at the United Nations, through the Human Rights Council. After the nine month stay in Geneva, the Fellow will return to his/her country of origin, or another chosen African country, where he/she will work directly in the field with an NGO working in the areas of gender, peace and development for a total of three months. As such, the total internship duration should be considered as twelve months.

The rationale behind this plan is three-fold: it will allow the Fellow adequate time to immerse him/herself in the international environment; it will simplify and make worthwhile the process of visa acquisition in Switzerland; and, it will encourage and facilitate the Fellow's return to Africa to share his/her knowledge with a local organisation.

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APPLICANT PROFILE

This position requires an ambitious individual, coming from and living in an African country, committed to gender equality, peace and human rights in general. FAS especially encourages women and men interested in gender and peace building who would not otherwise have the opportunity to gain international work experience. Preference will be given to those working in an NGO.

The applicant should be **one** of the following:

- The holder of a university degree, preferably in a field relevant to the work of FAS (International Relations, Development Studies, Gender Studies etc.);
- A student currently enrolled in a Graduate degree programme in an area relevant to the work of FAS (International Relations, Development Studies, Gender Studies etc.), for which an internship at FAS would fill a part of the degree requirements;
- An individual who has already gained some work in civil society organisations in Africa, especially from war torn countries.

The applicant should have strong skills in research, writing and documenting.

The applicant will see this Fellowship as an opportunity to gain experience at the international level, including through work with the United Nations Human Rights Council, while actively participating in the activities of an NGO through research and writing. This experience will subsequently facilitate the transfer of knowledge to organisations in the field.

Further, the applicant will commit to a 9 month fellowship in Geneva, as well as an additional 3 months in an African country in order to implement their acquired skills at the grassroots level.

The applicant must be fluent in either French or English, with a working knowledge of the other language.

REQUIREMENTS

○ **Application:**

Applicants are to complete an application form, enclosing a CV, references, a writing sample (research, articles or other publications in English or French, maximum 5 pages), and an essay of approximately 800 words in which the applicant clearly states his/her motivations for seeking the fellowship, including what aims he/she wishes to achieve during his/her time at FAS and how this experiences would benefit him/her in future work.

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- **Deadline:**

Applications for this position must be received by 18:00 on 31 January 2012. Applicants should be sent to the following address:

Femmes Africa Solidarité

P.O. Box 5037

1211 Geneva 11, Switzerland or by e-mail to adfinance@fasngo.org and info@fasngo.org .

Please clearly state in subject line: Wanjiru Kihoro Fellowship.

- **Final selection:**

FAS will create a short list of candidates in accordance with the previously listed guidelines.

Only short-listed candidates will be contacted to be interviewed by FAS focal points in consideration of their country region. FAS focal points will then liaise with the FAS Executive Director and a Selection Committee in Geneva to select the Fellow. All administrative procedures will take place immediately upon selection of the Fellow in order for him/her to begin work as soon as a Swiss work permit is approved.

FELLOWSHIP DESCRIPTION OF ACTIVITIES

Under the general supervision of the Executive Director of Femmes Africa Solidarité (FAS), and together with the staff of the Regional Office for Africa in Dakar, Senegal and the Liaison Office in New York, USA, the Fellow will be responsible for conducting research and analysis on issues relating to FAS programmes on engendering the peace process in Africa, as well for drafting reports and statements to be used in the advocacy work of FAS.

The Fellow will participate in all activities related to the UN Working Group on Peace; i.e. maintain contacts with other participating organisations, assist with the organisation of conferences and panel discussions, facilitate the meetings, take minutes and draft reports.

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(S)he will take part in the UN Human Rights Council by organizing discussion panels, writing position papers, attending meetings, and drafting reports. The Fellow will also take part in all relevant side events of the UN Human Rights Council and the UN system reform. In accordance with the needs of the organisation and the interests of the applicant, the Fellow will support the coordination of FAS activities at levels, including:

- Supporting partnerships and fundraising activities by maintaining contacts with partners, identifying projects requiring new partnerships and fundraising, writing funding proposals and contracts/terms of reference and follow up on these activities;
- Supporting monitoring and evaluation activities by drafting reports (thematic or annual) and implementing assessment tools;
- Collaborating with Information and Communication by researching on specific issues and assisting in writing FAS papers/publications;
- Taking part in all activities related to the UN Working Group on Peace, i.e. maintaining contacts with other participating organizations, organizing conferences and panels, facilitating the meetings, taking the minutes and drafting reports;
- Taking part in the UN Human Rights Council by organizing panels of discussion, writing position papers, attending the meetings and drafting reports;
- Taking part in all side events in relation to the UN Human Rights Council and the UN system reform;
- In accordance to the needs of the organization and the interests of the applicant, the Fellow will support the coordination of FAS activities at all levels;
- Conducting other duties and responsibilities as requested by the FAS Executive Director.

CONDITIONS

- Venue:** 1) FAS International Secretariat, 8 rue du Vieux Billard, Geneva, Switzerland
2) Local African NGO (to be selected by the Fellow in consultation with FAS)

- Duration:** 1) 9 months
2) 3 months

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Financial support: The Fellow will be provided with a round-trip plane ticket to Geneva, housing, and living costs as stipulated in the attached budget.

Miscellaneous: As a member of the FAS team, the Wanjiru Kihoro Fellow will benefit from a UN badge and access to the UN library.

OUTPUTS & BENEFITS

FOR THE APPLICANT

- Gain an insight into various areas of international relations of FAS activities in Geneva, in particular in relation to the UN Working Group on Peace and the UN Human Rights Council through participation in meetings, conferences and the organisation of panels of discussion.
- Take part in the process of providing visibility to grassroots initiatives through report publications;
- Gain practical skills in terms of research, analysis and writing;
- Learn how to coordinate daily tasks within a team and in interaction with regional and liaison offices;
- Benefit from FAS networks to work in contact with international organisations, UN agencies and eminent personalities working in the field of peace building, gender and security, through the establishment of partnerships for the implementation of activities at the grassroots level;
- Transfer, share and disseminate knowledge and international insights to a local organisation.

FOR FAS

- Gain first hand knowledge from the direct input and vision of a grassroots person in the Geneva office;
- Gain support and follow-through for FAS' international activities;
- Help in attaining FAS' goal to train and nurture a new generation of leaders;
- Obtain a new liaison between itself and the Fellow's country of origin, fostering future networks and eventual partners.

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EVALUATION

The Fellow will receive two evaluations on their work from FAS. The first will occur at the midpoint period, at approximately the fourth month of the Fellow's stay at the Secretariat, with the final evaluation occurring at the end of the Fellow's nine months in Geneva. A copy of these evaluations will also be forwarded to the Swiss Foundation.

At the midpoint evaluation, FAS and the Fellow will discuss opportunities for the final three months spent in Africa and will begin networking and proposing possible placements. At the final evaluation, the Fellow and FAS will discuss strategies and objectives for his/her future work in the local setting.

The Fellow will also complete a Report at the end of the nine months on his/her experiences and lessons learned at FAS.

At the same time, FAS will report on the activities and outcomes generated by the Fellow, in accordance with the reporting requirements of the Wanjiru Kihoro Fellowship and the Swiss Foundation.

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