**Terms of Reference**

**Volunteer Technical Advisor – Cambodia**

**Women Workers Rights through Stronger Trade Unions**

1 April 2020 to 30 July 2020 (with possibility of extension)

Union Aid Abroad – APHEDA believes that key to achieving dignity at work, social justice, economic equality and the realization of human rights is the existence and strong capacity of unions and social movements. As outlined in Union Aid Abroad – APHEDA’s 2017-2020 Strategy, strong union movements are a cornerstone to reducing poverty through workplace wage negotiations and by campaigning for policy to improve the social wage. Trade unions are also leaders in fighting for democracy. Strong social movements are able to demand food sovereignty, women’s equality, indigenous people’s rights, and rights for people with disabilities, health equality, social justice, access to education and climate justice.

In line with this, the goal of Union Aid Abroad APHEDA’s 2017-2020 strategy is *equality, justice and an end to poverty by supporting local partnerships for labour and social change movements internationally by working through effective local partnership programs*.

Union Aid Abroad APHEDA will achieve this goal by focusing organisational resources on four thematic priorities:

1. Trade Union development, workers’ rights and safety at work.
2. Climate justice, energy democracy and just transition.
3. Rights of migrant workers and refugees.
4. Women’s rights and feminist movement development.

**Purpose of this short term deployment:** This position will contribute to the thematic priorities of *Trade Union development, workers’ rights and safety at work, Women’s rights and feminist movement development* and support Union Aid Abroad APHEDA’s approaches and values.

The position will play an important role in the establishment of a new Union Aid Abroad APHEDA project in Cambodia, titled ‘Women Worker’s Rights through Stronger Trade Unions’ by supporting gender and power analysis, needs assessments and capacity strengthening for and in partnership with, three unions:

1. Building and Woodworkers Trade Union Federation of Cambodia (BWTUC)
2. Cambodian Food Service Workers Federation (CFSWF)
3. Independent Democracy Employees Association (IDEA)

**Objectives/ Overall Responsibilities:**

1. Contribute to strengthening the role of women within each of the three partner unions.
2. Contribute to better representation of women union members and other women worker’s needs and rights by the three partner unions.

**Key Outputs:**

**1: Contribute to strengthening the role of women within each of the three partner unions:**

1. Develop a process for assessing gender and power within each of the three unions. The process should be appropriate to the capacity and resources of the partners, to the extent that each partner can replicate this process by themselves and with their own resources at yearly or two-yearly intervals.
2. Train key staff from each union in the implementation of the gender and power analysis and any corresponding tools or resources.
3. Support key staff to implement the process developed above and analyse the results.
4. Facilitate the development of a two year organisational capacity strengthening plan that addresses gender inequity and advances women’s participation within each of the three unions. The plan should reflect the time, funds and capacity inherent in organisations working in resource poor or resource limited settings.

**2: Contribute to better representation of women union members and other women worker’s needs and rights by the three partner unions:**

1. Develop a process for assessing the needs of women members (and if resources / time permit, non-union women workers) represented by each of the three unions. The process should be appropriate to the capacity and resources of the partners, to the extent that each partner can replicate the needs assessment by themselves and with their own resources at yearly or two-yearly intervals.
2. Train key staff from each union in the implementation of the needs assessment and the use of any corresponding tools or resources.
3. Support key staff in their implementation of the needs assessment and to analyse the results.
4. Facilitate the development of a two year organisational capacity strengthening plan that addresses stronger representation by the unions of women members and women workers. The plan should reflect the time, funds and capacity inherent in organisations working in resource poor or resource limited settings.

**Key Note:** Fundamental to these outputs is their suitability for the context within which they will be implemented and the capacity of our partners to utilize them. The partners are relatively small and have limited resources and the current context of unions in Cambodia is complex and dynamic. It is important that the approaches, processes and tools are able to be replicated by the partners on a regular (e.g. two-yearly) basis using their own staff and their own funds, while maintaining their core union business. This may require a simplified ‘good practice’ approach rather than a ‘best practice’ or complicated and more costly approach. The appropriateness of the approach, processes and tools will be considered in consultation with the selected applicant, the partners and Union Aid Abroad APHEDA – Cambodia staff.

**Deliverables:**

1. A work plan, including schedule and budget agreed with the Cambodia Country Manager and Mekong Region Organiser
2. Documented gender and power analysis tailored to small unions in low resource settings.
3. Core group of key union staff (two from each of the three partner unions) capable of implementing organisational gender and power analysis.
4. Capacity strengthening plan for each of the three partner unions focused on strengthening women’s participation within the union (organisational / internal).
5. Documented needs analysis approach and methodology tailored to small unions in low resource settings.
6. Core group of key union staff (two from each of the three partner unions) capable of implementing an assessment of women worker’s needs and rights.
7. Capacity strengthening plan for each of the three partner unions focused on strengthening union’s representation of women members and women workers.
8. Brief exit report, outlining the actual schedule, achievements against the agreed outputs and objectives. Key reflections and recommendations to improve Union Aid Abroad APHEDA’s deployment of volunteer technical advisors’.
9. Signed time-sheets outlining hours/days worked and showing tasks.
10. Invoice for expenses, showing all costs associated with the deployment and evidence of payment.

**Reports to:**

Union Aid Abroad –APHEDA Country Manager and in their absence, Mekong Region Organiser.

**Draft Schedule:**

A detailed work plan and schedule will be developed in consultation with the APHEDA Cambodia Country Office and partners, however, the placement should commence on or near April 1st and be completed by July 31th.

The successful applicant will be expected to be able to remain in Phnom Penh, Cambodia for the duration of the contract.

**Selection Criteria:**

1. Experience in organisational capacity strengthening in developing country settings, or can demonstrate comparable experience
2. Experience in gender and/or women’s rights programming with a focus on access to Decent Work.
3. Experience working with trade unions or representative worker’s associations.
4. Proven ability to design and implement needs assessments, to analyse results and formulate appropriate organisational development plans.
5. Well-developed facilitation and training skills.
6. Evidence of strong English language report writing skills.
7. Ability and willingness to travel to and live in Phnom Penh for the duration of the appointment.

The successful applicant will be required to agree to due diligence checks including (if available) Police checks, Working with Children checks and counter-terrorism checks. Union Aid Abroad has Codes of Conduct for ethical and professional behaviour and which key personnel are required to agree to and sign. This position is subject to these conditions.

**Estimated Costs:**

Union Aid Abroad APHEDA agrees to pay for flight bookings from Sydney to Phnom Penh and return as well as associated land travel costs. In addition, Union Aid Abroad APHEDA will provide a daily living allowance of US$65.00 per day for each day worked and reasonable rest (weekends). Project related activities are included within the project design and budget and are budgeted separately to this placement.

Based on these assumptions, the estimated cost of the deployment is as follows:

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| --- | --- | --- |
| Costs | Details | Total US$ |
| Travel | Flight changes (Australia to Cambodia and including internal travel (taxi/regional flights) to international airports) | 1600.00 |
|  | Visa | 150.00 |
| Daily Living allowance | 1 March 2020 top June 30 2020 =122 days @US$65/day  | 7,930.00 |
| **Estimated Total Cost**  | **9,680.00** |

Evidence is required for all payments, including taxi, air and other transport receipts, a detailed timesheet for daily allowance and copies of entry visas and/or official receipts.

If the successful candidate is not a Cambodian national, then Union Aid Abroad will seek a 4 month visa to allow the person to enter the country to fulfil this volunteer assignment.

**Application process:**

Applications should include a cover letter and a statement addressing all selection criteria. Applications that do not address all selection criteria will not be considered.

Applications close **February 7th, 2020** Please send your application including a CV and application letter addressing the selection criteria to Neil Poetschka at npoetschka@apheda.org.au.

Union Aid Abroad-APHEDA is an equal opportunity organisation. Only shortlisted applicants will be notified for interviews.