



The Foundation of Asia Pacific Network of Service Workers (APNSW)

มูลนิธิเครือข่ายเอเชียแปซิฟิก เซอร์วิส เวิร์คเกอร์

128/359 Phayathai Plaza, fl.33rd, Phayathai Road, Thung Phayathai, Rachathewi, Bangkok 10400

128/359 อาคารพญาไทพลาซ่า ชั้น 33 ถนนพญาไท แขวงทุ่งพญาไท เขตราชเทวี กรุงเทพฯ 10400

Terms of Reference (ToR)

Hiring of a Finance facilitator for the Mentorship Program for Sex Workers Leaders to Support Organizational Development and Program Management

The Foundation of Asia Pacific Network of Service Workers is hiring experienced consultant for the facilitation of a mentoring program with leaders' of sex worker-led organization, with a specific agenda and topic sessions relating to financial management, in Bangkok, Thailand.

1. Background

The sex worker movement across the Asia-Pacific region plays a vital role in advocating for the rights, health, and well-being of sex workers, who often face significant marginalization. Despite these efforts, many sex worker-led organizations within the region face challenges in building organizational capacity, ensuring strategic program management, and achieving financial sustainability due to limited resources and training opportunities. The Mentoring Program for Sex Worker Leaders to Support Organizational Development and Program Management, supported by the Red Umbrella Fund (RUF), aims to address these challenges by providing mentorship and skills-building opportunities to leaders from APNSW member organizations in Australia, Fiji, Malaysia, the Philippines, Sri Lanka, and Singapore. This program will help develop essential skills in leadership, strategic program management, and financial sustainability, which are critical for organizational resilience and effectiveness.

2. Objective

The training will focus on the following key objectives:

1. Basics of Financial Management: Participants will gain foundational knowledge in financial management, including budgeting, accounting, and financial planning concepts relevant to NGOs.
2. Strengthen Reporting Abilities: Participants will enhance their skills in documenting program achievements and effectively reporting to donors, ensuring transparency and accountability.
3. Introduce Resource Mobilization Strategies: Participants will be introduced to strategies for resource mobilization and learn how to maintain financial accountability and transparency within their organizations.

3. Scope of Work and Deliverables

The trainer will provide the following:

- Develop a tailored training curriculum that addresses the specific needs of sex worker leaders in financial management and reporting.
- Deliver engaging and interactive training sessions that facilitate learning and practical application of concepts.
- Provide participants with tools, templates, and resources to support their financial management and reporting efforts.
- Encourage collaboration and sharing of best practices among participants to foster a supportive learning environment.
- Evaluate the training's effectiveness and gather participant feedback for continuous improvement.
- And any additional task develops along the way

4. Key Responsibilities

The trainer will design a comprehensive training program that covers:

- Basics of financial management (budgeting, accounting, financial planning)
- Effective documentation and reporting techniques for program achievements



The Foundation of Asia Pacific Network of Service Workers (APNSW)

มูลนิธิเครือข่ายเอเชียแปซิฟิก เซอร์วิส เวิร์คเกอร์

128/359 Phayathai Plaza, fl.33rd, Phayathai Road, Thung Phayathai, Rachathewi, Bangkok 10400

128/359 อาคารพญาไทพลาซ่า ชั้น 33 ถนนพญาไท แขวงทุ่งพญาไท เขตราชเทวี กรุงเทพฯ 10400

- Resource mobilization strategies and maintaining financial accountability
- Conduct training sessions using participatory methods, including group discussions, case studies, and practical exercises.
- Supply participants with relevant materials, including financial management tools, reporting templates, and resource mobilization guides.
- Monitoring and Evaluation: Develop evaluation tools to assess participant learning outcomes and the overall impact of the training.
- Follow-up Support: Provide ongoing support and resources to participants after the training to reinforce learning and application.

5. Qualifications of the Facilitator

The ideal facilitator should be proficient in:

- Extensive experience in financial management and reporting, particularly within the NGO sector.
- Proven experience in training and capacity building, especially with marginalized communities.
- Strong understanding of the challenges faced by sex workers and the socio-economic context in which they operate.
- Excellent communication and interpersonal skills to foster a supportive learning environment.

6. Arrangement and Payment Terms

The Mentoring Programs takes place in Bangkok on the 21 -27th November 2024 and the session on the Finance Management is on the 25 – 26th November 2024. The expenses will be covered including the fee.

The facilitation will work 4-5 days (for preparation and facilitation, can be negotiated later) and the facilitation fee is approx. 300-350 USD per day (exchange rate depends on the fund received date) on three installments. The first payment of 30% will be given upon signing the contract, second payment of 50% will be given upon the day of program, and the final payment of 20% is upon completed and approved deliverable. The facilitator must submit the invoice prior to each payment made by APNSW.

7. Acceptance

All information and resources provided for this project is strictly the property of APNSW. The facilitator is not to distribute or use for any purpose the information gathered in the report. By signing this Term of Reference, the contractor and service provider agrees to the terms and conditions outlined.

8. Application Process

To apply, please send:

- Cover Letter: detailing relevant experience with finance compliance and resource mobilization or relating it within the non-profit's areas.
- Resume/CV: demonstrating experience and in contexts with compliance requirements
- Work Samples: Relevant documents you have developed for similar organizations, if available.

Applications should be submitted to admin@apnsw.net with the subject line "**Facilitator for APNSW Mentoring Program**" by 15th November 2024.

Sherqeshaa Ananya Sany

Regional Coordinator of APNSW

Tel: +66 2 000 7052 (office) Cell phone: +66 988 170 786

Email: regionalcoordinator@apnsw.net