

TERMS OF REFERENCE

# Project Officer Grants and Contracts for Latin America

· DEADLINE : NOVEMBER 30<sup>TH</sup> ·

- **Employment Type:** Full time (32 hours per week - consultant contract)
- **Start date:** January 2024
- **Salary:** Between 2500.00 - 3700.00 EUR per month, depending on where the applicant is based (excluding VAT).
- **Location:** Remote, based in Latin America and The Caribbean.
- **Line Manager:** Latin American Regional Project Manager

## 1. About Us

Digital Defenders Partnership (DDP) is an international programme hosted by Hivos that contributes to strengthening the resilience of human rights defenders (HRDs) by increasing their digital security through funding, digital protection accompaniment and community building from a holistic and sustainable approach.

Our 2024-2027 Strategic Plan will focus on increasing flexible and relevant resources for holistic digital security for HRDs at risk; supporting the digital security knowledge, capabilities, and practices of HRDs; strengthening digital security knowledge, capacities, and practices within networks and communities at the local, regional, and global levels, and strengthening DDP's infrastructure, resilience and sustainability.

## 2. Duties and Responsibilities

2.1 Grants management; supporting (regional) organisations by responding to emergency requests, assessing proposals, setting up call for proposals, referring (potential) grantees to in and external stakeholders,

2.2 Other regional activities; supporting the regional team with administrative and logistical efforts

2.3 Cross-regional DDP activities; like the monthly All team remote call, or contribution to a working group

### 2.1 Grants management

- Assessing grants requests, vetting applicants, checking references, creation of contracts for partners and consultants.
- Referring organisations and individuals to in-and external stakeholders and network
- Partner and contract-management (assessment of quarterly reports, payments, communications, etc.).
- Contributing to continuous improvement of overarching grants assessment procedures and standards of practice within the grants team.
- Attending the weekly DDP grants team coordination meeting.
- Initiating, designing, and implementing calls for proposals (together with the Regional Project Manager).
- Contributing to create specific outreach to local communities.
- Contributing to the DDP quarterly reports and DMEAL efforts of grants.
- Supporting the management of the [team@digitaldefenders.org](mailto:team@digitaldefenders.org) inbox, specifically related to Spanish (and Portuguese) incoming communication.

### 2.2 Regional DDP activities

- Attending the (weekly) regional team meeting.

- Attending in-person regional team meeting (1 or 2 meetings annually).
- Monthly calls with the Regional Project Manager (personal check in, updates on activities).
- Support with regional team procedures and organizational needs.
- Logistical support to regional events.
- Maintaining connections with other funders in the region to refer/co-fund/exchange best practices.

### **2.3 Cross-regional DDP activities**

- Contributing to the ongoing learning, reflecting and collaboration between the different DDP teams. The focus of these tasks will be agreed individually depending on personal interest and skills and as a result of a collaborative assessment within the regional team. The exact distribution of the tasks and committed monthly working time on each task, as well as changes to those agreements, will be subject to approval by the Regional Project Manager, and could involve; keeping the DDP procedures updated with regional input, or Contributing to DDP working groups.
- Attending the monthly all DDP team meeting
- Attending DDP in-person meetings (approx. one meeting annually)

## **3. Your profile:**

- You have English and Spanish language proficiency in writing and comprehension.
- Speaking a second language from Latin America, like Portuguese, is a plus.
- You have previous experience working at a fund or being a grants officer.
- You have experience working from a holistic security approach, this can include understanding digital security, physical security, or psychosocial support.
- You are result-oriented and practical thinker.
- You are able to work in different time zones and with people from different

(professional, cultural, religious) backgrounds.

- Having experience in working remote, in an online organisation, and/or in a work environment that is based on feminist and/or decolonial principles is a pré.
- You are an independent team player. You are able to work autonomously on programme elements, as well as in collaboration with the DDP team and partners in the field.
- You are strategic, critical, and analytical. You like improving and co-creating project elements together with the DDP team and (local) stakeholders.
- You subscribe to DDP principles: holistic understanding of protection, human rights and Internet freedom, confidentiality and trust, mentorship and partnership, inclusivity and diversity, not-claiming but facilitating, quality and expertise.
- You are an open communicator. You are able to communicate clearly, and you are not afraid to address any ambiguity or insecurity.
- You are able to use encryption and secure communication channels, if not, you are willing to learn.
- You are a Free/Libre and Open Source Software user and, if not, you are willing to learn.

## 4. Do you want to apply?

The recruitment process will be carried from November – December 2023, and **interviews will take place the week of December 4 - 7**. To apply, please submit before November 30th the following to [march@digitaldefenders.org](mailto:march@digitaldefenders.org) with “2024 Latam PO” in the subject line:

- A letter of interest outlining how your experience has shaped you to fit this position?  
How do you usually approach to work (how you plan, organise, document, etc.)?
- A recent curriculum vitae (CV)/resume (no more than 3 pages)
- A list of 2 references, detailing their names, email address and role/position.

We are committed to providing equal opportunities to all qualified applicants and creating a workplace where everyone feels respected, valued, and empowered. We highly encourage individuals of all backgrounds, including but not limited to race, ethnicity, gender, sexual orientation, age, disability, nationality, location, and religion to apply.