



Hope for Women  
M. Kurigam, 1A (1<sup>st</sup> Floor)  
Ithaa Goalhi  
Male', Maldives

## **TERMS OF REFERENCE**

**Position:** Program Coordinator

**Location:** Male'

**Basic Salary:** MVR 10,000

**Duration:** 1 year, with possibility of extension

### **Background**

Hope for Women (HFW) is a non-governmental organization in the Maldives, registered in 2010, working towards ending all forms of violence against women and girls, while also promoting gender equality and women's participation in public life.

On 12 June 2018, an Institute by the name 'Hope Institute for Research and Training' was established under HFW with the following objectives:

1. Identifying the critical issues/gaps and conducting research on areas related to Gender and Human Rights;
2. Creating more opportunities for the general public, particularly women, to further enhance their education and skills necessary to access and enjoy a better livelihood.

### **Duties and responsibilities**

- a) Overall coordination of programs and timely delivery of project goals.
- b) Provide support to the Executive Committee of HFW.
- c) Develop grant proposal to access resources.
- d) Manage corporate logistics.
- e) Assist and cooperate with other staff of the organization.