

Selection criteria and terms of reference for ASWA's Interim Care Taker Committee- ICC

The African Sex Workers Alliance (ASWA) is the Pan African alliance of sex worker-led organisation that advocates for commitment and action to safeguard the rights of sex workers. ASWA envisions a world where sex work is recognised as a protected work in Africa, and where the health and human rights of all sex workers living and working in Africa are secured in an environment free of stigma and discrimination. As of 2018, ASWA has members from 22 African countries. In the years since its formation, ASWA has increased in its reach, its power and its influence across Africa and around the world.

In April 2018, ASWA's board chair resigned leaving in place two board members who now act as co-chairs. ASWA also had a challenge relating to a due diligence process conducted by one of the funders and four resignations by key staff. This situation necessitated that ASWA undertakes an assessment that has informed an institutional strengthening process aimed at putting in place a formal governance structure, pursue an appropriate registration regime, support board and leadership transitions and come up with a current funding status report to help develop a fundraising plan to make ASWA fit for purpose and enable the organization serve its constituency better as a regional sex worker organization.

Towards this end, ASWA is looking to form an Interim Caretaker Committee (ICC) comprising of at least seven members five of whom will be nominated from ASWA's membership from the five geographical regions and reflect the diversity of sex workers (Trans, Male Sex worker, Female sex workers) to join the two co- chairs and work with a team of two consultants over a six month period to oversee an institutional strengthening process.

Selection Criteria to serve on the ICC:

- Regional representation – 5 regions
 - 1 Slot Eastern Africa
 - 1 Slot Southern Africa
 - 1 Slot West Africa
 - 1 Slot Central Africa
 - 1 Slot Northern Africa
- Nominee represents the interest of sex workers and must belong to a sex worker led organization who is member of ASWA
- Nominee is passionate about the growth and development of ASWA

- Nominee is knowledgeable in issues of sex workers and governance of organizations and can contribute meaningfully in discussions
- Has demonstrated leadership in championing the rights of sex workers (e.g. has led an advocacy campaign, led a project in advancing the rights of sex workers, is an active member of a sex worker led organization)
- Have knowledge/experience of leadership and governance in community-based organization
- Must be a sex worker
- Should be comfortably literate and able to communicate in written and spoken in ASWA official languages of communication (English, French, and Portuguese??)
- Is willing, available and has time to commit to ASWA's transition process in terms of
 - Nominee is willing to serve on a voluntary basis. Travel and accommodation related expenses will be taken care of.
 - Availability for at least 10hours per month (for calls/skype), over a 6month time period beginning in August 2018
 - Commit at least three to five days for in-person meeting in October 2018.
 - Respond to communication in a timely manner
- Nominee has strong interpersonal skills and is keen on positive change and is focused on solutions.
- Be a confident communicator and enjoy working in a community with peers.
- Nominee is residing within Africa.

Proposed Nomination process to serve on the ICC

- Send the nomination criteria to all ASWA members and a schedule of calls for each region to take place from (6th to the 9th of August) by Friday the 3rd of August
- Each region to come to the call with a list of proposed name or names of nominees. If the regions will not have had a chance to nominate, a chance to table nominations will be given during the call. Where there is more than one name nominated and the members cannot agree by consensus, the consultants will provide a link to an online platform where members will be asked to vote from the list of nominees and the consultants will share the outcome of the vote. (An online monkey survey for voting will be prepared beforehand in case it becomes necessary to vote)

Terms of reference for the ICC

1. Support formal registration of ASWA

- Review the registration options presented by consultants and agree on the most suitable for ASWA
- Appoint at least 3 officials for purposes of lodging registration documents. The other slots to be added once the AGM takes place and a fully functioning board is in place.
- Launch the registration documents

2. Organize an AGM

- Develop an agenda for the AGM
- Develop a transparent and accountable election procedure and rules to govern the election of a new board
- Appoint an independent, impartial and credible returning officer for the election
- Develop a concept note to fundraise and engage donors to support the AGM

3. Support the secretariat –develop 2019 work plan and fundraising plan

- Have an inception meeting with ASWA secretariat to share the ICC mandate, work plan and agree on timelines for various deliverables
- Establish the financial position of ASWA through review of all grant contracts and their timelines

- Obtain an up to date expenditure report
- Review the status of the current work plan in line with ASWA's mandate and funding budgets
- Evaluate current staffing structure and contracts based on roles and funding to inform work plan and fundraising plan

4. Transition of ED

- Review the ED's JD to ensure alignment with ASWA strategy
- Advertise the position
- Shortlist and conduct interviews
- Make an offer to the successful candidate

5. Act as the official communication and liaison with secretariat, funders and other stakeholders

- Monthly updates to members, ASWA secretariat, donors and other key stakeholders on the transition process
- Approve end year narrative and financial reports and share the same with funders
- Officially respond to questions or other correspondence regarding ASWA