



## CONTRACT OF COORDINATOR

This contract is made between Keyla Magaña Fabro (Coordinator); and Women's Issues Network of Belize (the *de facto* Principal Recipient) for the planning, management and monitoring of the Advocacy Outreach and Media Campaign and Capacity Building workshops supported project *Strengthening Women's Representation in National Leadership in Belize*.

NOW, THEREFORE, the Parties hereby agree as follows:

### Nature of Services

The consultant will provide services and deliverables as per attached Terms of Reference;

### Duration of Contract:

This Agreement shall be effective as of the 13<sup>th</sup> day of May and shall expire on the 30<sup>th</sup> June 2014, unless sooner terminated in accordance with the terms contained herein.

### Compensation:

The consultant will receive payments for deliverables submitted within the timeline outlined in terms of reference.

### Termination/Amendment:

Either party shall terminate or request amendment to this contract by giving twenty days notice in writing.

I sign that I have read, understood and agree to all of which has been outlined herein with sound mind and body and all mental faculties in place.

May 13<sup>th</sup>, 2013  
Date

13<sup>th</sup> May, 13  
Date

[Signature]  
Keyla Magaña Fabro (Coordinator)  
Belize)

[Signature]  
J. Carolyn Reynolds (WIN-  
Belize)



Women's Issues Network of Belize  
28 Dean Street  
Belize City, Belize

## TERMS OF REFERENCE

### **Coordinator: Revised Electoral Legislation and Development of National Governance Framework**

#### **Purpose of Post:**

In order to fulfil the requirements of the UNDEF Project, WIN-Belize will work in partnership with National Women's Commission (NWC) and the Toledo Maya Women's Council (TMWC). Two Coordinators will be needed to effectively implement the project. Therefore, the proposal stipulates that WIN-Belize's Program Officers be contracted as the Coordinators on a part-time basis.

#### **Roles and Responsibilities of WIN-Belize:**

WIN-Belize will be responsible for:

- ◆ Overall leadership of the program, including all project management and coordination; and research and program implementation with core technical partners
- ◆ Liaison with UNDP and Project Execution Board
- ◆ Overall Quality Assurance of project
- ◆ All publicity and dissemination of project activities and achievements
- ◆ Overall monitoring of all program inputs, and provision of reports to UNDP.
- ◆ Providing administrative and financial support for Consultants and staff contracted by WIN-Belize.

#### **Roles and Responsibilities of the Coordinator:**

- ◆ Coordinate logistics for national consultations to revise legislation governing elections
- ◆ Provide minutes of consultations to revise legislation governing elections
- ◆ Provide sign in sheets with information on participants of consultations
- ◆ Manage reports and recommendations to the Project Execution Board
- ◆ Coordinate meetings with legal consultant and technical committee consisting of representatives from civil society and women's organizations, academia, formal and informal leaders and men who are sensitive to this issue
- ◆ Coordinate consultations with political parties, women and civil society organizations, academia, indigenous groups and national government
- ◆ Assist with the development of an inclusive agenda along with the proposed temporary special measures/quota that will constitute the national governance framework
- ◆ Coordinate meeting with Cabinet for presentation of the national governance framework by the Ministry of Public Service, Election and Boundaries
- ◆ Provide support to the effective implementation of the training for national women leaders