

APPENDIX 1

CONTRACT TERMS OF REFERENCE

WIEGO Urban Policies Programme

Urban Policies Programme (UPP) Director

1) Background to the Programme

Women in Informal Employment: Globalizing and Organizing (WIEGO) is a global network focused on securing livelihoods for workers in the informal economy, especially women. We believe all workers should have equal economic opportunities and rights. WIEGO creates change by building capacity among informal worker organizations and networks, expanding the knowledge base about the informal economy, and influencing local, national and international policies.

WIEGO has five core programmes:

- Organization & Representation
- Statistics
- Law
- Social Protection
- Urban Policies

WIEGO's urban policy vision is to transform urban systems so that informal workers have higher and more stable incomes, secure places to live and work, and the capacity to negotiate sustainable gains in urban policies, planning and implementation. To this end, the programme provides tactical information, hard evidence, appropriate tools and participation opportunities for membership-based organization partners, sympathetic policy makers, urban practitioners and engaged scholars to support the inclusion of informal workers in cities.

UPP's five core objectives are:

1. Changing dominant narratives that perceive the urban informal economy as small, unproductive and comprised of tax and regulation evaders.
2. Maintaining constant visibility of the contribution of the urban informal economy but also (urban and formal economy) practises that generate exclusion.
3. Securing participatory governance and implementation of inclusive approaches to planning, design and sector support.
4. Developing a new cohort of urban practitioners and advocacy researchers that work alongside MBOs to secure inclusionary approaches.
5. Securing recognition of the contribution of urban informal economy and inclusionary processes in UN (SDGs, NUA and ILO R204 and Future of Work) and other global initiatives (right to the city and UCLG). This is informed by in city work but also used to strengthen this (bringing home the victories).

APPENDIX 1

CONTRACT TERMS OF REFERENCE

2) Background to the role

The Urban Policies Programme Director will be a member of the WIEGO Programme Directors Team, reporting to the WIEGO International Coordinator. S/he will work collaboratively with other WIEGO Team Members, as well as partners (especially membership-based organizations of informal workers) and consultants.

The UPP Director will lead a team of highly qualified experts, with a combined nine decades of experience in activist research and advocacy on the urban informal economy. The team works in a collaborative and democratic style that allows for a wide range of input and consensus building to come to decisions. Therefore, the UPP Director will need to work in an open and transparent manner, maintain fluid channels of communication among team members, and be able to draw on the strengths of team members to do their best work to support the mission of the programme and the organization. The UPP Director role will be strategic in nature, helping to guide team members on strategic decision making to reach their objectives. The UPP Director will also play a pivotal role in ensuring the activities of the UPP Team are connected to and coordinated with the rest of WIEGO's work, to ensure maximum success in what we do.

3) Responsibilities

WIEGO's Urban Policies Programme involves coordination of work primarily within the global South. In addition, the Programme entails participation in events organized by WIEGO and its partners in various locations. Its focus is on three primary occupational sectors: home-based workers, street vendors and waste pickers.

The responsibilities of the UPP Director will include:

- *Programme activities:* Develop, oversee and participate in projects and activities designed to support UPP's objectives, including research, local and global advocacy, and policy analysis, with a special concern to create synergies with other WIEGO programmes and among occupational sectors. Develop and coordinate research using both primary data collection and secondary data analysis, undertaken in conjunction with MBO partners.
- *Coordination and management:* Undertake 5-year strategic planning and annual operational planning, in consultation with the team and WIEGO stakeholders. Besides planning, coordination and management of the Urban Policies Programme, the UPP Director is responsible for budgeting and budget management, supervision of team members and collaboration with other WIEGO team members and Programmes.
- *Relationship building:* Build and maintain positive relationships with relevant urban actors, including national, regional or international agencies; alliances and networks; and academic units. Participate in internal and external events, and attend visits by and to partner and allied organizations. Engage in participatory processes with membership-based organizations, including following up decisions taken through collaborative engagements.
- *Intellectual influence on urban policy discourses:* Identify and engage with significant global, regional, national and city-level meetings and networks on urban policy and practice so as to insert the concerns, perceptions and needs of urban informal workers to strengthen their

APPENDIX 1

CONTRACT TERMS OF REFERENCE

voice, visibility and validity. Contribute to original research that brings new knowledge and insight to key defining debates in the urban arena.

- *Fundraising*: Identify and pursue sources of funding for UPP activities, in consultation with the WIEGO fundraising team.
- *Communications*: Frame issues regarding urban policies for informal workers; write and disseminate outputs appropriate to a diversity of audiences; and oversee content on the UPP pages of the WIEGO website. Develop innovative and accessible ways of communicating content to the WIEGO community, governments, multilateral agencies and membership-based workers' organizations.
- *WIEGO activities*: Participate and contribute to WIEGO activities including team retreats, programme team meetings, general assemblies, strategic planning and evaluation activities, board meetings and others as required.

While the Director has overall responsibility for these activities, the lead in implementation of some activities will be delegated to other members of the WIEGO Urban Policies team who have particular expertise and experience in the area. Thus, the candidate does not necessarily have to have expertise in all areas, and the division of responsibilities may be open to negotiation.

4) Person Specification

Essential Skills, Knowledge & Experience

- Knowledge of, and direct experience in, the field of the informal economy with a focus on urban policies, local government or urban planning, with a labour / employment perspective and experience working with membership-based informal workers' organizations;
- Knowledge and direct experience of engaging in policy-influencing processes at all levels---from local to national and global;
- Experience developing strategies and key messages for advocacy efforts;
- Knowledge and skills to carry out relevant research to write for diverse audiences, to develop capacity building materials, and to provide technical and strategic advice (or ability/knowledge to oversee these activities).
- Experience of contributing to and developing strategy at a senior level;
- Project management experience, including strategic long and short-term planning, budgeting and budget monitoring;
- Experience and skills to create a collaborative, participatory, democratic and equitable decision-making environment with all stakeholders. Support team members in making the most of their talents in service of the programme's vision.

Essential Personal Values & Attributes

- Strategic thinker who is able to prioritise and balance a busy workload;
- Holds a passionate belief that by equipping informal workers and educating urban planners and researchers, we can help informal workers achieve better incomes, more secure places to live and work, and the capacity to negotiate sustainable gains in urban policies and practices;

APPENDIX 1

CONTRACT TERMS OF REFERENCE

- Excellent communicator who presents effectively and convincingly (in writing and verbally), including experience in multistakeholder activities (assemblies, webinars, workshops, etc.);
- A collaborative, empowering and supportive leader, with the ability to mentor, motivate and drive a team to deliver on the programme's mission;
- Willing to take direction, support and inputs from other Team members;
- Able to build and develop strong and trusted relationships internally and externally.

Desirable Skills, Knowledge & Experience

- Be known internationally as a scholar-activist in the field of urban policies with demonstrated commitment to the cause of economic justice;
- Have a post graduate qualification—a PhD or substantial progress towards a PhD and a commitment to complete—in a directly relevant discipline (such as, but not limited to, urban planning, architecture, sociology, anthropology, geography, political science, or development studies).
- Have experience working with or on behalf of informal workers, ideally with one or more of the sectors of informal workers who are the focus of WIEGO's work: home-based workers, street vendors and waste pickers.
- Be a woman from the Global South;
- Be able to travel extensively.

2) Time Frame

The term of this contract is for an initial 6-month trial period with annual renewable contract thereafter by mutual agreement and subject to satisfactory performance.

3) Fees and Expenses

WIEGO shall pay the contractor a daily rate, which will be agreed with the successful candidate depending on location, qualifications and experience. Each day shall consist of 7.5 hours.

4) Budget Line: Urban Policies - 4006

5) Reporting Line: The UPP Director will report to WIEGO's International Coordinator (Sally Roever).