



Reimagining Industry to Support Equality

**TERMS OF REFERENCE**  
**Guatemala RISE Project Coordinator**  
**July 2024 – June 2025**

**RISE** is looking for a contractor to coordinate RISE programs in Guatemala. The contractor needs to have experience working with global supply chain (such as garment, agriculture or other sectors) to develop and deliver worker capacity programs that consider the needs of women. The contractor needs to be based in Guatemala and speak Spanish and English.

RISE is a collaborative effort with the goal of delivering a unified approach to women's empowerment in global supply chains. Bringing together the world's four largest women's empowerment programs in the global supply chains - BSR's HERproject, CARE International, Gap Inc.'s P.A.C.E. Program and ILO-IFC Better Work, RISE will leverage the combined experience in over 21 countries to achieve transformative change for the millions of women who work within supply chains globally.

RISE will focus on three interrelated pillars of action to tackle both immediate barriers and medium/long term structural improvements for women workers. These include increased agency, confidence, and communication, increased access to and control over financial products, services and resources, enhancement of the capabilities of unions and industry organizations to serve as gender champions, and implementation of policies at the workplace level, but also regional and national levels that promote gender equality.

**Pillar 1: Capacity Strengthening:** Working in factories in key countries, RISE will achieve impact with a network of local civil society partners and organizations working on gender equality to deliver worker capacity building programs. There are four options available (i) Foundation – a 13 month needs based worker training program (ii) Digital – a 8 month tablet-based learning on health, financial literacy and stress management, (iii) Respect - one year program on gender-based Violence prevention and remediation and (iv) Financial Health – a one year program on financial capability, resilience and inclusion .

**Pillar 2: Market Transformation:** RISE will work with and encourage leadership from industry actors (brands, buyers, suppliers, and worker representatives) to improve operating practices at all levels in global value chains to support greater gender equality outcomes.

**Pillar 3: Influencing:** RISE will leverage the founding partners' existing relationships and identify opportunities to work in partnership to influence employer/company/factory policies, programs and budgets, as well as government policies that impact workers, in particular women workers, and support the breaking down of harmful social and gender norms.

The Project Coordinator will form part of the program delivery team within RISE. The Project Coordinator will be responsible for timely and high-quality program delivery and project management, and for local relationship management.

As part of a highly matrixed team, effective collaboration across other team functions and particularly with in-country teams and local partners will be critical to success. The Project Coordinator will report to the RISE Women's Advancement Global Lead.

**SCOPE OF WORK** The role includes the following specific responsibilities. These may evolve as RISE is established:

**Phase 1: Program adaptation (2024)** The Guatemala Project Coordinator is expected to oversee and manage the adaptation of RISE programs in the country, starting with RISE Financial Health and RISE Respect (prevention of gender-based violence and harassment) programs. The program adaptation includes:

1. Coordination with technical experts to nurture and adapt the program curriculum (Word and PowerPoint), toolkits, including flipbooks, audio, videos, and other communication materials as per the country context.
2. Coordination of translation (English to Spanish) services and any other relevant tasks.
3. Mapping of industry stakeholders for the garment sector and setting meetings with them.
4. Hiring of local partner(s) for RISE programs implementation in Guatemala. This includes mapping of local NGOs experienced in implementing workplace programs in global supply chains, and identify suitable partner to implement RISE programs in garment sector of Guatemala. It is expected for the coordinator to support the hiring process and support conducting the training of trainers (ToT) sessions for the selected local partners to familiarise them with RISE training methodology and curricula, in partnership with the RISE global team.

**Phase 2: Program delivery and quality oversight (program implementation is expected to start early 2025):**

- The Guatemala Project Coordinator will play a key role in RISE delivery of workplace programs and grant funded projects in Guatemala.
- The coordinator will lead on factory engagement in the country which includes cultivating and maintaining relationships with factory management, to ensure the smooth and timed implementation of the programs.
- The coordinator will support the implementing partner(s) in the roll out of the RISE activities by coordinating different RISE programs, including Financial Health, Respect and Digital.
- The coordinator will travel frequently to the project sites such as garment factories for meetings, supporting implementing partners, progress monitoring, quality checks and program launch.
- The coordinator will track and oversee project activities such as work plans and review of the project reports and ensure the project compliance with RISE practices and standards.
- The coordinator is the main contact point for troubleshooting program implementation at the factories.

- The coordinator will be building, maintaining, and nurturing strong relationships with external partners such as local RISE partners, brands representatives and workplace management and other key industry stakeholders.
- The coordinator will organise a stakeholder engagement event at the end of the program implementation.
- The coordinator will ensure constant communication and coordination with the RISE global team to ensure alignment with strategy, consistent learning, and improvement of the program, including sharing insights and best practice with other team members from different countries.

### **Phase 3: Monitoring, evaluation, and learning (2024 - 2025):**

- Working with the Monitoring, Evaluation and Learning team, the Guatemala Project Coordinator will be responsible for ensuring that monitoring and evaluation activities are conducted at the highest level in Guatemala overseeing baseline and endline activities, conducting stakeholder interviews; reviewing monthly progress reports from the local experts, keeping the Impact Portal (RISE monitoring platform) up to date and providing progress reports for individual projects.
- They will work with RISE program leads to ensure consistent learning and improvement of the program, including sharing insights and best practices.

### **Thematic Knowledge:**

- The Guatemala Project Coordinator is expected to bring knowledge and experience in the areas of gender equality, women's economic empowerment, women's leadership, and advancement, supply chains, gender-based violence and harassment and capacity building.
- They will be working closely with technical leads (including program leads and country leads) for RISE Capacity Strengthening programs to ensure program content responds to women workers' needs and priorities as well as the priorities and gaps of business and is delivered in using global best practice.
- They will use their understanding of the program topics combined with their understanding of the local context to contextualize materials whilst adhering to the global approach.

### **Team**

- The Guatemala Project Coordinator is expected to collaborate with country and program leads and share learning across a wider team to ensure that activities link up from an impact perspective and have a degree of standardization between them.

## **DELIVERABLES**

### **Program adaptation:**

- Ensure quality adaptation of RISE program curricula, toolkits, including flipbooks, audio, video, tech tools, and other communication materials as per Guatemala country context.
- Coordinate and ensure quality translation (English to Spanish) of RISE program curricula, presentation decks, toolkits and IEC materials.
- Ensure stakeholder mapping of Guatemala garment industry. This includes, mapping of garment suppliers, global brands, industry associations, trade unions, government entities, financial service providers, NGOs and civil society organizations and set up meetings with these stakeholders in June 2024.
- Coordinate hiring of local partners for RISE programs implementation in Guatemala.
- Support the ToT sessions for the selected local partners to familiarise them with RISE training methodology and curricula.

### **Program delivery and quality oversight:**

- Delivery to expected standard, on time and within budget, of RISE programs in Guatemala.
- Visit factories and run a program quality assurance check.
- On time review and approval of baseline and endline reports.
- Follow up and troubleshoot program implementation in approx. 10 factories (subject to change throughout the course of the year).
- Coordinate and lead meetings with local partners, in-country visit of global RISE team.
- Participate and support the ToT (Training of Trainers) for local partners on RISE different programs.
- Organize meeting among industry stakeholders and global RISE team and coordinate all the logistics arrangement.

### **Payment Schedule**

Contractor will submit a monthly invoice. RISE will issue payment within 30 days of receiving the invoice. The invoice shall include all days/hours worked for the month and what activities were performed. This is expected to be 220 days contract during a year. Payment will be made monthly in accordance with the number of days worked and upon satisfactorily achieved deliverables. The consultant will be responsible for his/her own taxes and other statutory obligations.

### **Contract Terms**

- The contract is initially for 12 months, with the possibility of an extension for an additional year.
- Equipment and Office Space. Consultant will be responsible for his or her own equipment, including laptop, printing, mobile phone, communication costs and other needs.
- It is the express intention of BSR that Consultant is an independent contractor and not an employee, agent, joint venture or partner of BSR. Consultant (and its employees, agents and consultants) shall not be entitled to any of the benefits that BSR may make available to its employees, such as group health, life, disability or worker's compensation insurance, profit-sharing or retirement benefits.

- Consultant shall be solely responsible for all tax returns and payments required to be filed with or made to any US or international tax authority with respect to Consultant's performance of services and receipt of fees under this Agreement.
- During the execution of this Contract, BSR will rely on Consultant to act on behalf of project and to represent BSR's views in meetings with factories, buyers (both BSR members and non-members), and industry associations, as well as in presentations at relevant local events. In those instances, Consultant will represent themselves as "Country Manager Guatemala" for RISE.
- Consultant may not enter into any agreements or partnerships, and will relay those relationships on to BSR to formalize once there is expressed interest from the other party
- For travel outside of Guatemala City, Consultant and BSR must mutually agree before completing the travel. Costs for factory visits within Guatemala will be covered by BSR and should be included in the monthly invoice (with original receipts) at the latest the month after the travel has been conducted. Airfare, if necessary, will be reimbursed at cost and flight travel must be approved in advance by BSR. Receipts for airfare must be submitted along with the monthly invoice for reimbursement.

#### **Provision of Monitoring, Progress Controls & Payments**

- The Project Coordinator will work under the direct supervision of the Women's Advancement Global Lead of RISE.

#### **Application Process**

- Interested individuals must **submit an application to [recruitment@riseequal.org](mailto:recruitment@riseequal.org) before 30 June 2024** and reference the job title 'RISE Guatemala Project Coordinator' and in the email title and file name. Application must include:
  - Cover letter with a summary statement of competencies in relation to the TOR and details of earliest availability, including daily rate;
  - Curriculum Vitae;
  - Names and current contacts of 2 referees.

#### **Confidentiality Statement and Intellectual Property Rights**

All data and information received from BSR for this assignment are to be treated confidentially and are only to be used in relation to the execution of these Terms of Reference.

All intellectual property rights arising from the execution of these Terms of Reference are assigned to RISE, as part of BSR. The contents of written materials obtained and used in this assignment may not be disclosed to any third parties without the expressed advance written authorization of RISE.

Only suitable candidates will be contacted for an interview.