



## **TERMS OF REFERENCE**

Title: Organisational Assessment and (Re)Structure Consultant

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**Reporting to: Chair (Iman Sandra Pertek)**

**Post: short-term consultancy**

**Location: Home-based**

**Contract value: Up to EUR 2,650**

## Summary:

In the last month the European Forum of Muslim Women (EFOMW) observed a 100% growth in terms of its project funds. However, in the recent years we have faced constraints in our organizational effectiveness and growth due to the limitations of organizational structure. We seek expert advice to help us assess the capacities of our organization and what structure would be most effective at this point of time to help EFOMW to move to the next level and maximise its social impact in light of our objectives.

## Background:

The European Forum of Muslim Women works within the European Union for the consolidation of bonds and the exchange of experience between the various members in order to support the involvement of the Muslim woman in the society as a citizen and to better response to her worries and to defend her interests and apply to the European and international authorities. Office of the Forum is placed in Brussels to take advantage of proximity to the European Union institutions.

The Forum speaks on behalf of Muslim women in Europe, their problems, their aspirations and could provide the social realities of Muslim women and defend their causes. The Forum is committed to make a change on the mentality and the condition of Muslim woman. Our public awareness campaigns are mainly directed towards the admiration of the Muslim Woman potentials, and her role in the family and society and the contribution of the Muslim woman in the social, economical and political fields of society. The Forum puts a great effort to change the negative common impressions which imprison the Muslim woman within a pejorative framework.

**In recent years Forum has gained a good reputation in the European institutions and we are often consulted about issues related to the situation of Muslims in Europe, especially when it comes to women's issues. That placed a great responsibility on us to employ more staff that will work in full capacity on issues of importance to Muslim women, such as lobbying for legislation at the European level, implementation of public campaigns, participation at conferences etc. Forum activists so far have worked on a voluntary or a part-time basis, but due the complexity of activities in recent period we have a great need for more employees.**

## About European Forum of Muslim Women:

The European Forum of Muslim Women is a Brussels-based NGO, and the largest network of European muslim women organisations working on issues of inclusion, empowerment, anti-discrimination and gender equality.

Established in 2006 by Muslim Women organisations working all over Europe who felt the urgent need to have their concerns voiced at the European level, EFOMW's mission is to advocate for policies that bring inclusion and empowerment to all women living in Europe, especially muslim women, one of the most vulnerable minority groups in Europe. We also

advocate for an increased participation and involvement of muslim women in the public sphere and in their communities.

### **Our vision:**

Cohesive, inclusive and equal Europe for all women, including Muslim women

### **Our objectives are:**

1. To represent Muslim women in the European and international authorities and to defend their interests.
2. To support the dialogue between citizens of various beliefs, backgrounds or political tendencies of the society for common goods.
3. To co-operate with European and international women associations of different denomination.
4. To stand against discriminations based on religion, colour, race or any other kind of discrimination especially those against Muslim women in particular.
5. To aware the general public of the importance of family values and to reinforce its role in the stability of the societies.
6. To contribute in the promotion of European identity, by developing educational and cultural events for the Youth in European countries.
7. To work for the equality between men and women in the strategic domain of the employment and the social fields.

The rights and the responsibilities of Muslim Woman in Europe is been a considerable issue in most of European countries; each EU member (state) has dealt with this issue in a different way. The European Forum of Muslim Women summarizes the spirit of all women who wish to create a peaceful and tolerant common future through dialogue and fruitful exchange of ideas.

Main activities of EFOMW are: initiation and participation in the social and political debates; organizing conferences, seminars and congresses; issuing publications and feeding the media with important information in regard of Muslim woman in Europe.

**The Board of Directors** consists of 3 Directors, Vice-Chair, Chair and a Treasurer. We have at present **3 part-time staff**; Advocacy Advisor (Brussels based), Project Officer (Brussels based) and Administraive Secterary (based abroad).

### **Role description:**

As a consultant, in collaboration with the Chair, Board of Directors and staff, you will lead the organizational assessment, structure assessment and suggest recommendations for new

structure to better advance our goals, this includes review of our vision, mission, values, strategy, policies and processes. You will be also expected to help us understand our strengths and suggest the priorities and ways in which we could operate to increase our effectiveness.

Your role will be to identify capacity that is already in place to leverage opportunities and mitigate constraints to achieving EFOMW's objectives. The consultant is also required to support EFOMW in developing a strategic plan (recently developed) based on the findings from this assessment. The outcome report should provide a clear pathway to achieving EFOMW's objectives.

In order to meet the human resource needs under this project the consultant may also be required to support EFOMW in the recruitment of two competent new staff for the roles of Policy Officer and Executive Manager/Director (these roles to be confirmed in light of the final report).

#### **Tasks:**

- Desk-based review and online review about EFOMW to understand our external profile
- Review our document databases to understand EFOMW's objectives and ways of operating, in particular our recent strategy planning
- Conduct a comprehensive SWOT or another proposed organizational assessment
- Interview staff and the Board of Directors
- Interview key organizational stakeholders (including OSF, ENAR and OSCE)
- Analyse our organizational structure
- Propose better structures and ways of functioning for better social impact of the organization. Include the presentation of the findings in clear pathway.
- Support the recruitment of two new staff identified as needed in the assessment

#### **Deliverables:**

1. Inception report – maximum 3 pages by end of January 2019
2. Draft report with analysis, findings and recommendations (action plan with identified responsibilities and resources) – maximum 15 pages – by end of February 2019
3. Hold a teleconference call or join Board meeting to discuss and present findings – mid-March 2019

#### **Timeline:**

Between 28<sup>th</sup> January – 28<sup>th</sup> February 2019. Maximum 18 days.

#### **Contact:**

Administrative Secretary  
Chair

[info@efomw.eu](mailto:info@efomw.eu)  
[sandra.pertek@efomw.eu](mailto:sandra.pertek@efomw.eu)

**Required skills and competences:**

- Organisational assessment methods
- Competencies in reviewing and designing effective organisational structures. Proven experience of success
- Sound understanding of Islamophobia, EU legislation and intersectional gender equality issues in Europe;
- Knowledge of European policies and institutions;
- Strong analytical and drafting skills;
- An ability to plan, manage and complete projects effectively;
- Excellent written and verbal communication skills with fluency in English essential
- At least 7 years of relevant work experience;

**Budget:**

EUR 2,650

**Apply:**

By 15<sup>th</sup> January 2019

Send your application (technical and financial proposal/offer, a detailed CV, cover letter, references) to [info@efomw.eu](mailto:info@efomw.eu) and [sandra.pertek@efomw.eu](mailto:sandra.pertek@efomw.eu)

Write: " Organisational Assessment and (Re)Structure Consultant " in email subject line.

For more information visit: [www.efomw.eu](http://www.efomw.eu)