

---

<b>Position Title:</b>	Partnership Advisor - Impact Investing
<b>Position Location:</b>	Makati, Metro Manila, Philippines
<b>Contract Duration:</b>	Project-based contract up to June 2022
<b>Position Type:</b>	Internationally engaged, project-based employee
<b>Estimated Start Date:</b>	1 September 2019
<b>Application Closing Date:</b>	15 June 2019

---

## Overview

Thank you for your interest in this position.

This document includes information on the following:

- Summary of the Investing in Women;
- Introduction to Abt Associates;
- Application process;
- Definition of a Long-Term Adviser (LTA);
- Overview of the compensation and benefits associated with LTA roles;
- Terms of Reference; and
- Key Selection Criteria.

Please read this document carefully as applications that vary from the specified requirements may not be accepted.

Please be advised that the mobilisation of this position is subject to approval by the Department of Foreign Affairs and Trade (DFAT).

## Investing in Women

Investing in Women is an initiative of the Australian Government that catalyses inclusive economic growth by contributing to women's economic empowerment in South East Asia.

Established in 2016, Investing in Women tackles one of the most critical social and economic issues of our time: gender inequality. Women's economic empowerment is a fundamental aspect of promoting gender equality and is vital to enhancing business competitiveness, fueling economic growth and essential to building equitable societies.

Investing in Women uses innovative approaches to improve women's economic participation as employees and as entrepreneurs and to influence the enabling environment to promote women's economic empowerment in the Philippines, Indonesia, Vietnam, and Myanmar.

Investing in Women focuses on the following pathways:

- *Workplace Gender Equality* - We partner with influential businesses through business coalitions to drive gender equality by shifting workplace culture and practices and support business to address policy barriers to advancing WGE.
- *Impact Investment for Women's SMEs* – We establish blended finance instruments with leading impact investors to move capital with a gender lens for women-owned and women-led Small and Medium Enterprises (SMEs) and we develop partnerships with industry networks and strategic intermediaries to normalise gender lens investing principles across the growing impact investing field.
- *Influencing Gender Norms* – We work with advocacy partners to shift harmful attitudes and practices that entrench discrimination against women in the world of work.

Investing in Women supports the Sustainable Development Goals (SDGs) 2030 Agenda which recognises that gender equality is not only an essential human right, but a necessary foundation for peaceful, prosperous and sustainable societies.

Further information can be found in the website: [www.investinginwomen.asia](http://www.investinginwomen.asia)

### **Abt Associates – Who We Are**

Investing in Women is implemented by Abt Associates Australia — a mission-driven, global leader in research, evaluation and implementing programs in the fields of health, social and environmental policy, and international development. We work with our clients to implement bold, innovative solutions to improve the lives of the community and deliver valued outcomes for our clients.

Abt Associates is regularly ranked as one of the top 20 global research firms and one of the top 40 international development innovators. We provide a comprehensive range of services from policy to service delivery in the public and private sectors, contributing to long term benefits for clients and communities.

Abt Associates has a strong commitment to gender equity, diversity, and inclusion and encourages applications from experienced and capable women, people with a disability, and people from highly diverse backgrounds. Abt Associates has a personal commitment to its staff and as such we value the long-term relationships that we build with the people who work with us.

Abt Associates is a child safe organisation and promotes the safety, wellbeing and inclusion of all children.

For more information about our company and what we do visit our website at [www.abtassociates.com](http://www.abtassociates.com)

## Our Values

### **Mission-Driven.**

We are united by our mission to improve the lives of people worldwide.

### **Global.**

We are a global community, bringing diverse knowledge, expertise, and perspectives to the many challenges faced by today's world.

### **Committed to Excellence.**

We strive to meet and exceed the highest professional standards.

### **Collaborative.**

We know that working collaboratively produces excellence.

### **Accountable.**

We take responsibility for what we do and how we do it.

### **Balanced.**

We sustain the energy and commitment we bring to our roles by promoting a healthy balance between our personal and professional lives.

## Preparing Your Application

Please read the following information carefully as incomplete applications may not be accepted.

To submit an application:

1. Visit the Abt Associates' website ([www.abtassociates.com](http://www.abtassociates.com)) and navigate to the 'Careers' section.
2. Select Australia / UK Postings, locate the position you are applying for and select 'Job Details'.
3. Click on the 'Apply Online' button and follow the prompts.

It should take between 10-20 minutes for you to complete the online application. Before submitting your application it is recommended that you have the following documentation prepared so that these can be readily uploaded during the application process:

1. An electronic version of your CV in MS Word or PDF format (less than 3MB);
2. A statement addressing the key selection criteria (maximum 3 pages). This document should clearly describe how your skills, experience and qualifications will enable you to meet the requirements of the position; and
4. Details of at least 3 professional referees (preferably your current supervisor and two 2 previous supervisors).

### Other Points to Consider

1. If you are successful in being short-listed or are selected for this position you *will be* required to successfully complete a police check, pass global sanctions checks, and meet fit for work requirements (i.e. a medical examination). Additional requirements *may include* psychometric tests and/or work skills tests, validation of professional qualifications and registrations, and any other tests or checks deemed necessary.
2. A performance assessment will be undertaken for all advisers at least annually and upon completion of their appointment. By submitting your application for this role you are consenting to Abt Associates undertaking this assessment and to providing a record of this assessment to DFAT for inclusion in their adviser database.

Abt Associates is committed to providing equal employment opportunities to all employees and applicants for employment without regard to race, religion, sex, gender, age or physical ability. We are especially interested in candidates who can contribute to our program's diversity and long-term outcomes.

Abt Associates is responsive to the needs of working families. Job share and flexible work arrangements can be discussed and considered for the preferred candidates.

### What is a Long Term Adviser?

A Long Term Adviser (LTA) role is considered any appointment that is six (6) months or longer in continuous duration.

### Compensation and Benefits – Long Term Adviser

The compensation and benefits associated with this Long-Term Adviser position are outlined below:

1. A monthly *Professional Fee* paid in arrears at the end of each calendar month.
2. Travel insurance and daily allowance for business trips required by Program.

If an adviser is required to relocate from their primary country of residence to undertake this role, where applicable, they will also be entitled to:

3. Return mobilisation and demobilisation flights for the adviser and any nominated accompanying dependants.
4. Reimbursement of rental accommodation costs (inclusive of any applicable local taxation).
5. Monthly Mobility Allowance and Monthly Allowance Supplement, where applicable.
6. A Mobilisation/Demobilisation Allowance to provide reimbursement for appropriate mobilisation and demobilisation expenses, such as shipping.

**Lodging Your Application:**

All applications should be submitted online through our website at: [www.abtassociates.com](http://www.abtassociates.com)

Should you experience any difficulties with the submission process, or have any questions about this role then please contact:

**Contact Name:** Fleur Jackson, Talent Acquisition Administrator

**Email:** [fleur.jackson@abtassoc.com.au](mailto:fleur.jackson@abtassoc.com.au)

**Closing Date:** 15 June 2019

**Terms of Reference**

<b>Position Title:</b>	Partnership Advisor – Impact Investing
<b>Reporting To:</b>	Impact Investing Director
<b>Abt Associates Values:</b>	<p>The incumbent must demonstrate a high level of commitment to following values of Abt Associates:</p> <p><b>Mission-Driven.</b> We are united by our mission to improve the lives of people worldwide.</p> <p><b>Global.</b> We are a global community, bringing diverse knowledge, expertise, and perspectives to the many challenges faced by today's world.</p> <p><b>Committed to Excellence.</b> We strive to meet and exceed the highest professional standards.</p> <p><b>Collaborative.</b> We know that working collaboratively produces excellence.</p> <p><b>Accountable.</b> We take responsibility for what we do and how we do it.</p> <p><b>Balanced.</b> We sustain the energy and commitment we bring to our roles by promoting a healthy balance between our personal and professional lives.</p>
<b>Program Overview:</b>	<p>Investing in Women is an initiative of the Australian Government that catalyses inclusive economic growth by contributing to women's economic empowerment in South East Asia.</p> <p>Established in 2016, Investing in Women tackles one of the most critical social and economic issues of our time: gender inequality. Women's economic empowerment is a fundamental aspect of promoting gender equality and is vital to enhancing business competitiveness, fuelling economic growth and essential to building equitable societies.</p> <p>Investing in Women uses innovative approaches to improve women's economic participation as employees and as entrepreneurs and to influence the enabling environment to promote women's economic empowerment in the Philippines, Indonesia, Vietnam, and Myanmar.</p> <p>Investing in Women focuses on the following pathways:</p> <ul style="list-style-type: none"> <li>• <i>Workplace Gender Equality</i> - We partner with influential businesses through business coalitions to drive gender equality by shifting workplace culture and practices and</li> </ul>

	<p>support business to address policy barriers to advancing WGE.</p> <ul style="list-style-type: none"> <li>• <i>Impact Investment for Women’s SMEs</i> – We establish blended finance instruments with leading impact investors to move capital with a gender lens for women-owned and women-led Small and Medium Enterprises (SMEs) and we develop partnerships with industry networks and strategic intermediaries to normalise gender lens investing principles across the growing impact investing field.</li> <li>• <i>Influencing Gender Norms</i> – We work with advocacy partners to shift harmful attitudes and practices that entrench discrimination against women in the world of work.</li> </ul> <p>Investing in Women supports the Sustainable Development Goals (SDGs) 2030 Agenda which recognises that gender equality is not only an essential human right, but a necessary foundation for peaceful, prosperous and sustainable societies.</p> <p>Further information can be found in the website: <a href="http://www.investinginwomen.asia">www.investinginwomen.asia</a>.</p> <p>Investing in Women is implemented by Abt Associates Australia — a mission-driven, global leader in research, evaluation and implementing programs in the fields of health, social and environmental policy, and international development.</p> <p>For more information about our company and what we do visit our website at <a href="http://www.abtassociates.com">www.abtassociates.com</a>.</p>
<p><b>Overview of Outcome Pathway 2 (P2):</b></p>	<p>Lack of access to, control over, and ownership of productive assets constitute key impediments to women’s economic empowerment, especially for undercapitalized women entrepreneurs. A large part of IW (under P2) focuses on impact investing, with the aim of incentivizing and catalyzing investments into women-owned and women-led SMEs – collectively, women’s SMEs. Addressing supply-side constraints of capital, P2 either (i) intervenes directly in the market to support impact investors with blended finance instruments or (ii) plays a market building role advocating with the broader impact investing industry to deploy capital with a gender lens. This IW component currently operates in Indonesia, the Philippines, and Vietnam (P2 Target Countries) – with expansion into Myanmar.</p>
<p><b>Duty Statement:</b></p>	<p>The Partnership Advisor – Impact Investing will oversee a portfolio of industry networks and intermediaries in impact investing and gender lens investing. The role will be responsible for:</p>



	<ul style="list-style-type: none"> <li>• Managing engagement between IW and a range of strategic industry partners;</li> <li>• Implementing the P2’s investor engagement strategy; and</li> <li>• Contributing to IW learnings agenda on private sector partnership to promote women’s economic empowerment.</li> </ul>
<p><b>Specific Duties:</b></p>	<ul style="list-style-type: none"> <li>• Support the implementation and refinement of a well- targeted P2 Investment Plan (2019 – 2023), including the criteria for selecting impact investing partners and blended finance instruments to reinforce additionality.</li> </ul> <p><b>Portfolio Management</b></p> <ul style="list-style-type: none"> <li>• Provide technical inputs to the industry partnerships, including performance incentives and clear vision for results.</li> <li>• Lead appropriate due diligence assessments of new partners and monitor investment compliance, performance, and impact.</li> <li>• Manage a portfolio of industry partnerships (global, regional, and Australia), including             <ul style="list-style-type: none"> <li>○ Inputs into grant contracting and due diligence;</li> <li>○ Regular monitoring of partnership performance, such as periodic site visits, teleconferences with grantees, and data collection for IW reporting;</li> <li>○ Risk mitigation to identify and address performance issues, corruption, mismanagement, and other misuse of funds.</li> <li>○ Contracts compliance and performance reporting across designated portfolio;</li> <li>○ Appropriate record-keeping of portfolio documents, in close coordination with the IW Contracts team; and</li> <li>○ Development of communication materials, videos, and collaterals on the designated portfolio.</li> </ul> </li> <li>• Provide regular updates to IW Senior Management on portfolio performance.</li> <li>• Contribute to P2 learnings and evolving evidence base, in close coordination with the Monitoring, Evaluation, and Learning (MEL) Unit.</li> <li>• Create and support opportunities for DFAT public diplomacy and events, including             <ul style="list-style-type: none"> <li>○ Drafting of DFAT options paper, briefing memos, and press releases; and</li> <li>○ Coordination of events management and logistics within IW and the Strategic Implementation Unit.</li> </ul> </li> </ul>



	<p><b>Investor Engagement</b></p> <ul style="list-style-type: none"> <li>• Oversee development and implementation of the P2 investor engagement strategy to move more Asian capital into impact investing and gender lens investing for the Target Countries.</li> <li>• Actively promote P2’s agenda at related industry forums and conferences.</li> <li>• Oversee the IW communication strategy in promoting the business case for investing in women, particularly to crowd in more Impact Investments for women’s SMEs in South East Asia.</li> </ul> <p><b>IW Program Coordination</b></p> <ul style="list-style-type: none"> <li>• Provide technical inputs on MEL findings to help build the business case for investments in women’s SMEs.</li> <li>• Contribute to P2 inputs for IW reporting (including Annual Plans), MEL reviews, and related communications material, such as brochures, website content, and social media outlets.</li> <li>• Submit travel reports and claims for reimbursements in a timely manner.</li> </ul>
<p><b>Key Deliverables:</b></p>	<ul style="list-style-type: none"> <li>• Technical inputs into development and refinement of P2’s Investment Plan for Phase 2 (2019 – 2023).</li> <li>• Development of P2’s investor engagement strategy.</li> <li>• Inputs into development of annual P2 Impact Reports on IW’s portfolio of women’s SME investees.</li> <li>• Programmatic inputs into MEL reports, IW documents, and related communications material, such as brochures, website content, and social media outlets.</li> <li>• Support in organizing DFAT public diplomacy events to promote Australian regional ties and economic partnerships – related to P2 activities.</li> <li>• Industry outreach to maintain Australia’s recognized position within the gender lens investing field and at the forefront of the global agenda.</li> <li>• Other key deliverables to be agreed upon in a work plan.</li> </ul>
<p><b>Core Competencies</b></p>	<ul style="list-style-type: none"> <li>• Delivers results.</li> <li>• Builds internal and external customer satisfaction and loyalty.</li> <li>• Develops people.</li> <li>• Communicates effectively and writes clearly.</li> <li>• Sets clear vision and strategic direction.</li> <li>• Demonstrates sound financial management and implements business-related practices.</li> </ul>

	<ul style="list-style-type: none"> <li>• Builds a culture of performance, programmatic cooperation, and team work.</li> <li>• Promotes technical excellence and quality.</li> <li>• Promotes diversity and inclusion.</li> <li>• Acts as professional role model.</li> </ul> <p>Additional Competencies:</p> <ul style="list-style-type: none"> <li>• Strikes a strong balance between economy, efficiency, and effectiveness, while ensuring accountability and transparency for results.</li> <li>• Motivates people to achieve programmatic objectives.</li> <li>• Upholds professionalism, analytical depth, and ethical standards.</li> </ul>
--	--

### Key Selection Criteria

For your application to be considered by the panel, interested applicants must submit a response to each of the following Key Selection Criteria:

**KSC 1.** At least 10 years’ relevant experience, with understanding of global fields of gender lens investing and impact investing, as well as opportunities created by Asian capital providers

**KSC 2.** Technical capability in research, knowledge building, and quantitative analysis

**KSC 3.** Fluency in spoken and written English, with the ability to (a) deliver concise, intuitive communication material and (b) develop compelling knowledge products..

**KSC 4.** Ability to proactively engage, influence, and build relationships within regional and global impact investing industry, and with experts in gender lens investing.

**KSC 5.** Knowledge and experience working in gender equality and women’s economic empowerment in South East Asia.

**If no response to the above Key Selection Criteria is made, applications will not be considered further.**