

<b>Position:</b>	Volunteer Southeast Asia Project Exploratory Committee (SEA PEC) Member
<b>Dates:</b>	Beginning May 2021, minimum 6 month commitment
<b>Location:</b>	Flexible
<b>Hours:</b>	2-4 hours per week
<b>Remuneration:</b>	This is a volunteer position. Reasonable expenses directly related to activities of the PEC will be reimbursed with prior approval.
<b>Contract:</b>	Volunteer agreement
<b>Deadline:</b>	02/05/2021

### **Terms of Reference – Southeast Asia Project Exploratory Committee (SEA PEC) Members**

#### **1. Main purpose of the role**

The SEA PEC (a committee of volunteer members) is responsible for the development and oversight of the exploration to establish the potential for forming a regional PBI project in Southeast Asia. At the end of the exploration, they will make a recommendation to the General Assembly of PBI on whether, when and how to proceed with establishing the project and support set-up if a new project is approved.

#### **2. Position in the organisation**

This is a volunteer position which requires a minimum commitment of six months (a longer commitment is preferable). SEA PEC volunteers work together remotely, and in close collaboration with other PBI entities, particularly the Indonesia Project and International Office (IO). The PEC will report regularly on progress to and seeks feedback from PBI's International Council (IC) and International Operations Council (IOC).

It is important to note that while some support and general oversight will be provided by the IO, the PEC will be self-led, and all members (volunteers) are expected to contribute to the management and day-to-day running of the exploration.

#### **3. Place of work**

Work location is flexible and volunteers will be expected to carry out PEC business from home. There may be occasional opportunities for international travel, depending on the decisions made by the PEC.

#### **4. Organisation overview**

Peace Brigades International (PBI) is a non-governmental organisation, registered in the USA, which protects human rights and promotes nonviolent conflict transformation. We provide protection, capacity development and other support for threatened organisations, defenders and communities pursuing social justice and defense of human rights in areas of violent conflict. PBI currently maintains field projects in Colombia, Guatemala, Honduras, Kenya, Indonesia, Mexico, Nepal and Costa Rica/Nicaragua.

PBI project work is supported by a network of 13 country groups in Europe, North America and Australia, who carry out volunteer recruitment, advocacy and fundraising, and by a small International Office in Brussels, Belgium.

PBI uses a non-hierarchical model of organising and decisions are made by consensus. The General Assembly, which convenes every three years, is PBI's highest decision-making body. In between, governance and operations are the responsibility of the international councils. The International Councils, Committees and Working Groups, together with the International Office constitute the International Secretariat (ISEC).

Further information about PBI can be found at [www.peacebrigades.org](http://www.peacebrigades.org).

## **5. The Southeast Asia Exploration**

In recent years PBI has repeatedly been approached by HRDs and organizations in countries across Southeast Asia with requests for capacity development and wider support. In response to these requests, we have begun to evaluate how PBI could best contribute to improving the safety and well-being of HRDs in the region, complementing our existing projects in Indonesia and Nepal. In 2019, we conducted a scoping study looking at recent trends. We saw that gaps in the field of protection and well-being for HRDs exist and are insufficiently addressed at the regional level. PBI's experience developing joint programs with local organizations and working in a format in which HRDs are accompanied through training and mentoring provides a solid foundation for work in the wider Southeast Asia region. A regional approach could also help to support HRDs in making spaces for peace, while circumventing the barriers to operation which are present in some locations. This model might also offer an opportunity to address the gaps in regional coordination and advocacy at the ASEAN level.

The SEA exploration will focus on six key South-east Asian nations: Cambodia, Indonesia, Malaysia, Myanmar, the Philippines and Thailand. The exploration will combine in-depth research, input from human rights actors operating at local, national and regional levels, and pilot programmatic activities, to establish how PBI can best make a sustainable contribution to peace-building through the protection of HRDs, and how a regional approach could be structured to offer such support over the longer term.

## **6. The Project Exploratory Committee (PEC)**

The PEC currently consists of seven volunteer members who bring a range of complementary competencies, including with regard to project planning, budgetary and financial administration skills, research skills and area/human rights expertise. In addition, we hope to employ a paid part-time Project Coordinator who will be appointed by the PEC to ensure the successful day-to-day running of the project exploration. To this end, PBI has submitted a funding proposal which will be decided upon around April 2021. Should the bid be unsuccessful, the PEC will be responsible for identifying and securing alternative project funding.

In order to facilitate the development of the exploration and an in-depth analysis of the findings, the PEC meets regularly online, with the possibility of in-person meetings at key junctures in the exploration. Site visits and regional events will be executed by the Project Coordinator and/or PEC members. As necessary, the PEC will recruit external consultants and/or local coordinators to fulfil key short-term objectives.

## 7. SEA PEC Person Specification

To compliment the skills of the existing PEC members, we are especially interested in candidates with **strong area expertise and/or in-country experience**, related to one or more of the following countries: Cambodia, Malaysia, Myanmar, the Philippines and Thailand.

All PEC members should:

- be dedicated to PBI's [mission](#) and [values](#) and willing and able to work in [consensus](#)
- be able to participate in PEC coordination spaces in English. Knowledge of Southeast Asian languages would be an asset.
- be willing to dedicate at least 2 hours per week to PEC activities for a minimum period of 6 months. Preference will be given to those who are able to make a longer commitment (1-2 years)
- have knowledge and experience in one or more of the fields of human rights, peace building, conflict resolution, and/or non-violent action
- have experience in one or more areas of relevance to the future project, e.g. protection, training and capacity development, network building, international advocacy, communications and/or psychosocial support
- be comfortable working as part of a virtual team.

Desirable skills/experience include:

- familiarity with the work and approach of PBI
- fundraising and grant writing/management experience
- experience in program development and management
- financial management, particularly budgeting and reporting
- experience in human resources/recruitment processes.

## 8. Application Timeline and Process

If you are interested in becoming a SEA-PEC member, please submit your **CV** and a **short cover letter addressing the following**:

1. What motivates you to apply to be a member of the SEA PEC and what experience, skills and qualities would you bring to the group in line with the person specifications?
2. What specific aspects of the SEA PEC's work would you be most interested in contributing to, and how do you imagine doing so?
3. Please include the time zone from which you would undertake the work and confirm your ability to dedicate at least 2 hours per week to PEC activities over the next six months (minimum).

Applications should be submitted by **Sunday 2<sup>nd</sup> May 2021** to the SEA Project Exploration Committee at [sea@peacebrigades.org](mailto:sea@peacebrigades.org).

We aim to carry out interviews beginning the week of the 10<sup>th</sup> May 2021.

*As a rights-based global organization, we seek to have inclusive representation in PBI Committees. People from historically underrepresented groups and those with diverse backgrounds are strongly encouraged to apply.*