# Job description: IDPC Project Coordinator & Writer (10 months part-time @ 3 days per week) for

#  *Women, Incarceration and Drug Policy in Southeast Asia Project*

**Reports to:** Gloria Lai, IDPC Senior Policy Officer, Bangkok, Thailand.

**Location:**  Based in Southeast Asia, preferably in one of the project countries (Thailand, Indonesia and the Philippines)

**Purpose:** IDPC is looking for a Project Coordinator & Writer to assist with implementation of the *Women, Incarceration and Drug Policy in Southeast Asia* project (the Project), which aims to work with government agencies and civil society organisations in the project countries (Indonesia, Thailand and the Philippines) to achieve:

1. Increased civil society engagement in supporting proportionate sentencing, and reductions in incarceration and death penalty sentences for female drug offenders, especially for low-level, non-violent drug offences
2. Increased understanding of the extent and profile of women incarcerated for drug offences, and its wider socio-economic consequences, and
3. Increased understanding and support for sentencing practices and alternatives to incarceration (eg. referrals to drug treatment programmes for people dependent on drugs), that could help ensure reduced levels of incarceration for female drug offenders, especially for low-level, non-violent offences.

**Tasks:**

1. Coordinate implementation of project activities in each of the three project countries, in collaboration with project partners, including research studies, civil society training workshops, and stakeholder consultations in each project country.
2. Develop and draft the guides for policy reform for women incarcerated for drug offences for each project country, in close collaboration with project partners, consisting of guidelines illustrated by examples of best practice and recommendations, to support advocacy efforts in support of alternatives to incarceration and proportionate sentencing for female offenders.
3. Develop and draft civil society training module on women, incarceration and drug policy, with support from IDPC Secretariat.

**Qualifications and experience:**

* Strong understanding of pertinent issues and actors on one or more of the following topics: drug policy reform, proportionality of sentencing, human rights relating to detention and imprisonment, women rights and/or civil society advocacy
* Experience working with government and civil society actors in Southeast Asia, particularly Indonesia, Thailand and/or the Philippines
* Outstanding analytical and writing skills, including ability to draft training resources, and policy analysis and recommendations
* Excellent interpersonal and communications skills, including ability to coordinate multiple actors in multiple countries to deliver project outputs on time
* Willingness to travel to each of the project countries
* Excellent English language ability is essential
* Fluency in a local language in at least one of the project countries would be an advantage

**Duration of consultancy:** June 2017 to April 2018

**Consultancy fee:** USD1600 per month (negotiable)

**To apply for this consultancy, please send a cover letter, CV and writing sample to Ms. Sof Akbar (**pakbar@idpc.net**) by Monday 19 June 2017.**