

TERMS OF REFERENCE: Review of the experiences of Muslim women in MEND

Version: TOR-MuslimWomen-211118

Purpose: The purpose of this review is to answer the following questions;

1. Is there any bias for/against Muslim women in MEND in respect of how they are viewed and treated?
2. Are Muslim women adequately represented at all levels within MEND, and if not, how can this situation be improved?
3. Do Muslim women get the same opportunities behalf of MEND as men?

Ideal candidate to conduct this review:

1. A Muslim woman
2. Experienced in promoting women's rights and interests; and, knowledge of gender bias/discrimination and wider societal issues
3. Relevant qualifications (i.e. Masters or PhD in a relevant subject)
4. An understanding of British and Muslim culture
5. An understanding of MEND, its objectives and infrastructure/networks (including working groups)
6. Experienced in conducting research and report writing
7. Integrity
8. Excellent interpersonal skills
9. Willingness be meet with people outside of 'normal working hours' (i.e. 9am to 5pm)
10. Self-starter with the ability to work with minimal support
11. Has the necessary equipment required to conduct the review (i.e. laptop, stable internet connection etc.)
12. Willingness to travel throughout the UK (subject to COVID-19 restrictions).

Research scope:

This section outlines areas for exploration for the appointed reviewer. It includes areas that must be covered and suggestions of areas to cover. The reviewer is not expected to cover all the areas suggested below and should make a judgement call on areas to prioritise. Through the course of the review, the reviewer may identify new areas to cover, as natural in many research projects. In the instance this occurs, the reviewer is advised to discuss with the MEND Board, to ensure the project achieves its objectives.

13. The reviewer **must** speak to the following **people**:
 - a. Female Muslim employees at all levels of the organisation, from senior managers to administrative staff
 - b. Female Muslim volunteers, including Advisory Panel members, MEND Core Network (MCN) members, Working Group members.
14. The reviewer **may** want to speak with the following **people**:
 - a. Male MEND employees and volunteers to capture holistic perspectives on any specific incidents or general experiences for comparison
 - b. Former female staff and volunteers.

15. In investigating issues of bias and representation, the reviewer may want to explore the following **themes**:
- a. Relative experience of Muslim women and Muslim men within the organisation
 - b. Relative experience of Muslim women and non-Muslim women/men within the organisation
 - c. Relative experience of Muslim women in different geographical regions
 - d. Comparison of workloads, expectations and responsibilities of Muslim women versus others.
 - e. Respective salary of Muslim women compared to male colleagues and non-Muslim women
 - f. Compare benefits afforded to Muslim women compared to male colleagues and non-Muslim women
 - g. Rewards and recognition
 - h. Access to training and development opportunities
 - i. Progression
 - j. Support systems in place
 - k. Experience of Muslim women in senior positions and positions of authority
 - l. Experience of Muslim women's interaction with people in senior positions and positions of authority
 - m. How comfortable women are raising issues and complaints
 - n. Experience of working mothers, including flexible working, childcare etc.
 - o. Experience of Muslim women in meetings
 - p. Experience of Muslim women in public settings (e.g. events, meetings etc.)
 - q. Profile raising (i.e. public platform opportunities)
 - r. Experience of Women's Leads across different regions, including delivering projects
 - s. MEND's activities during International Women's Day (IWD) and outside of IWD.

Research timelines:

16. TBD – subject to the successful applicant's availability.

Output:

17. A report of including:
- a. Executive summary
 - b. Methodology
 - c. Findings with supporting evidences
 - d. Recommendations for the MEND Board to consider.

Accountability:

18. The reviewer will be accountable to the MEND Board
19. The reviewer will be expected to provide fortnightly or monthly updates to the MEND Board and MEND HR Lead ensure acceptable progress is being made and output remains within scope.

Budget:

20. Remuneration: Competitive
21. Reasonable travel and accommodation expenses will be covered, if necessary.

Confidentiality

22. The appointed reviewer is expected to maintain confidentiality when conducting this review. Upon appointment, they will be expected to sign a non-disclosure agreement (NDA).

To apply for the role:

23. Email: info@mend.org.uk with the following information
 - a. Email title: TOR-MuslimWomen
 - a. Your CV
 - b. (maximum) 300-word paragraph why you are the right person to conduct this review
 - c. Other supporting evidence (e.g. reports you've authored in the past)
 24. Deadline: Open – applications will be considered on a rolling basis until a suitable candidate is appointed.
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About MEND:

25. MEND is a not-for-profit organisation that was founded to help empower and encourage British Muslims within local communities to be more actively involved in British media and politics. We aim to achieve this by:
 - a. Providing critical commentary and analysis on the media coverage that maligns Islam and Muslims and foments anti-Muslim prejudice in the UK and across Europe.
 - b. Promoting active Muslim citizenship through participation in the British political process and fostering close ties with key political institutions.
 - c. Working with organisations to ensure Islamophobia is regarded as socially unacceptable like anti-Semitism and other forms of racism and xenophobia.
 - d. Working with mainstream organisations, in policy forums and public consultations, such as select committees and the Leveson Inquiry to provide informed and critical perspectives on policy issues and ensure an accurate and balanced portrayal of Islam and Muslims in the media.
26. MEND is 100% community funded.