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# 1 How does it work?

The Women in WASH Mentorship Program will connect junior and senior women working in the WASH (Water, Sanitation and Hygiene) sector. The focus is to help junior professionals to develop their skills and support their personal and professional growth with guidance, advice, and feedback from a more experienced mentor.

The Program will have an online format, free of charge. For the initial phase, we expect to have a maximum of 30 participants - 20 mentees and 10 mentors - and each mentor will co-mentor two mentees. The mentoring relationship is expected to last for 6 months; though, engagement between mentors and mentees can continue beyond the 6 months if both parties agree. At the end of the Program, mentees will receive a certificate of participation; mentors could also receive a certificate of participation upon request.

To address power and privilege imbalances in the global development space more broadly, the Program will place a heavier emphasis on mentoring young women originating from the following focus regions: Latin America, Sub-Saharan Africa, Asia (70%), and North America (Canada/USA), Europe, Australia, and New Zealand (30%).

## 1.1 Who can be a Mentee?

Mentees are young professionals or students (with 0-4 years of professional experience) under the age of 35 who identify as women.

### Application requirements:

- [Application form](#)
- CV (.pdf)
- One-page motivation essay; explaining your area of interest, career goals, and mentorship expectations (.pdf)
- Fluency in English, Spanish or French

## 1.2 Who can be a Mentor?

Mentors are senior professionals who identify as women, with a minimum of 5 years of experience (no age requirement) working within the Water, Sanitation, and Hygiene (WASH) sectors.

### Application requirements:

- [Application form](#)
- CV (.pdf)
- Time availability of at least two hours/month (one for each mentee) for meetings.
- Fluency in English, Spanish, or French.

## 2 The role of the mentee:

Agenda for Change's Women in WASH Mentorship Program is focused on supporting the learning and career development of mentees. A good mentoring relationship depends mainly on the mentee's commitment to act autonomously, seeking assistance from their mentor.

For the mentee, it is important to make your expectations and needs clear and take the initiative to set up meetings, ask for feedback, information, resources, etc. The mentorship relationship is a safe space to share your professional challenges and seek advice from senior women; please be open to discussing your ideas, raising questions, making mistakes, listening to constructive feedback, and learning from it.

### Suggestions:

- Make sure you and your mentor have a common understanding of the following:
  - Confidentiality: there might be some information that cannot be shared without consent, be clear about your boundaries and respect each other's limitations.
  - How often, using what method, and how long will you meet. We recommend a minimum of one hour/month.
  - Your communication preferences (email, WhatsApp, Zoom calls, etc.). Ask whether it is fine to contact your mentor at other times?
- It is helpful to draft a mentoring plan and review it with your mentor; you can make a brief presentation during your first meeting. Include your career goals and activities you would like to accomplish during the mentorship, share your prior knowledge, and explain what you would like to learn.
- Along with the mentoring duration, you can have a journal to track and check your progress and ensure learning continuity. It could be an interesting tool to reflect on your mentoring experience.
- Senior professionals are usually busy, be prepared for your mentoring meetings, come with ideas, questions, proposals, etc.
- Check what your mentor [will expect](#) and [will not expect](#) from you.

### 2.1 What to expect from your mentor?

Your mentor is interested in contributing to developing your professional skills by sharing advice and constructive feedback based on their professional experiences. Check [here](#) the role of the mentor.

Agenda for Change's Women in WASH Mentoring Program offers 4 cohorts where you could get support according to your career expectations and your interest in working for: **1. Nonprofit, 2. Private Sector, 3. Academia, 4. Government.** Some examples of topics you could work on during the mentorship are [here](#).

## **2.2 What not to expect from your mentor:**

Your mentor is your career guide, but she will not make decisions or work on your behalf. Your mentor does not have an answer to all of your questions and has no obligation to finish your assignments/solve your problems, find you a job/internship, or introduce you to someone at your request.

Mentoring is a non-hierarchical partnership, and mentors and mentees can and should give each other feedback on the effectiveness of their actions and approaches.

## **2.3 Connecting with other mentees:**

During the Mentorship Program, you will also be able to connect with other mentees from different parts of the world; it is a great opportunity to expand your network. Take the initiative to share your contact and talk to each other.

## **3 The role of the mentor:**

The Women in WASH Mentorship Program is focused on supporting the learning and career development of the mentees. Mentors are meant to provide guidance, career development advice, and feedback by sharing their experience and knowledge. As a mentor, you have to set aside some time and space to support your mentees: you will be connected with two mentees, and you should count on meeting at least one hour per month with each mentee.

Mentoring is a good opportunity to reflect on your career path, gain other perspectives, and new networks. It could also be a tool to help you improve your communication, leadership, and people management skills. By being a mentor for a women's mentorship Program, you can make a difference in a junior women's career and contribute to narrowing down the existing gender gap.

### **Suggestions:**

- Make sure you and your mentees have a common understanding of the following:
  - Confidentiality: there might be some information that cannot be shared without consent, be clear about your boundaries and respect each other's limitations.
  - How often, how, and for how long will you meet. We recommend a minimum of one hour/month.

- Your communication preferences (email, WhatsApp, Zoom calls, etc.), are you fine to be contacted at other times? How long would it take to receive an answer?
- Think about yourself at the beginning of your career; if you had a mentor, how did you benefit from the mentoring relationship? If not, how could mentorship have supported you in your career development?
- Reflect on your professional path; how did you gain skills? What are your successes and failures?
- What has been your experience as a woman working in the sector? What are the challenges you have overcome? How did you gain confidence to raise your voice?
- Listen to understand your mentee's goals and struggles, ask questions about their expectations and interests, and discuss what actions can be taken to achieve their goals and overcome their difficulties. Some mentees might need extra support, especially if they are new to mentoring; remember, mentoring is not a common practice in low- and middle-income countries.
- According to your mentee's interests, you can share resources and learning tools such as books, articles, and workshops and encourage them to join networking organizations or introduce them to new contacts.
- If there is any topic where you feel you cannot help your mentee, communicate this clearly and set boundaries. You can also refer your mentee to someone you know with more expertise in a certain area of interest.
- Encourage your mentee to find her own motivations/passions and to believe in herself. Feelings of inadequacy or self-doubt are common in women, especially at the beginning of their careers.
- Check what your mentees [will expect](#) and [will not expect](#) from you.

### 3.1 What to expect from your mentees?

Mentoring is a great opportunity to connect with junior professionals; be open to learning from your mentees about other points of view, working approaches, research topics, working/studying experiences, and their overall experience entering the sector.

Your mentees should take the first step of sharing their career goals and mentoring expectations with you. At this time, you can suggest other activities that you think

will be useful for the mentoring relationship. Some mentees might need extra support, especially if they are new to mentoring.

### 3.2 What not to expect from your mentees:

Mentees have no obligation to accept a job or an activity they are not interested in. You can refer your mentee to any available job/internship opportunities, but they are under no obligation to apply. **Agenda for Change does not promote any unpaid work and, furthermore, considers it to be unethical.**

Mentoring is a non-hierarchical partnership; mentors and mentees can and should give each other feedback on the effectiveness of their actions and approaches.

## 4 Skills

Agenda for Change's Women in WASH Mentoring Program offers 4 cohorts where the mentees could get support according to their career expectations and interest in working for: **1. Nonprofit, 2. Private Sector, 3. Academia, 4. Government.**

Some examples of skills you could work on during the mentorship are:

### 1. Nonprofit (Project Management & Pitching)

If the mentee is interested in working for a Nonprofit:

- The mentor can give tips on creating engaging presentations for different stakeholders, including compelling storytelling and pitching to investors/funders. Mentees can mock a presentation and ask for feedback.
- The mentee can draft a plan for a certain project she is interested in.
- The mentor could give planning and coordination tips and might help recommend project management or strategic planning tools, for example.
- The mentee can imagine and craft a workshop. The mentor could help define the scope, objectives, relevant topics, etc.
- You could also talk about project logistics, developing communication skills, etc.

### 2. Private Sector

If the mentee is interested in working in the Private Sector:

- The mentor and mentee could do a brainstorming session about business in the WASH sector and spaces for innovation.
- If the mentee has some business idea in mind, the mentor could give her insights and advice.
- The mentee could draft a business, branding, or marketing plan and review it with the mentor.

### **3. Academia (Student & Faculty)**

If the mentee is interested in academic roles as a student or faculty member:

- The mentor could advise on picking the right academic program by explaining some strategies, like networking in advance.
- The mentee could practice her research skills and write an essay that the mentor can review.
- The mentee could mock a class and receive feedback on her teaching skills.

### **4. Government**

If the mentee is interested in working for the government:

- The mentee could practice her communication skills and draft a communication strategy to approach different stakeholders.
- Your mentor could give you insights on strategies for trust-building, advocacy, system strengthening, and good governance.
- You could work on your decision-making and leadership skills.

**Other activities:**

- Confidence building, how did the mentor raise her voice in a difficult situation?
- The mentor and mentee could check learning resources together and discuss them. You can share articles, videos, workshops, online courses, webinars, etc.
- The mentor can review the CV, cover letters, and LinkedIn of the mentees and give personal branding tips.

## **5 The role of the Program Coordinator:**

The Program Coordinator, [Ana Palacios](#), will lead the Women in WASH Mentorship Program and will assist you if you have questions along the Program.

During your application process, you can contact Ana via email if you have any doubts how the Program works or if you are unsure if you can apply for being a mentee or a mentor.

Once the selection process is done, you will get notified about your admittance to the Program and you will have to confirm your assistance. The Program Coordinator will then run the matching process.

Once the matches are made, the Program Coordinator can provide you guidance as the mentor and mentees work in building the mentoring relationship. Remember, mentors and mentees can contact the Program Coordinator in all confidentiality if they are facing any problems, not feeling comfortable, have constructive feedback, or want to issue a complaint about the mentoring relationship.

Agenda for Change is always open to hearing your feedback and finding forms to support and improve your mentorship experience.

## **5.1 Code of Conduct**

Mentors and mentees are always expected to maintain respectful and professional conversations and further, agree to form inclusive mentoring relationships free of discrimination and/or harassment.

In case of any conflict, please contact the Program Coordinator to first seek guidance and advice; if necessary, Agenda for Change will intervene. Either party could dissolve the relationship at any time if they feel their counterparty is behaving in an unethical form that is negatively affecting their well-being.

This Program is not intended to provide mentees with employment, and mentees are not guaranteed introduction to any professional network. At the same time, any unpaid work from the mentees is considered unethical and will not be tolerated.

The mentorship Program is intended to last for 6 months, however, if the mentor or mentee decides to terminate the mentoring relationship before that time, you can do so, but please communicate this to the Agenda for Change by sending an email to the Program Coordinator, [Ana Palacios](#).

If either party decides to terminate the mentoring relationship before the 6 months. In that case, you can do so, but please communicate this to the Agenda for Change by sending an email to the Program Coordinator, [Ana Palacios](#). If participants are not active during the Program for 3 consecutive months, they could be removed.