

Terms of Reference

Project development consultant

1. Purpose: Elbarlament is recruiting an external consultant (hereafter: the service provider) to support its programmes development team with project development tasks, in particular proposal /application coordination and writing.

The service provider will sign a framework service agreement with elbarlament. For each assignment under this agreement, a separate service contract will be signed between elbarlament and the service provider specifying the tasks to be performed and the maximum number of working days that can be billed by the service provider.

2. About elbarlament: Elbarlament is a peacebuilding and democracy support organisation, with a special focus on empowering women and youth. We implement democracy support and peacebuilding projects in four thematic fields: Arts & Culture; Civic Education; Environment & Climate Change; Women, Peace and Security. We support parliaments, governments, civil society actors and international institutions, implementing projects and delivering consulting services in German, English, French and Arabic. Our international and multilingual team is based in Berlin, Cologne and Erbil (Iraq). More information about elbarlament is available at www.elbarlament.org.

Our projects are funded by different donors, including the Federal Foreign Office (Auswärtiges Amt), European Union, Gesellschaft für internationale Zusammenarbeit (GIZ) GmbH. We also provide services - consulting, project development, and research, among others - to clients such as GIZ.

3. Objectives and expected results: The **project development consultant** will have the following tasks:

- Review calls for application and invitations to tender and provide elbarlament's project development team (management, programmes director, supported by M&E officer and finance officer) with guidance regarding the project development strategy.
- Exchange with and integrate input by elbarlament's project development team during the project development process.
- Assist elbarlament's project development team and project teams in identifying suitable experts and trainers for projects.

- Write project proposals and technical offers including related documents such as logframes.
- Provide input for the development of project budgets.

The number of working days per assignment will be agreed in a separate service agreement. It may range between two days for short concept notes to up to ten days for complete project proposals including a logframe and a project budget.

4. Remuneration: The remuneration for this assignment is to be based on a fixed working day rate (plus all applicable taxes).

5. Qualifications: The **project development consultant** will possess the following qualifications:

- Master's degree or comparable degree in a relevant field such as political science, law, development studies, etc.
- Very good spoken and written English language skills (CEFR level C2)
- German language skills are an advantage
- At least two years of experience with managing projects in the fields of democracy support, peacebuilding, international development or human rights
- At least two years of experience with designing projects and writing project proposals for projects in the fields of democracy support, peacebuilding, international development or human rights
- Proven track record of developing successful project proposals / applications

6. Application and selection: Candidates are invited to submit the application documents detailed below, which, as a whole, constitute the application package:

- A short cover letter (max. one page), describing the overall interest in the position and highlighting key qualifications and achievements
- An updated CV (max. four pages)
- A financial offer that states the proposed professional daily fee, all taxes included

7. Deadline for sending offers: The deadline for submitting an offer is 4 February at 13.00 CET.

