

<p style="text-align: center;">SHORT-TERM (7-MONTH) MASHREQ CIVIL SOCIETY SUPPORT CONSULTANCY HOME-BASED</p>
--

Position description:

The Euro-Mediterranean Foundation of Support to Human Rights Defenders (EMHRF) is seeking a regional consultant to support and strengthen the work of human rights defenders (HRDs) and organisations (NGOs) in the Mashreq region. This consultancy, for a period of 7 months, aims to ensure the follow-up of grants and to contribute to strategic discussions related to the sustainability of the local human rights movement in the region. This consultancy requires knowledge and understanding of monitoring and evaluation standards, civil society dynamics (both established and recent) and political developments, especially in Egypt, Lebanon, Jordan and Syria.

Background:

EMHRF is a private foundation based in Denmark, established on 9 December 2004 (<https://emhrf.org/>). The Foundation aims to support human rights defenders and non-governmental organisations through small grants in the South-Mediterranean region. The EMHRF headquarters is in Copenhagen, and it has a sub-office in France. The Board, the highest authority of EMHRF, is composed of twelve volunteer members who are leading civil society representatives from the Euro-Mediterranean region.

Responsibilities:

The Mashreq Civil Society Support Consultant will report directly to the Programme Director and will work closely with the Mashreq Regional Programme team based in France, on the following main tasks:

1) *Monitoring civil society developments*

- Provide regular feedback on the work of HRDs and NGOs, especially in Egypt, Lebanon, Jordan, and Syria.
- Assist in the assessment of applications and in drafting grant agreements.
- Ensure the evaluation of narrative and financial reports of HRDs and NGOs supported in accordance with monitoring and evaluation standards.
- Send reminders to HRDs and NGOs supported about their reporting obligations and follow up on them.
- Provide advice and work closely with HRDs and NGOs supported on monitoring, evaluation, learning and reporting to build their capacity in this area.

2) *Organising discussion seminars*

- Liaise with civil society representatives, academics and donors for their participation and contribution to seminars aimed at discussing achievements, challenges and ways forward to sustain the human right movements, scheduled to take place early 2025.
- Contribute to and review discussion papers that will form the basis for the seminars.
- Organise translations, proofreading and layout of the discussion papers.
- Assist in the preparation of the logistics for the seminar (clarifying participant travel plans, exploring and booking accommodation, ensuring simultaneous interpretation, etc.)
- Report on the proceedings of the seminars and organise translation of the report.

Qualifications:

- A university degree in human rights, political or social sciences, non-profit management, or a similar field.
- At least 3 years' experience working in or with civil society in Egypt, Lebanon, Jordan and/or Syria.

- Excellent writing and oral communication skills in English and Arabic, mandatory.
- Strong commitment to the principles and practice of human rights and gender equality.
- Knowledge of monitoring and evaluation standards.
- Demonstrated ability to think critically, to take initiative and show creativity in solving problems.
- Ability to keep full confidentiality about assigned tasks and related documentation as well as exercising discretion and tact when dealing with diverse groups of people.
- Excellent organisational skills and ability to meet deadlines, to set priorities, and to coordinate work.
- Computer literacy mandatory, and familiarity with digital security preferable.

Conditions:

Contract: Consultancy contract for a period of 7 months.

Fee: The fee rate will be calculated per day worked based on competitive local wage standards.

Start and end of assignment: September 2024 – March 2025.

Location: home-based, with a few travels to meet with the team and attend necessary meetings including discussion seminars.

Commitment to Equality:

EMHRF is committed to ensuring equality and non-discrimination on grounds of gender, religion or belief, race, colour, ethnic origin, marital status or civil partnership, pregnancy and maternity, nationality, social position, economic position, political opinion, disability, age, sex, sexual orientation or gender identity or reassignment in its hiring process. EMHRF is a multicultural environment that celebrates diversity. All employees are expected to promote and act in a manner that ensures a non-discriminatory, open and sensitive approach to others from different backgrounds and cultures.

Application Process:

Interested candidates should send a **CV** and **cover letter** (please indicate clearly in the latter your availability, including the number of days available to work per week, and expected fee per day) in English as soon as possible and **no later than Friday 12 July 2024** to recruitment@emhrf.org with the title of the position “Mashreq Civil Society Support Consultant” in the subject line.

The post will remain open until filled. Only selected candidates will be contacted and invited to an interview.