

TERMS OF REFERENCE FOR ANALYTIC CONSULTANT

BACKGROUND

Eurasian Harm Reduction Association (EHRA) is a non-for-profit public membership-based organisation, registered by the initiative of harm reduction activists and organisations from Central and Eastern Europe and Central Asia (CEECA) in 2017.

More information about the Association and specifics of the work you can find on our website <http://harmreductioneurasia.org>

THE OBJECTIVES OF THE CONSULTANCY

EHRA is seeking to engage qualified professionals to form a pool of consultants to assist EHRA with development of analytical reports, policy briefs, program reports, grant proposals and other types of written materials to meet the needs of EHRA. This in turn will help EHRA to strengthen its regional advocacy and programs to fulfill strategic objectives.

REQUIREMENTS TO THE CONSULTANT

Great value is placed on the technical qualification, independence of the consultants, strong ability to work remotely and effectively collaborate with assigned EHRA staff, meet the deadlines.

Candidates should have the following key qualifications:

- Advanced University degree (Master's level or equivalent) in Public Health, Social Sciences, Psychology;
- Strong analytical skills;
- Ability to write clear and well-argued reports;
- Track record of writing analytical reports, policy briefs, program reports, grant proposals;
- Proven experience in writing analytical reports/proposals for well-known donors in CEECA region in last two years;
- Good knowledge of harm reduction and drug policy issues, and understanding of the specifics of HIV and TB epidemics in CEECA region;
- Fluent English: excellent speaking, reading and writing skills;
- Please provide several references for confirmation of the relevant experience.

HOW TO APPLY

The candidates are invited to submit their CV, reflected relevant experience, and state the daily rate in EUR and USD (should be provided in EHRA's template) by e-mail referenced under title "Analytical consultant" to Irena Zubkova at irena@harmreductioneurasia.org by 22 of October 2018 24:00 EET

EVALUATION OF THE PROPOSAL. AGREEMENT CONDITIONS AND PAYMENT

Based on the results of the tender, EHRA will select up to four most qualified consultants and will invite them to sign long-term contracts with a fixed cost per 1 working day. Payment currency will depend on source of funding and will be agreed with the consultant in advance. Further work will be carried out according to EHRA requests, which will specify the time frame, terms of references and other individual terms.

Submission of documents for participation in the tender does not impose on EHRA obligations to conclude a contract.