

Call for Expressions of Interest

Program Consultant – Ukraine

The National Endowment for Democracy (NED) is seeking expressions of interest from qualified individuals to conduct program support activities as a Program Consultant for its Ukraine portfolio. The consultant must be based in Ukraine or have the ability to frequently travel to Ukraine. The selected Consultant must be fluent in both Ukrainian and English. This is a one-year position with anticipated dates of employment: July 2023– July 2024.

EXPRESSIONS OF INTEREST ACCEPTED UNTIL: 5:00pm (EST) Monday, June 12, 2023

NED anticipates the following general schedule in connection with issuance of this call for expressions of interest:

Event	Due Date
Announcement/Issuance	May 25, 2023
Questions Deadline	June 2, 2023
Response to Questions	June 7, 2023
Proposal Submission Deadline	June 12, 2023

NED Background: The National Endowment for Democracy (NED) is a private, nonprofit 501(c)(3) organization dedicated to the growth and strengthening of democratic institutions around the world. NED makes approximately 2,000 grants annually to support the projects of non-governmental groups abroad who are working for democratic goals in more than 90 countries.

Since its founding in 1983, NED has remained on the leading edge of democratic struggles globally, while evolving into a multifaceted institution that is a hub of activity, resources and intellectual exchange for activists, practitioners, and scholars of democracy the world over. You may read more about NED at www.ned.org.

Statement of Work/Consultancy Overview:

NED seeks a Program Consultant for its Ukraine program. This consultancy will support the DC-headquartered NED Europe Team with monitoring and evaluation of existing in-country grants in Ukraine and coordination with partner institutes and the donor community. The Consultant will also provide specific expert advice on democracy issues in Ukraine, as well as, on the political context, related developments, and reforms. The Consultant must have direct experience in project management and media/civil society assistance, and knowledge and understanding of the political situation in Ukraine. This position reports to Senior Program Manager/Senior Program Officer. This is a one-year position, which may be renewed upon mutual agreement, contingent on future funding. Anticipated dates of employment are July 2023– July 2024.



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DEMOCRACY

SUPPORTING FREEDOM AROUND THE WORLD

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Interested candidates should review all responsibilities and qualifications before submitting a proposal response. Responses to the Expression of Interest must be organized and submitted in accordance with the Form of Submission section as described below.

Responsibilities:

- Meet with and conduct background checks on prospective grantees.
- Serve as a liaison between NED grantees based in Ukraine and NED staff based in Washington, DC.
- Contribute to the monitoring of grantee activities and travel to different regions of Ukraine to meet with existing and/or prospective grantees when asked by NED staff.
- Prepare in-depth organizational evaluations of 30-40 grantees as requested by NED staff.
- Represent NED at donor coordination meetings in Ukraine and meet with other international funders as requested by NED.
- Keep NED Ukraine staff up-to-date on major political developments and reforms in Ukraine, and prepare brief reports when asked by NED staff.
- Assist NED Ukraine staff in planning country visit(s), provide logistical support and accompany NED staff during field visits and meetings inside Ukraine, if requested.
- The efforts required will fluctuate, but the consultant is expected to work at least 10 hours/week.

Education/Knowledge and Experience

- Minimum undergraduate degree in political science, international relations, development, public administration of other related discipline required, graduate degree is preferable.
- Minimum of 2-4 years of proven full-time professional experience in project management of media and/or civil society assistance.
- Expert knowledge in the field of democratization, civil society, and media in Ukraine, combined with excellent understanding of related disciplines.
- Experience in nonprofit work desired.
- Experience conducting project assessment is strongly preferred.
- International work experience would be an asset.

Other Qualifications:

- Fluency in Ukrainian and English (oral and written).
- Strong relationships and networks in Ukraine.
- Ability to travel frequently in Ukraine and on short notice, as required.

Competencies:

- Attention to detail and ability to multi-task.
- Ability to work independently and meet tight deadlines.
- Strong problem-solving skills.
- Strong team player, preferably in a multicultural environment.
- Strong oral and written communication skills.

- Ability to keep full confidentiality about all assigned tasks and related documentation as well as able to exercise discretion and tact when dealing with diverse groups of people.
- Solid information and communication technology skills.

Format of Submission

Expressions of interest must be signed or digitally signed and include the following:

1. **Contact Information:** List the name, position, address, telephone number and email address of the candidate;
2. **Curriculum Vitae:** Submit a copy of the candidate's curriculum vitae (which must include information about the qualifications held by the candidate);
3. **Background:** Provide a list of previous similar activities and projects that are relevant to this assignment;
4. **Cover Letter:** Respond to the proposed statement of work, and include a description of how the candidate's skills, qualifications and experience are relevant to those required this evaluation;
5. **Fees:** Provide candidate's daily rate expressed in US dollars;
6. **References:** Provide references of at least three persons who may be contacted by NED.

Submission

Submit expressions of interest electronically to the National Endowment for Democracy, at the following email address: ukraine@ned.org.

Failure to deliver a complete submission by the due date will disqualify the candidate from consideration.

Proposals must include all required supporting documentation, certificates, specifications, etc. NED has the right to accept or reject any or all expressions of interest. Incomplete or late expressions of interest may not be considered. NED reserves the right to negotiate the final contract with the selected candidate.

Questions

Submit questions to: ukraine@ned.org

Candidates will have the opportunity to make written inquiries before the submission deadline. NED will collect questions submitted by all candidates per the call for expressions of interest timeline. A cumulative list of questions and responses will be provided to all candidates at the same time for transparency and to ensure completeness of submissions.