



Consultancy Services Support for Foundation and Government Grants

About Free the Slaves

Founded in 2000, Free the Slaves (FTS) is a pioneer and leader in the global effort to eradicate slavery. Our mission is to liberate those in slavery and to change the conditions that allow slavery to persist. Free the Slaves works at the grassroots level to empower vulnerable individuals and communities to achieve freedom from and develop resistance to slavery. We work with and through local partners to build national capacity to combat slavery and trafficking.

Headquartered in Washington, D.C., with programs in Ghana, India, Nepal, Haiti, the Dominican Republic, Senegal and the Democratic Republic of the Congo, Free the Slaves has an annual operating budget of approximately \$3.2 million, a talented and dedicated staff of 25, and a highly engaged and supportive board of directors. For more information, see: www.freetheslaves.net.

Scope of Work

Free the Slaves seeks a consultant, consultants or firm to carry out support services that advance foundation, government and multilateral grants to Free the Slaves. The specific tasks to be carried out are to:

- Develop an in-depth understanding of the work of Free the Slaves.
- Effectively represent FTS to foundations, government agencies (USAID, State Department, DFID, etc.), and multilateral agencies.
- Lead organizational efforts to significantly increase and diversify foundation and government grants.
- Follow FTS policies & procedures, including the FTS proposal writing process.
- Review, revise, and update the strategy for securing grants and cooperative agreements that support the programmatic goals of Free the Slaves.
- Continually monitor grant income opportunities and take the lead in advising where FTS should pursue those opportunities.
- Facilitate the process of developing grant proposals, integrating the efforts of the concerned departments and staff members.
- In principle, serve as the lead author of proposals.

- Manage the grant reporting process, ensuring timely reporting to donors.
- Ensure the continuous updating of the grants calendar to ensure all deadlines for proposals and reports are met.
- Help develop partnerships with other organizations that will increase grant income to Free the Slaves.
- Coach FTS staff in grant seeking and proposal development.
- Maintain regular contact with FTS staff.
- Maintain effective, collegial, and transparent relations with FTS staff across the organization.

Evaluation Criteria

These services are to be provided on a fixed-fee basis. Bidders should make their best offer in responding to this requirement. FTS will take into consideration:

- Experience and demonstrated success offering similar services to like organizations.
- Qualifications of the person or persons who will carry out the work.
- Experience/expertise in human trafficking, human rights and/or international development.
- Track record of success in securing foundation, government and multilateral grants.
- Price.

The successful bidder will report to the FTS executive director.

How to Apply

Please send a detailed resume, and a cover letter indicating your motivation to apply for this consultancy, highlighting your knowledge in the area and presenting your relevant experience to <http://smrtr.io/bWiAWQ>. Include these: a financial proposal including fees and other anticipated costs, and contact information for three references, as one .pdf or Word document.

Application deadline is Monday, February 12th, 18:00 GMT.