



## **Consultancy Opportunity | Program Management Support**

**Location: Washington, D.C.**

### **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, and Senegal. Free the Slaves has an annual operating budget of approximately \$2.6 million, a talented and dedicated staff of 23, and a highly engaged and supportive board of directors. For more information, see: [www.freetheslaves.net](http://www.freetheslaves.net).

### **Terms of Reference / Scope of Work**

#### **Program Background**

Free the Slaves current programs in the Africa and Caribbean regions require short-term program (including administrative) management support; in principle through the end of April 2019.

The consultant will help program staff on the ground implement the current projects, as well as support their efforts to raise resources to sustain and expand FTS anti-slavery efforts.

#### **Consultancy Opportunity / Scope of Work**

The goal of this consultancy is to provide Free the Slaves program work in the Africa and Caribbean region with adequate backstopping support and to support new business development.

The main responsibilities of the consultant will be to:

- Identify and respond to immediate programmatic needs articulated by country directors and coordinators and serve as a liaison with other key FTS staff (monitoring, earning and evaluation manager; operations director; Africa & Caribbean program officer; interim executive director; and others as needed)
- Support communications with U.S. Department of State donors as needed

- Support country directors and coordinators in managing major program activities, including monitoring expenditures against budget, and coordinating with, and supporting, partner organizations
- Support the Ghana country director preparing for the National Symposium on Child Slavery in the Fishing Sector and coordinate the development of the forthcoming end line study
- Support 2019 Q1 quarterly grant reporting processes, through review and production of narrative, indicator and financial reporting
- Support business development efforts, including:
  - Contributing to a cost extension proposal for Ghana
  - Supporting ongoing negotiations with potential NGO partners to develop long-term memoranda of understanding
  - Contributing to development of project concept paper with an existing partner in Ghana
  - Supporting initiation of a concept paper with a potential partner in Senegal
- Such other duties as may be mutually agreed upon to meet the goal of this consultancy.

### **Consultancy Information**

- Location: The Free the Slaves office in Washington, D.C.
- Travel: No travel is expected under this contract
- Timeframe: March 18 – April 30, 2019; may be extended as needed with mutual agreement
- Due to the need to fill this position as quickly as possible, preference will given to applicants available to start immediately.

### **Required Qualifications**

- In-depth of knowledge of human trafficking, especially in developing countries
- Experience in program management, especially grant-based programs, including financial oversight and reporting
- Familiarity with the key relevant offices in the State Department (J/TIP; DRL)
- Familiarity with U.S. government grant management procedures and expectations
- Ability to work effectively across cultures and national boundaries
- Excellent written and oral communication skills

## **Application Process & Proposal Submission Instructions**

Please submit a proposal that includes the following:

- A short proposal demonstrating understanding of the scope of work
- A summary of relevant experience demonstrating that the applicant has the qualifications listed above
- An up-to-date resume
- A cover letter
- Names and contact information for three references
- Proposed daily or hourly rate for services

Application deadline is March 14, 2019. The proposal, with all required documentation, should be submitted to: <http://smrtr.io/djD>

### **Evaluation Criteria**

The successful applicant will be the individual whose application, in the sole judgment of FTS management, meets or exceeds required qualifications, provides a proposal and accompanying documentation of the highest quality; and, provides the best value for money.

### **Reporting**

The successful bidder will report to the FTS interim director.

*Free the Slaves is an equal-opportunity organization. Qualified applicants are considered for consultancies without regard to age, race, color, religion, sex, national origin, sexual orientation, disability or veteran status.*