Consultant on EU-CELAC relations

23 June 2017
Brussels, Belgium

Short term consultancy
To develop a video script and contents on the future of EU-LAC relations from the perspective of the Civil Society ahead of the EU-CELAC CSO forum

CONCORD is an equal opportunity employer and considers applicants for all positions without regard to race, colour, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status. All employment decisions are made entirely on merit. We strongly encourage persons with disabilities to apply.

Aims and objectives/Main responsibilities and tasks

The main objective of the consultancy is to produce the script of an animated video on the EU-CELAC relations based on the key content elements and axes the civil society will deal with in the September CSO EU-CELAC forum, supported by data and objective findings

CONCORD’S Hub on Promoting Civil Society Space includes the bioregional perspectives and has planned the monitoring of the EU-CELAC process, co-organize the EU-CELAC civil society forum; by contributing from CONCORD’s key work strands (agenda 2030, CSO’s enabling environment, future of development and role of private sector, HRBA etc) to the content and priorities of the EU-LAC policies from the perspective civil society.

MESA-CONCORD will organize a civil society forum in El Salvador in the month of September 2017, supported by the EU. The aim of the Forum is to debate and produce recommendations to heads of state. The forum will have two main outputs: a declaration and attached documents developing the situation and perspectives from civil society on several key issues.

To support the visibility and communication of these recommendations, we will produce an animated video on the EU-CELAC relations based upon the key elements and contents that will be reflected in the forum declaration and MESA/CONCORD partnership approach.
Tasks:

1. Review the previous documentation and build on the ongoing process to produce a EU-CELAC forum declaration to produce a 3-4 pages document on the EU-LAC relations covering the axes of the declaration
2. Define a script for a 3 minutes animated video combining personal work and participation of key people
3. Collect data to support the statements the script and the video will make and integrate them in the script
4. Facilitate the participation of stakeholders convened in the technical committee and integrate their contributions
5. Contribute and review of the draft videos: communication, translations etc

Indicative Timeline and Compensation

1<sup>st</sup> July-31<sup>st</sup> August 2017

**Task 1:** by 1<sup>st</sup> July:

*Technical committee:* provide previous information and update on the process towards the forum declaration

*Consultant:* Collect other background, analyze information, and prepare the 3-4 pages background document

*Steering Committee:* to give recommendations and feedback to the document and to approve it

**Task 2:** by 15<sup>th</sup> July

*Consultant:* prepare the script and facilitate consultations at the level of the technical committee and other organizations, engaging them in the process

*Technical committee:* Engage in the process, give feedback and participate in the on line consultations facilitated by the consultant

*Steering Committee:* make final comments and recommendations and approve the script. Organize a session with the creative agency in charge of the video development, with the participation of the consultant before the 10<sup>th</sup> August

**Task 3:** by 31<sup>st</sup> August
Consultant: Collect data and facts. Integrate them in the script

Technical Committee: provide information and respond to the consultant’s information needs

Steering Committee: Final approval of the script and end the contract

Facilitate the translation of the video in English

Task 3: By 31st August

Consultant: organize the participation of the stakeholders, facilitate group calls and coordinate the information needed, integrating and reconciling the contributions received

Technical Committee: participate, provide information, and feedback

Steering Committee: steer the process and timetables, oversee the general process, and mediate in case of discrepancies

Task 4: By 31st August

Consultant: join the discussion and sessions with the video developer, facilitate the English translation and support the steering committee in the coordination of the video production

Technical Committee: join the sessions with the video developer

Steering Committee: liaise the script process with the video production

Payment: 60% upon the contract signature. 40% at the end of the period and upon the approval of the Steering Committee

For this work CONCORD offers a flat-rate of 1000 EUR including all taxes and VAT.

Skills and Qualifications

The consultant is expected to have:

- Background in EU-CELAC and EU-LAC relations
- Knowledge of the CSO sector in Europe and LAC region
- Knowledge of the main CONCORD work strands and the policy and advocacy debates on development, trade, climate change, CSOs enabling environment and future of development
● Proficiency in Spanish and English
● Familiarity with communications and campaigns methodologies and tools

**Application procedure**

To submit your application please:

● Send your proposal and CV in English only to secretariat@concordeurope.org with subject EU-CELAC Relations Consultancy by 4 July 2017
● Only shortlisted candidates will be contacted.