

Description of the position: Key expert (*cat II*) (13 Working days)

Contract: Short-term

Location: Malawi

Project title: Support to the review and implementation of the Communication and Visibility on EU Projects and Programmes in Malawi

Global Objective:

The global objective is to assist the EU Delegation with the preparation and launching of a new Communications and Visibility Contract by developing high quality Terms of Reference which can contribute to the good overall performance of the contract, thus promoting the knowledge and the image of EU Development Cooperation and its principles as well as the impact and results of EU funded projects in Malawi.

Specific objectives:

- 1) To analyse the needs of the EU Delegation in relation to the new Communications and Visibility Service Contract, taking into account previous experiences, recent innovations, and other factors, as well as EU and Malawian contexts.
- 2) To prepare a complete tender dossier for the new Communications and Visibility Service Contract based on the analysis made, including Terms of Reference adapted to the EU and Malawian contexts. The expert will therefore be providing support to the EU Delegation in its efforts to improve EUD's performance, effectiveness and efficiency in the design and implementation of its communication and visibility strategy for a number of projects, including RRIMP.

Required outputs:

- 1) Inception Report (max. 3 pages)
- 2) Final Report, taking stock of activities undertaken, summarising the conclusions of the analysis and including the tender dossier documents as annexes.
- 3) Complete Tender Dossier, including the proposed Terms of Reference, to be delivered both in editable version (Word, Excel, etc.) and in PDF format.

Expert profile CAT II

Education and skills

- 1) University degree in a field relevant to the requested services, or in its absence equivalent professional experience in the sector of at least 8 years.
- 2) Good and clear writing skills.
- 3) Fluency in English.
- 4) Good personal and communication skills.

Professional experience

- 1) At least 6 years of professional experience relevant to the requested services and outputs. This should include experience developing Terms of Reference, preferably under the European Development Fund.
- 2) Specific professional experience in communications and visibility will be considered an asset.
- 3) Proven experience in providing technical assistance to developing country governments, donors, or related, in a variety of developing countries or low resource settings.

Location & Duration

The intended starting date of the assignment is **20th March 2017**. The contract duration will be for 3 months from the starting date, with 13 working days, 5 of them in Malawi.

The consultant is expected to work in Lilongwe. Travel outside the capital is not foreseen.

Apply:

Note: The starting date and end date (month/year) of experience must be clearly specified in the CV. Civil servants and other staff of the public administration of the beneficiary country cannot be recruited as experts.

If interested, please submit your application to Ms. Ludovica Ceccarelli at brussels@euronetconsulting.com **REF 141 MALAWI**

Please keep in mind the following guidelines:

1. The CV must be in English, no more than 5 to 6 pages, and in the European Commission CV format. Please use this [CV template in Word format](#).
2. Include a reference person and his/her contact information for the past 3 years of professional experience.
3. Include the months, as well as years in past experience.
4. **To enhance your CV, please bold the items most relevant to this project and its requirements.**

Please note that only the selected candidates will be contacted.