

JOB OFFER: Consultant in charge of reports for XOESE Forum 2023

The XOESE Fund is recruiting for a Consultant in charge of the preparation of the reports for the XOESE Forum 2023. **Deadline: November 15, 2023**

I/ Summary of the offer :

- Reference : **0052/11-2023/OE**
- Job title: **XOESE Forum 2023 Reporting Consultant**
- Department: Capacity Building and Monitoring Department
- Deadline for applications: **November 15, 2023**
- Contract duration: 20 days over a 3-month period from November 2023 to January 2024
- Mission location: **remote**
- Type of contract: **Consultancy - Part-time**
- Languages required: **French, English**

Are you a woman passionate about women's rights with proven experience in financial and non-financial resource mobilization and project management? Are you interested in philanthropic and political advocacy to advance the concerns of French-speaking women's and young women's organizations and their movement? Then you may be the ideal candidate for the XOESE Fund. To apply, please send your application before **November 15, 2023** to emplois@xoese.org. **Applications will be reviewed as they are received.**

II/ About XOESE

The [XOESE Fund](#) is a feminist foundation created on September 1, 2015 and becoming operational in November 2018. Its objectives are to:

- Financially support the implementation of initiatives promoting the rights of women, young women and girls ;
- Strengthen the institutional capacities of women's and young women's organizations ;
- Encourage and support innovative initiatives to empower women's and young women's organizations.

Its secretariat is based in Lomé, Togo. But XOESE's staff is made up of employees based at headquarters or working remotely from home.

Its coverage area includes all French-speaking countries. The XOESE Fund will carry out its activities on behalf of women's and young women's organizations in these countries.

III/ MAIN TASKS

- A. Draft the various declarations and other position papers that will emerge from the [XOESE Forum 2023](#);
- B. Coordinate the process of evaluating the activities of the [XOESE Francophone Forum 2023](#) and incorporating the lessons learned into the final report document;
- C. Coordinate the writing, editing, layout, proofreading and finalization of the [Forum 2023](#) report and its various versions;
- D. Contribute to and support the work of the Forum team.

IV/ QUALIFICATIONS AND EXPERIENCE

- Advanced university degree (Bachelor's, Master's or PhD) in social sciences, journalism, project management or related discipline.
- Excellent knowledge and understanding of global women's rights issues and several years' experience working in the non-profit/NGO and INGO sector, preferably in a women's rights organization, women's fund or funding agency;
- Experience in an international organization is highly desirable;
- Experience in fund-raising and negotiation;
- Strong writing skills;
- Excellent editing skills
- Perfect command of written and spoken French and English;
- Ability to manage several tasks at the same time and to accomplish them under tight deadlines and pressure;
- Excellent computer skills (word processing, graphics, spreadsheets and other applications).
- Willingness to travel and attend the [XOESE Francophone Forum](#) from November 27 to 30, 2023.

V/ DURATION AND FEES

The contract covers a duration of twenty (20) days over a period of three (3) months from November 2023 to January 2024.

The mission includes the obligation to travel and to attend the [XOESE Francophone Forum](#) from November 27 to 30, 2023 and its preparatory activities.

The fee for this mission is **3,500 EUR** (gross).

VI/0 HOW TO APPLY

To apply, please send your application file containing the documents below to emplois@xoese.org as soon as possible and before the **November 15, 2023** deadline:

1. a covering letter,
2. a recent curriculum vitae (maximum 3 pages),
3. A brief document explaining your understanding of the mission and your approach, including: (1) a retroplanning, (2) the different questionnaires for the survey and final evaluation you propose, (3) the outlines of the different reports (by type of activity/session) to be used by the rapporteurs, (4) the skeleton of the synthesis report (5) the skeleton of the final report of the Forum and suggested variants.
4. copies of your diplomas and certificates,
5. letters of recommendation from previous employers/clients,
6. contact details for three referees.

Please mention the job title "Consultant Forum 2023" in the subject line.

XOESE encourages applications from people from ethnic minorities, indigenous communities and people with disabilities. All applications will be treated in the strictest confidence.

Due to the large number of applications we receive, we regret that we are unable to respond personally to candidates who are not shortlisted.

If you have not heard from us within five days of the deadline, please assume that your application has been unsuccessful.

Only candidates shortlisted for an interview will be contacted.

All shortlisted candidates will be required to undergo rigorous reference and background checks.

No phone calls please.