

Project Reporting Consultant

Starting date	As soon as possible
Duration	15-20 days, until 30 September 2024
Location	Remote and flexible, with a preference for Asia
Deadline	14 July 2024
Fee	Fixed at EUR 5,000

About GPPAC

The GPPAC Foundation is a non-governmental organisation that promotes conflict prevention and peacebuilding strategies and supports and connects people working for peace worldwide. It is the Global Secretariat of the Global Partnership for the Prevention of Armed Conflict (GPPAC), a global network of civil society organisations working in this field. See: www.gppac.net

We facilitate connections between network members for learning and knowledge exchange, and we work to make sure that the voices of local civil society organisations are heard in national and international policy arenas.

GPPAC seeks to build a new international consensus on the way in which we approach violent conflict, calling for a fundamental change: a shift from reaction to prevention.

Project Background

Co-funded by the European Union, the project “*Ulaanbaatar Process: A Civil Society Approach to Building Peace in Northeast Asia (NEA)*” was coordinated by GPPAC in close cooperation with the implementing partners: the Japanese NGO Peace Boat (GPPAC-NEA Regional Secretariat), and the Mongolian NGO Blue Banner. The implementation period was 36 months, from 1 February 2021 until 31 January 2024.

It focused on the Ulaanbaatar Process, a unique civil society dialogue for peace and stability in Northeast Asia (NEA), seeking to strengthen civil society’s role in facilitating effective regional Track 2 dialogue to (i) complement the long-stalled yet newly progressing Track 1 engagements, and (ii) develop an institutionalised regional peace and security mechanism for NEA.

Tasks

The consultant will support the drafting and submission of the narrative and financial report of the 3-year EU-funded project in GPPAC Northeast Asia, as well as coordinate the external final evaluation process. Both processes must be concluded for submission to the EU before 30 September.

Narrative Report

- analysing the data from the final annual survey as well as making sense of qualitative data (including checking additional info with members if needed)
- completing the log frame
- drafting the narrative report, sharing the draft with the EU for comment, and incorporating the EU’s comments in the final report before submission time

Financial report and audit

- supporting GPPAC’s Financial manager (especially in preparing the related narrative explanation and reviewing the supporting documentation)

External final evaluation

- reviewing the applications
-



A Network of People
Building Peace

Terms of Reference

- participating in the interview process
- acting as a main contact point with the final evaluator, including coordinating the process and facilitating access to information (documents and stakeholders)

Liaising with the EU

- providing timely information on matters related to final reporting, external evaluation, audit, and other requests

Requirements

- Demonstrated experience in project reporting (EU-funded projects would be an advantage).
- Demonstrated experience in data analysis.
- Familiarity with, and understanding of the civil society sector and networks more specifically.
- Excellent command of written and spoken English.
- Strong communication skills.
- Strong organisational skills, ability to manage assigned tasks and work to tight deadlines.
- Systematic, meticulous eye for detail.
- High level of computer literacy (Google Suite, Microsoft Office pack and possibly other software or databases)

Application and selection process

Please send your application to recruitment@gppac.net by Friday, 14 July 2024, 12:00 PM CEST. Write "EU NEA Project reporting consultant" as the subject of the email.

The application must include:

- A cover letter (max 1 page)
- A CV

Interviews with (max 3) shortlisted consultants will take place on 16 or 17 July 2024.

Please submit any questions for clarification to recruitment@gppac.net.