

Terms of Reference

CPDE Network Management and Capacity Development Assistant

The CSO Partnership for Development Effectiveness (CPDE) is an open platform that brings together civil society organisations (CSOs) from all over the world. It envisions the realisation of human rights, social justice, equality (especially gender equality) and sustainability in development. As a platform of voluntary organisations, it works through the application of principles, strategies and initiatives that promote development effectiveness, especially development cooperation.

CPDE performs network management and capacity development activities, and needs the support of an assistance to complete such.

Responsibilities of the Assistant and the CPDE Global Secretariat

The Assistant, reporting to the Network Manager, will:

1. Provide the necessary assistance to the Network Manager and Capacity Development Officer
2. Report to the office, as needed

The CPDE Global Secretariat will:

1. Ensure that all administrative requirements of the Assistant are provided so that his work is performed as planned;
2. Provide guidance and supervision, courtesy of the Network Management Manager and Capacity Development Officer.
3. Ensure proper and timely payment of the Professional Fees agreed upon for the services rendered by the Consultant.

Outputs

1. Varied deliverables for the Network Manager and Capacity Development Officer

Qualifications

The Assistant must have the following credentials:

1. Academically trained in communications or any other relevant social sciences
2. Minimum of two (2) years of experience in working with CSOs and cross-cultural working environments

Length of Engagement

This is a full-time for a one-year contract, starting with a three-month probation period.