

**Grant Proposal and Report Writer/ Reviewer
Global Consultant**

BACKGROUND

LAW is an independent, non-profit organisation comprised of human rights lawyers working in fragile and conflict affected areas in the Middle East, Africa and South Asia. We have a particular focus on gender equality and sexual and gender-based violence, natural resource exploitation, rule of law and accountability, and transformative justice, working to bring justice to those who need it most.

LAW's ground-breaking work has received international media coverage, including in the New York Times, the Times of London, the Guardian, Al-Jazeera, France24, Voice of America, Huffington Post and Foreign Policy.

LAW is seeking a competent and rigorous freelancer to assist HQ as needed to review the high volume of reports, grant proposals and concept notes produced across LAW programmes. The successful candidate will have extensive experience in drafting proposals and reports in the not for profit sector.

POSITION DESCRIPTION

Reports to:
Executive Director

Duration:
12 Month rolling period

Location:
Home based

Daily Rate:

Functions/ Key Deliverables:

The grant proposal and report writer/ reviewer will review LAW grants proposals, concept notes and donor reports. This is to increase and diversify sources of support, building on LAW core base.

Service delivery will be required on an ad hoc basis, as identified and agreed by the Executive Director, to support in drafting and or reviewing proposal documents in a convincing manner.

The Consultant will perform activities in accordance with the programme and project objectives set out below:

- Drafting LAW fundraising proposals, concept notes and projects in alignment with our strategy and the proposal and donor requirements;
- Review concept notes, proposals, reports and any other materials as directed by the Executive Director, providing feedback and or amendments where necessary
- Deliver on technical advice and support on outcome indicators capitalising on and in line with LAW strategy.
- Develop tools and materials to support the processes of planning, implementation, monitoring and evaluation based on high quality from inception to project closeout indicators, log frames
- Ensure overall timely, high quality, development and submission of reports and proposals, and appropriate mechanisms for donor engagement and recognition.

Other duties as specified by the ED.

Experience, Skills and Qualifications Required:

- Bachelors degree relevant, preferably with a focus on human rights, international criminal law, conflict, access to justice; Master's degree is an asset.
- Proven track record and experience working with international NGOs is strongly preferred including fundraising or on funded projects;
- Demonstrated and solid experience of writing clear and concise reports, analysing data for different audiences
- Exceptional communication skills and ability to translate complex ideas into engaging language
- Knowledge of the international development and humanitarian assistance fields, ideally including familiarity with legal projects or programmes in an international NGO or similar environment

Deadline for applications: Sunday 27th September 2020

Start date: Immediate start, October 2020

How to Apply:

Please email a CV and statement of interest in English (neither exceeding 2 pages of A4) on or before 27th September 2020 to: recruitment@legalactionworldwide.org

The subject of the application should read '**Grant Proposal and Report Writer/ Reviewer**'.

- Only shortlisted candidates will be contacted for interviews.
- LAW is an equal opportunity employer.
- Women are particularly encouraged to apply.