

Vacancy announcement

SEE Project coordinator

Full-time

October 2023

1. Background

[Forus](#) is a global network empowering civil society for effective social change. It brings together 69 National NGO Platforms and 7 Regional Coalitions from Africa, America, Asia, Europe and Pacific.

The System for an Enabling Environment for Civil Society (SEE) is a six-year programme (2024 to 2029) funded by the European Commission that will support civil society organisations in more than 80 countries where civic space is under pressure. The programme aims to improve the capacity of civil society partners to detect and respond to situations where the enabling environment is deteriorating or improving, and to address and contribute to the structural and systemic preconditions of such an environment.

At the heart of the programme will be a civil society-led monitoring system designed to continuously assess the state of the enabling environment for civil society in all partner countries. This will be complemented by a comprehensive early warning mechanism to support anticipation and rapid response to emerging threats and opportunities. In addition, the programme will develop the capacity of civil society partners to promote an enabling environment for civil society and to make their voices heard in national, regional and global fora through knowledge exchange, policy dialogue and advocacy.

This programme will be implemented by a global consortium of civic space and democracy support organizations and networks, led by [Hivos](#) and including Forus, [CIVICUS](#), [Democracy Reporting International](#), the [European Partnership for Democracy](#), and [Transparency International](#).

As a consortium partner of the program, Forus will be responsible for coordinating the formulation of the consortium's capacity development approach, as well as international advocacy and knowledge dissemination to actors beyond Europe. Together with other consortium members, Forus will also be responsible for engaging its members and local CSOs in the SEE network, providing financial support and guidance to local network members to conduct in-country data collection and reporting, and contributing to the development of the CSO-led monitoring and early warning methodology.

In the framework of this project, Forus seeks a **SEE Project coordinator** to lead the coordination and organization of activities of the SEE project from the Forus Secretariat. The Forus SEE Project coordinator will report to the Forus Advocacy Coordinator. As a member-led network, Forus is also committed to working closely with its members in all activities.



2. Responsibilities

Main responsibilities and tasks	
<p>Project Management and coordination with consortium partners & network members at country level</p>	<ul style="list-style-type: none"> ● Lead Forus' engagement in the SEE project and ensure effective project implementation, timely and successful delivery, and leadership on project-related topics. ● Liaise with the consortium lead and consortium members, as well as other project partners. Participate in the SEE Management Group and other project-related collaboration spaces. Liaise with other project-related global exchange platforms. ● Ensure regular coordination and communications with the broader Forus network to keep everyone informed of project developments and opportunities for engagement. ● Contribute to the selection of CSOs in partner countries for SEE network membership. ● Contribute to the development of the monitoring and early warning methodology. ● Contribute to the selection of local CSOs receiving financial support in each target country through a combination of restricted and open calls for expression of interest, as well as direct award procedures, with a particular focus on Forus national members. ● Coordinate with SEE network partners conducting in-country data collection and reporting with Forus' financial support (in collaboration with Forus Financial support manager) ● Facilitate referrals of SEE network members to external support mechanisms. Establish and activate international solidarity networks to facilitate critical peer-to-peer support to CSOs in countries where civic space is rapidly deteriorating. ● Ensure ongoing project monitoring and track progress and activities, using project-specific and overall Monitoring, Evaluation, Accountability and Learning (MEAL) tools and processes. ● Ensure compliance with grant agreements, strategies, and other project modalities, and support funder communication, including required reporting.
<p>Contribute to advocacy and engage in key influencing spaces.</p>	<ul style="list-style-type: none"> ● Liaise with the SEE Consortium lead and partners, as well as relevant think-tanks, policymakers and partners to keep on top of global policy advocacy processed relating to civic space and enabling environment. ● Facilitate joint advocacy initiatives, draft statements in close cooperation with other civil society organizations. Manage the production and dissemination of research and analysis (thematic reports, research briefs, policy papers, methodology briefs and other relevant formats) based on the findings of the SEE monitoring index and additional research, in accordance with the plan jointly developed by SEE consortium members. ● Lead and/or contribute to advocacy on SEE findings at global and regional level in collaboration with Forus Advocacy team and other partners. ● Engage with digital platforms and multi-stakeholder initiatives on digital civic space to raise awareness on the impact of practices and business models on the enabling environment. ● Support campaigning, the creation of innovative communication material (articles, podcasts, videos and other external communications...) & engagement with media, in collaboration with the Forus Communications team. ● Represent Forus in key spaces related to the project theme and by communicating insights to target stakeholder audiences.



Facilitating CSO capacity strengthening, network-level activities, and peer-sharing.	<ul style="list-style-type: none"> ● Coordinate a needs assessment among SEE network members to identify gaps and opportunities for medium and long-term capacity development. ● Develop with other consortium members a capacity development plan to strengthen SEE network members' identified skills and competencies for safely and effectively promoting an enabling environment, in collaboration with Forus Capacity development coordinator. ● Lead the implementation of a needs-based capacity development plan for SEE network members to enhance competencies, through a combination of in-person and online training sessions, workshops and webinars, as well as through peer-sharing and mentoring sessions in collaboration with Forus Capacity development coordinator ● Provide structured and targeted guidance to SEE network members with the aim of strengthening their digital, legal, data documentation and information verification capacities. ● Provide continuous support for SEE network members dialogue and engagement with international actors at country level. ● Support SEE network members and Forus members to leverage SEE analysis and data through country-level engagement with decision- and policy makers through policy dialogue and advocacy campaigns, in collaboration with Forus advocacy team.
Other responsibilities	<ul style="list-style-type: none"> ● Actively engage and contribute to the smooth functioning of internal processes and activities, and to team and network-wide discussions and engagement processes.

3. Required qualifications and skills

Education/Training & Minimum Professional Experience required:

- Master's degree (or equivalent work experience) in human rights, international development, political science, public administration, public law, or another relevant field.
- At least 7 years of working experience in an international setting with global and national partners and networks, in an advocacy function.

Skills and knowledge:

- Outstanding track record in project management including holding final responsibility for operational delivery and contract management.
- Recognized expertise and track record of successful advocacy work on civic space in national and international settings.
- A strong interest and commitment to defending civic space and promoting a more enabling environment for civil society globally.
- Knowledge of common political and administrative constraints affecting the ability of civil society organizations to operate in contexts of shrinking civic space.
- Ability to forge close collaboration and trusted and equitable relationships between civil society organizations from diverse geographic and socio-economic backgrounds.
- Excellent skills in external relationship management, including with donors, government officials, external civil society stakeholders and the wider civic space and enabling environment field.
- Commitment to Forus' mission, vision and values with solid understanding of global development issues, and understanding of the socio-cultural, historical, political and economic global context.
- Demonstrated experience and skills of working with diverse stakeholders, and facilitating platforms of cooperation, networking, building partnerships and broad alliances across a large spectrum of topics, cultures and tactics.
- Great ease in communicating in a formal way with high-level stakeholders at national and international level.



- Full professional proficiency in English. Proficiency in French and/or Spanish in speaking and writing required.

Personal qualities/interpersonal skills:

- Thrives in cooperative work environments in which the collaborative pursuit of shared objectives is the priority.
- Prioritizes and manages multiple projects simultaneously and follows through on issues in a timely manner with excellent attention for detail.
- Proactively seeks and provides feedback, strong emotional intelligence.
- Creative thinker with a “can-do”, outward-looking and problem-solving attitude, willing to guide others with confidence and take risks when appropriate.
- Highly organized independent worker, including in remote work settings with a decentralized team.
- Clear and sharp communicator able to bring across often complex and conceptual ideas in a down-to-reality and simple manner. Structured and engaging public speaker. Excellent interpersonal skills, with the ability to develop and maintain strong relationships with highly diverse stakeholders and excellent cross-cultural sensitivity and ability to work effectively taking into account different socio-cultural contexts and global time zones.
- Ability to work under pressure and towards tight deadlines maintaining effective performance in high pressure environments.
- Ability and willingness to travel regularly to global and regional conferences and policy fora, planning and monitoring visits to select partner countries, etc.

4. Conditions

Starting date: January 2024

Contract type: Full time position, employment contract (under French law) or consultant contract.

Location: flexible, the Project Coordinator can be located in Forus’ offices in Paris or work remotely.

Salary/compensation: dependent on experience.

5. Application procedure

The application documents must be submitted as soon as possible per email to the following address: recruitment@forus-international.org.

The application must be in English and include a motivation letter, CV and 3 references.

Please send attachments in PDF and include the position (“SEE Project Coordinator”) and your name in the subject of the email.

The position will be open until filled, and interviews will take place on a rolling basis. Only candidates who are shortlisted for interviews will be contacted.

Forus is an equal opportunity employer. We strive to make positions accessible to all regardless of nationality, ethnicity, race, age, disability, gender expression or identity, sexual orientation or identity, religion, marital or parental status, etc.

