

**International project**  
**Belarus Beehive 2.0 Supporting civil society as a key driver of democratic transformation of Belarus”**

**announces call for services**

**Position Title:** Mentors for project development and support

**Location:** remote

**Duration:** up to 30 months

**Type of contract:** framework, service

**Indicative starting date:** 1 July 2024

**Deadline for submissions:** reviewed on a rolling basis – 1 August 2024 as final deadline

**Description of the position:**

We are looking for the mentors, to strengthen the capacities of CSOs and initiatives (especially newcomers) to assist them to develop and implement quality and innovative projects to ensure good performance of the projects and good reporting.

The primary objective is to fortify the operational competencies of Civil Society Organizations (CSOs), enabling them to develop and to execute exemplary and inventive projects. This is done with a focus on promoting effective project performance and facilitating accurate reporting.

Consultations are extended to these organizations throughout all stages of the project implementation, starting with project application and grant receiving processes. This assistance includes consultations on formulating project proposals, guidance in financial planning, direction during the execution phase, and mentoring during report composition.

This systematic and professional support is aimed at optimizing the efficacy of CSO-led initiatives, thereby fostering their potential to contribute positively to societal advancement.

**Key responsibilities**

-Consulting organizations/initiatives to strengthen organizational capacity

-Assistance in the development and implementation of the projects.

Support is provided to organizations/initiatives on all stages of the project realization, including project proposals (assistance in formulating project proposals, guidance in financial planning, guidance in the implementation phase and mentoring in reporting, etc.).

- Support is aimed at optimizing the effectiveness of CSO initiatives, thereby strengthening their potential to make a positive contribution to society.

Based on personal requests and specific needs, CSOs, leaders and activists will have the opportunity to receive advice:

1. Designing and programming social change, community participation, networking and leadership.

2. Project management and financial management.

3. Leadership, industry management and change management.

4. Propaganda and participation in politics.

5. Security

6. and other topics upon request of organizations

-Participation in reflections and peer-to-peer learning sessions between OA experts and mentors.

### **Required Skills and Experience**

Mentors should be mid- to senior-level experts with experience in organizational development and management in the non-profit sector and civil society.

We want to attract experts - specialists in certain areas of CSO activity (financial management, PR and communications, etc.).

They must know the specifics of working with Belarus or similar complex countries and speak the language in which their potential CSO clients communicate. Experts may come from Belarus, the EU or Eastern Partnership countries.

Proposed countries of work: Lithuania, Poland, Georgia, Belarus (possibly remotely), as well as Germany, Estonia and other countries where Belarusian CSOs are registered.

### **Offered remuneration and other conditions:**

Mentors for project development and support will be hired under framework contracts.

The daily rate offered by the consultant must include taxes (up to 25%), local travel expenses within the region or country associated with contractual obligations. International flights and travel are not included (charged separately).

Mentors will work with CSOs in their own country (preferred), they can travel to the CSO's location or work remotely if no other option is possible.

We expect and encourage mentors to work as a team with the opportunity to learn from each other, engage in shared reflection, and share experiences.

### **Application procedure:**

If you are interested in the vacancy, please send your statement of interest, resume (in English), location (country of service) and daily rate to [hr.beehive@proton.me](mailto:hr.beehive@proton.me) with the subject: "Mentors for project development and support." In the accompanying letter must indicate how your skills and previous/current professional experience match the duties and responsibilities of this position.

Please provide contact details of two references who will be available to provide information about your professional experience if you are shortlisted for interview.

Only candidates selected for interview will be contacted.

After receiving expressions of interest in the competition, the Selection Committee will conduct interviews and negotiations with shortlisted candidates and approve the final list of pre-selected consultants for concluding framework contracts with them.

Service contracts with each CSO will be awarded to pre-selected consultants upon receipt of applications from CSOs (starting 1 July 2024).