**CALL FOR CONSULTANTS 2021**

**The purpose of this Call for Consultants is to enable *AFEW International* toupdate and expand its database of international, regional, and national consultants for short- and medium-term engagements in the provision of diverse consultancy services to support its programmes. The work of *AFEW International* is primarily focused on the region of Eastern Europe and Central Asia (EECA).**

*AFEW International* is a non-governmental humanitarian organisation that strives to promote health, and advocates for increased access to prevention, treatment, and care for major public health concerns such as HIV, tuberculosis, COVID-19, viral hepatitis, and sexual and reproductive health and rights.

*AFEW International* is working with and for “key populations” (LGBTIQ and men who have sex with men, people who use drugs, sex workers, people living with HIV, (ex-)prisoners, (labour) migrants, vulnerable youth and adolescents). By providing support and empowering communities and civil society organisations in Eastern Europe and Central Asia (EECA), we contribute to better access to good quality health services for all, including people whose access is denied due to stigma and discrimination.

With a small team based in Amsterdam, we coordinate the *AFEW Partnership*, a regional network of civil society organisations: *AFEW-Kazakhstan, AFEW-Kyrgyzstan, AFEW-Russia, AFEW-Ukraine and AFEW International*.

*AFEW International* now aims to update its database of consultants that provide the organisation with external expertise or consultancy on a broad range of topics, including:

1. Advocacy and Public Affairs
2. Communications
3. Social Media Management
4. Fundraising
5. Project development
6. Project management and implementation
7. Project monitoring and evaluation (M&E, MEAL, PMEL)
8. Knowledge Management and E-learning
9. Technical Expertise:
10. HIV/AIDS (treatment, prevention, care)
11. TB (treatment, prevention, care)
12. COVID-19 (treatment, prevention, care)
13. STIs and viral hepatitis (treatment, prevention, care)
14. Care in prisons / closed settings
15. Capacity building of NGOs
16. Human rights monitoring
17. Stigma & Discrimination
18. Training (audiences: medical professionals, policy makers, NGOs)

If the need for external expertise arises, AFEW International will develop a Terms of Reference and select, from the database of consultants, those consultants who demonstrably offer the most beneficial combination of skills, quality, availability, and value for money.

Consultants are now invited to apply for inclusion in the database. **Applications will be processed on a rolling basis. A first selection for inclusion in the consultancy database will be made starting in the week of 5 April 2021.**

Please send the filled-out and signed Consultants Form and your CV to: [***recruitment@AFEW.nl***](mailto:recruitment@AFEW.nl)***.***

We regret to inform that incomplete forms cannot be taken into consideration.

[**www.afew.org**](http://www.afew.org)

[**Facebook**](http://www.facebook.com/AFEWInternational) ▪[**LinkedIn**](https://www.linkedin.com/company/afewinternational) ▪[**Twitter**](https://twitter.com/afew_int)▪ [**Instagram**](https://www.instagram.com/afew_international/)

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| --- | --- | --- | --- | --- |
| **Consultancy database** | | | | |
| **First Name:** | |  | **Last Name:** |  |
|  | |  |  |  |
| **Nationality:** | |  | **Country of Residence:** |  |
| ***Contact Information*** | | | | |
| **E-mail:** | | **Telephone/Mobile:** | **LinkedIn/Social media:** | |
| **Field of expertise:** | | We are seeking consultants in the following fields. Please select the boxes most relevant to your application. Complete with further details below.   1. Advocacy and Public Affairs 2. Communications 3. Social Media Management 4. Fundraising 5. Project development 6. Project management and implementation 7. Project monitoring and evaluation (M&E, MEAL, PMEL) 8. Knowledge Management and E-learning 9. **Technical Expertise:** 10. HIV/AIDS (treatment, prevention, care) 11. TB (treatment, prevention, care) 12. COVID-19 (treatment, prevention, care) 13. STIs and viral hepatitis (treatment, prevention, care) 14. Care in prisons / closed settings 15. Capacity building of NGOs 16. Human rights monitoring 17. Stigma & Discrimination 18. Training (audiences: medical professionals, policy makers, NGOs) | | |
| |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **9** | **a** | **b** | **c** | **d** | **e** | **f** | **g** | **h** | **i** | |  |  |  |  |  |  |  |  |  |  | | | | | |
| ***Languages*** | | | | |
| **Main (native) language:** | |  | | |
| **Working languages:** | | Please select all the boxes that are applicable.   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | **Write (professional/native)** | **Write (proficient)** | **Read** | **Speak** | **Understand** | | **English** |  |  |  |  |  | | **Dutch** |  |  |  |  |  | | **French** |  |  |  |  |  | | **Russian** |  |  |  |  |  | | **Ukrainian** |  |  |  |  |  | | **Kazakh** |  |  |  |  |  | | **Kyrgyz** |  |  |  |  |  | | **Tajik** |  |  |  |  |  | | **Uzbek** |  |  |  |  |  | | **Georgian** |  |  |  |  |  | | **Armenian** |  |  |  |  |  | | **Azerbaijani** |  |  |  |  |  | | **Belarusian** |  |  |  |  |  | | **Romanian** |  |  |  |  |  | | **Arabic** |  |  |  |  |  | | **Other** (please specify) |  |  |  |  |  | | | |
| **Motivation / Expertise summary** | | **Please describe briefly (max. 10 lines) what kind of expertise you can provide in the fields indicated above and demonstrate interest or experience in working with marginalised groups in Eastern Europe and Central Asia.** | | |
| …. | | | | |
| **Education** | | **Please indicate highest obtained degree(s) and educational institution.**  *Include full details in your CV* | | |
| **….** | | | | |
| **Professional experience** | | **Please list relevant/recent experience (maximum of 5), please indicate employer or organisation/time period/position/main tasks.**  *Include full details in your CV* | | |
| …. | | | | |
| **Positions of trust** | | **Please list any positions of trust, voluntary work, activism, or relevant milestones/achievements (maximum of 5).**  *Include full details in your CV* | | |
| …. | | | | |
| **References** | | **Please indicate two to three persons who can be contacted for reference of your work (name/organisation/position/working relationship with you/contact information).**  **We will only contact references after this has been discussed with you.** | | |
| …. | | | | |
| **Self-identification**  **(optional)** | | *We particularly encourage applications from qualified candidates who are living with HIV and/or from key affected communities.*  I am part of or identify as a member of one or more of the following groups:  People living with HIV  LGBTIQ+  People who use(d) drugs  Sex workers  Ex**-**prisoners  Vulnerable youth and adolescents  Other (please specify):  Do not wish to disclose  My preferred pronouns: | | |
| **Fee / hourly rate** | | **Please indicate your fee structure or indication of hourly rate in Euros without VAT. Please also indicate your VAT rate if not based in the Netherlands.**  Rate (not including tax): …..  Rate (inclusive of VAT and all other taxes): … (VAT rate: … %)  *Note: You are established as a legal entity or legally have the right to issue invoices under the legislation of your country of residence. Any taxation or social benefits contributions, as well as insurances, are your own responsibility. You can make and receive international bank transfers. Consultants / external collaborators are not considered staff of AFEW International.* | | |
| **Inclusion in the Consultancy Database and Process**   * By submitting this form and my CV, I request *AFEW International* to include this form and my CV in the consultancy database. * Inclusion in the database is for the period of 12 months, unless agreed otherwise. I may at any time request *AFEW International* to be excluded from the database and have my data duly erased. * I understand that *AFEW International* may choose not include my data in the consultancy database. * I understand that inclusion in the database does not in any way oblige *AFEW International* to engage in contracting for consultancy services. * I understand that *AFEW International*, for any need for external expertise or consultancy that may arise, will develop a Terms of Reference, and select, from the database of consultants, those consultants who demonstrably offer the most beneficial combination of skills, quality, availability, and value for money. * I understand that if I cannot accept the Terms of Reference, it may be offered to other consultants in the database. * I understand that any contracting will be done under the laws of the Kingdom of the Netherlands. | | | | |
| **Declaration of Agreement and Signature**  I, the undersigned, hereby:   * Declare that the information provided to *AFEW International* under this call for consultants is complete, correct, and truthful. * Acknowledge, in signing this document, that I have been notified that if any of the statements made or information provided prove to be false, *AFEW International* reserves the right to nullify at my expense any contract and exclude me from the consultancy database. * Express consent to any audit or verification that *AFEW International* may initiate by any means on the information provided under this procedure. * Declare that I will duly report any conflict of interests arising from an assignment by *AFEW International*. * Declare that I am individually liable for any and all obligations I take upon me when offering my services to *AFEW International.* | | | | |
| **Name:** |  | | | |
| **Place:** |  | | | |
| **Date:** |  | | | |
| **Signature:** |  | | | |