



## Terms of Reference: Consultant (6-month contract)

LOCATION: LIBERIA

FULL TIME POSITION: 40 HOURS A WEEK

REPORTING TO: SENIOR PROGRAM MANAGER

START DATE: 1 MARCH 2023 AT THE LATEST

END DATE: 31 AUGUST 2023

### About the Freedom Fund

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The Freedom Fund ([www.freedomfund.org](http://www.freedomfund.org)) is a leader in the global movement to end modern slavery. The Freedom Fund works to combat many different forms of extreme exploitation, including forced labour, sex trafficking, forced marriage, and the worst forms of child labour. It:

- **invests** in those countries and sectors with the greatest incidence of modern slavery.
- **analyses** which interventions work best and **shares** that knowledge.
- **brings together** a community of activists committed to ending extreme exploitation and empowered by the knowledge of how best to do so.
- **generates** funding by demonstrating how effective interventions can protect those at risk of being exploited and free those in situations of exploitation.

In its first eight years, the Freedom Fund has supported over 140 organisations in Bangladesh, Brazil, Ethiopia, Indonesia, India, Myanmar, Nepal, and Thailand.

### About the position

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The Freedom Fund, supported by the US Department of State, is currently funding a research study to gain a deeper understanding of the factors and systems that facilitate exploitative child domestic work in Liberia and Nigeria. Based on the findings of this research, the Freedom Fund will co-develop, with local community representatives and civil society organisations, well-targeted interventions to reduce the prevalence of exploitative child domestic work in specific geographic areas in each country. The Freedom Fund will provide grant funds to civil society organisations to pilot these interventions and closely monitor their effectiveness in order to inform a longer-term strategy to address this issue.

This is an exciting and demanding role for an outstanding individual with experience in setting up, managing and implementing international development programs. The successful candidate will recommend and prepare a portfolio of the Freedom Fund's investments and relationships for its new

hotspot program in Liberia to address exploitative child domestic work. The consultant will support the identification and selection of grantees and the co-creation of pilot projects.

This position a full-time consultancy assignment for six months with possibility to extend at the end of this period.

## Responsibilities

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The consultant will lead the following activities on behalf of the Freedom Fund in Liberia during the initial inception phase. The consultant will work with a Freedom Fund team based out of London, UK as well as another consultant based out of Nigeria.

Responsibilities will include, but are not limited to, the following:

- Advise the Freedom Fund's pilot phase strategy document.
- Guided by the formative research findings, identify potential NGOs, and provide essential preparatory support to invite them for the formal co-creation phase, including dissemination of application materials, review of initial applications, short-listing of partners, office, and community visits.
- Lead the co-creation process as partners develop their full project proposals. This will include the organisation of convenings of organisations, facilitation during proposal development workshops and providing feedback to and mentoring each applicant, amongst other activities.
- As necessary, represent the Freedom Fund in official meetings with government, Liberia and international organisations and networks.
- As necessary, coordinate logistics and facilitate necessary visits with Freedom Fund representatives.
- Any other tasks, as assigned.

## Qualifications and experience

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The Freedom Fund seeks a dedicated, self-motivated consultant, capable of working with limited supervision and of quickly establishing effective relationships with a wide range of stakeholders. The successful candidate will have experience in successful program design and implementation.

### Essential

- At least seven years of directly relevant experience
- Grant making experience to local civil society organisations
- Knowledge and experience working with child domestic work, child labour, and/or forced labour, human rights, anti-human trafficking, or modern slavery initiatives; familiarity with child domestic work/ child protection highly desirable.
- Experience managing projects funded by institutional donors (such as FCDO, EU, USAID) is highly desirable.
- Experience preparing and managing budgets.
- Experience in conducting organisational capacity assessments.
- Ability to read and understand due diligence assessments and findings.
- Experience in monitoring and evaluation of grants and programs
- English speaker
- High proficiency with Microsoft Office tools (especially Word and Excel)
- Entitled to work in Liberia, without work sponsorship from the Freedom Fund.
- Knowledge of government policy, structure and legal systems is desirable.

## Personal attributes

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### Essential

- Team player committed to the Freedom Fund's values and passionate about human rights issues.
- Ability to build relationships with a wide range of individuals from diverse backgrounds.

- Ability to work independently, displaying strong initiative in solving day-to-day problems with limited direction.
- Outstanding oral and written English communication skills and ability to present information in compelling ways.
- Detail oriented, with ability to manage, track and organise data, including numerical data.
- Willingness and ability to travel, sometimes to remote communities, as required.

## Compensation

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- \$2,112 USD per calendar month.

## Application procedure

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Applications should be submitted in English and include a CV, cover letter (maximum one page) and contact details of two professional referees, one of which must be the applicant's current / most recent line manager or current / most recent Head of HR.

Please send applications by email in PDF format to [jobs@freedomfund.org](mailto:jobs@freedomfund.org), including 'Consultant - Liberia' in the subject line before **9.00am BST on 15th January 2023**. Applications will be assessed on a rolling basis.

Please note that only candidates selected for further consideration will be contacted. No phone calls please. **No agencies please.**

The Freedom Fund is an equal opportunities employer. In line with our values of respect, agility, and excellence, we value the strength of a diverse workforce and strongly encourage applications from people with disabilities, Black, Asian, or Minority Ethnic backgrounds, LGBTQ+ and from different socio-economic backgrounds. **Applicants must be eligible to work in Liberia.**

**The Freedom Fund is committed to the importance of meaningful survivor inclusion and leadership. As such, particular consideration will be given to applicants with lived experience of trafficking and/or forced labour.**

*As part of our commitment to the protection of children and vulnerable people in our work, any offer of engagement with the Freedom Fund will be subject to satisfactory pre-engagement checks to ensure we work with only those who are suitable to work with children and vulnerable persons. These checks include proof of eligibility to work in the national location of this role and checks against the Office of Foreign Assets Control data list (OFAC) which highlights any connections to terrorism or trafficking. Any offer of consultancy with The Freedom Fund will only be made following successful background checks being conducted on the applicant. By submitting a formal application, you agree to the Freedom Fund carrying out these checks.*