



## Evaluation, advice, support and training consultant

*Cota is seeking to recruit an expert in evaluation, advice, support and training for public authorities, civil society organisations and initiatives involved in the social, economic, ecological and democratic transition in both developing countries and Europe.*

### **Aim of the position**

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The purpose of the position is to strengthen and develop quality and innovative expertise within the Cota.

### **Objectives of the position**

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The Cota's projects portfolio consists of two main poles, namely territorial governance/public policies and citizenship dynamics.

These themes are divided into evaluation, advice, support and training.

The objective of the position is to develop the Cota's portfolio in a complementary area, relating to the development and structuring of initiatives and change processes in favour of a social, economic, ecological and democratic transition in both developing countries and Europe.

Practically the position includes the following activities:

- Evaluation of projects and programmes for a variety of civil society organisations and public authorities (that includes missions to developing countries, Belgium and neighbouring countries);
- Support, advice and training for organisations of all kinds involved in North-South relations and/or territorial development and transition;
- Development of a network of partners, in Belgium and worldwide, working on the same themes, in order to integrate the Cota into a "learning community" and highlight its expertise and know-how;
- Monitor major trends and new developments in the pole;
- Monitor calls for tenders or projects on the themes of its pole.

To achieve these objectives, the position holder will have to respond to calls for tenders related to these themes and/or develop research grants from public and private organisations (foundations, etc.) active/supporting these types of initiatives.



## Requirements

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The candidate must satisfy the following selection criteria:

### Expertise

- Knowledge and practice of strategic and operational planning approaches, methods and tools for performance and change oriented strategic and operational planning.
- Knowledge and practice of monitoring and evaluation approaches, methods and tools.
- Knowledge and practices of approaches, methods and tools for performance-based project management and societal change.
- Knowledge of continuous learning tools such as capitalisation or action research.
- Knowledge and practices of approaches, methods and tools for facilitating multi-stakeholder meetings and working groups.

### Languages

- Perfect command of English and French. Proficiency in another language (Dutch, Spanish) is a plus.

### Interpersonal skills

- Ability to work in a team environment
- Ability to meet deadlines and sometimes work under "pressure" and to tight deadlines.
- Autonomous
- Open minded and inclusive/Ability to listen to others
- Ability to integrate intercultural factors into work processes.
- Readiness to travel abroad for short-term missions.

### Training and experience

- Desired academic level: Master's degree in a field relevant to the position.
- Expected level of experience: minimum 4 years of relevant experience.

## Conditions of the position

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Full-time, permanent staff based in Brussels with opportunities for short-term missions abroad depending on the missions implemented by the Cota.

## Application

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CV and motivation letter to be sent by the 30<sup>th</sup> November 2019 to

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Secretary General  
COTA asbl  
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