

## **ANNEX 1 – TERMS OF REFERENCE**

### **PARIS21 Foundation Consultant**

#### **BACKGROUND**

The PARIS21 Foundation is an independent non-profit charitable Foundation incorporated under the laws of Switzerland. The purpose of the Foundation is to support the work of PARIS21, and, particularly, innovative activities that strengthen inclusive, participatory data systems to advance robust decision-making that promotes better lives for people everywhere and leaves no one behind.

This position is an exciting opportunity to contribute to the set-up and growth of a Foundation, whose activities are closely related to international development policies and global networks of multilateral organisations, academia, civil society and the private sector.

The PARIS21 Foundation is seeking a dynamic, well-rounded, autonomous self-starter to act as Foundation Coordinator. It is an ideal position for someone who is interested in entrepreneurial ventures and is quick on his feet. S/he will indeed drive the initial activities of the Foundation and contribute to its operational consolidation. This will include – but is not limited – to the following tasks:

#### **DELIVERABLES**

- Serve as the Secretariat for the PARIS21 Foundation, including providing administrative and management support, organizing meetings, managing the Foundation's post and mailbox, reviewing and preparing documents, contributing to the Foundation's fundraising strategies, among other tasks.
- Support the management of the PARIS21 Foundation grants.
- Serve as the focal point for the PARIS21 Foundation Board, including organizing board meetings and necessary documentation and ensuring proper follow-up.
- Develop the PARIS21 Foundation investment case and strategic areas of work, including a high-level work plan for an initial 2-year phase of the Foundation.
- Identify and develop outreach to potential donors, including key messages and supporting materials, in close collaboration with the PARIS21 Secretariat.
- Develop initial communications materials for Foundation, centered on strategic messages.
- Coordinate and review, as needed, the Foundation's accounting documents and financial statements, in collaboration with the Foundation's accountant and legal advisor.
- Support the preparation of the Foundation's Annual Report.
- Support the broader setting up and operationalization of the Foundation, including coordinating with the PARIS21 Secretariat, legal counsel, and other stakeholders as required.

#### **DURATION, WORKLOAD AND LOCATION**

- This is a part-time consulting position of 1-2 days a week, which could possibly be extended to a full-time position as activities increase.
- The Coordinator should be based in the greater Paris region.

#### **IDEAL PROFILE**

Academic background

- University degree in development studies, international relations, business, communications or social sciences, with a strong knowledge of development cooperation.

### Professional background

- Two years of experience working in partnerships and fundraising within the international development sector.
- Experience in stakeholder management and donor relations.
- Proven capacity to communicate effectively with different international counterparts (government authorities, heads of agencies, civil society, and the private sector).

### Tools

- Proficiency with standard Microsoft Office Suite software.

### Languages

- Fluency in written and spoken English and French. Knowledge of other languages is considered an asset.

**Interested candidates should send a CV and cover letter to [sandra.camacho@oecd.org](mailto:sandra.camacho@oecd.org) by October 21<sup>st</sup>, 2022.**