

Consultancy - Civic Freedom Monitor

Are you interested in promoting civic freedoms around the world? The International Center for Not-for-Profit Law (ICNL) is soliciting applications for a long-term, part-time consultant to support our [Civic Freedom Monitor](#) (CFM). The consultant should have legal authorization to work in the U.S. The consultant is expected to arrange her or his own working hours and space.

[ICNL](#) promotes the freedoms of association, assembly, and expression and supports civil society, civic participation, and philanthropy in countries around the world. Our partners include civil society organizations (CSOs), governments, law schools, and international bodies. The [CFM](#) provides up-to-date information on legal issues affecting civil society and civic freedoms, including freedoms of association, expression, and peaceful assembly. We currently maintain reports on 50+ countries and eight multilateral organizations.

CONSULTANT DUTIES:

Under the direction of ICNL's VP-Legal Affairs, the Consultant's duties will include:

- Managing relationships and overseeing contracting with local partners;
- Ensuring quarterly reports from local partners are submitted on a timely basis and contain relevant information;
- Editing CFM reports based on input provided from local partners around the world and inputting edits to reports into ICNL's website; and
- Conducting limited additional research on civic freedoms based on inputs provided by local partners.

QUALIFICATIONS:

The Consultant should possess:

- A relevant degree from an accredited university (a law degree is an advantage);
- Excellent analytic, writing, and editing skills;
- Experience working or conducting research on the freedoms of assembly, association, and/or expression;
- Excellent communication skills;

- Strong attention to detail;
- Fluency in English (proficiency in another language could be an advantage);
- Experience working on a WordPress platform is an advantage; and
- Legal authorization to work in the United States.

APPLICATION PROCESS

To apply for this position, please send:

- Your curriculum vitae;
- A cover letter demonstrating how you meet the qualifications listed above;
- The number of days per month you are available for this consultancy; and
- Your proposed daily rate.

Applications must be submitted in English. Please send your application to jobs@icnl.org with the subject line “Civic Freedom Monitor Consultant.” Applications will be considered on a rolling basis and, in any event, should be submitted by March 31, 2023. Only finalists will be contacted. No phone calls please.

SELECTION CRITERIA

Applicants will be evaluated based on the following factors:

- Compliance with the application process;
- Degree to which the applicant’s experience meets the qualifications stated above; and
- Competitiveness of the day rate, time availability, and value for money.

Issuance of this solicitation does not constitute an award commitment on the part of ICNL, nor does it commit ICNL to pay for cost incurred in the preparation and submission of an application.