VOICE Terms of Reference for a Consultancy

1. **Topic**
Support the design of a new strategy for the VOICE network.

2. **Summary**
VOICE (the European network of 89 humanitarian NGOs from 19 European countries implementing principled humanitarian aid worldwide) is looking for a consultant to support the design of a new VOICE Strategy.

3. **Expected outcomes**
a) The consultant creates and implements a design process that ensures an inclusive participation of VOICE members and other relevant actors.
b) The consultant writes a new VOICE strategy in close collaboration with the VOICE Executive Committee which needs to be finalised beginning of December 2023.

4. **Timeline**
The consultancy should start in July/August 2023. The timeline for the process will be agreed upon with the VOICE Director.

5. **Budget**
The consultant should include his/her daily rate and estimated number of hours to complete the consultancy in his/her bid outlining relevant experiences.

6. **Methodology**
Prior to contract signing, the consultant will be asked to submit a work plan with a timeline proposing a methodology in line with this ToR (including the budget – see point 5).

7. **Consultancy bid**
The consultant is invited to send a bid (see points 5 and 6, daily rate, estimated number of hours, previous experiences, work plan, timeline, methodology) to the VOICE Secretariat (funding@voiceeu.org) as well as a CV.

8. **Deadline**
21 July 2023