

June 2023

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@voicceu.org) as well as a **CV**.

8. Deadline

21 July 2023