

**TERMS OF REFERENCE FOR ADMINISTRATIVE AND FINANCIAL  
MANAGEMENT ASSISTANCE SUPPORT TO EED – TC18FIN003**

**1. Background to EED**

The European Endowment for Democracy (EED) has been created to promote values of freedom and democracy. A joint effort of the Member States and European Union institutions, the European Endowment for Democracy is an independent private law foundation with its seat in Brussels.

The European Endowment for Democracy assists: pro-democratic civil society organisations, movements and individual activists acting in favour of a pluralistic multiparty system regardless of their size or formal status. EED also provides assistance to young leaders, independent media and journalists, provided that all the beneficiaries adhere to core democratic values and human rights as well as subscribe to principles of non-violence. Women rights organisations and female activists are among the recipients of support and gender perspective is mainstreamed in all decisions and EED-funded actions.

The European Endowment for Democracy operates in the most flexible and effective manner reflecting the situation, the specific context and the needs of its beneficiaries. It will engage in regular consultations with relevant EU institutions and other actors in order to avoid duplication and ensure synergy, complementarity and added-value to EU instruments and Member States bilateral activities.

The core operating grant for the European Endowment for Democracy is provided by the European Commission, and is implemented in compliance with the requirements of the EC Financial Regulation.

**2. Objective**

The overall objective of this assignment is to provide assistance in the administering and monitoring the core operations of the EED, in particular in supporting the Operations Team with regards of its administrative, accounting and finance tasks.

**3. Scope of Work and Outputs**

The consultant will carry out tasks as assigned by the Director of Operations or Operations Officers, related to:

- Processing and verification of accounting and financial documentation related to EED Operational Grant
- Provide technical assistance in carrying out internal financial audits
- Contribute to the financial accounting (analytical breakdown in the accounting software)
- Provide technical assistance in drafting and archiving service-level agreements between EED and its suppliers/archiving
- Follow-up on the HR issues related to timesheets and internal check of staff leaves.
- Support for the preparation of financial reports to EED donors

#### **4. Time Frame and Deliverables**

Expected starting date of services March 2019.

The consultant shall carry a minimum of 220 days' work (up to a maximum of 232 days' work) per 12-month period.

The consultant is free to organise his/her work schedule in coordination with the Director of Operations and the Operations Officer(s).

#### **5. Interfaces**

The consultant will operate under the overall direction of the Executive Director of the European Endowment for Democracy. The primary contact points in EED will be the Director of Operations and the Operations Officer(s).

Due to the need for confidentiality of documentation being reviewed as part of this contract, the service shall be provided predominantly from the EED premises in the centre of Brussels, Belgium.

#### **6. Total Cost of Assignment**

The maximum budget for this contract shall be €43,700 (plus VAT) per 12-month period.

Payment will be made on a monthly basis, upon submission of an invoice.

#### **8. Required Expertise**

The consultant shall have the following experience:

- at least one year of proven full-time professional experience in the administrative and financial management in the context of an international non-profit organisation;
- demonstrated track record in administrative and accounting/finance tasks;
- previous experience in working with bodies receiving EU grants;
- solid ICT skills, with high proficiency in Microsoft Excel;
- knowledge of accounting basics;
- high level of precision, with an eye to detail;
- high degree of oral and written communication skills and excellent interpersonal skills;
- ability to keep full confidentiality about assigned tasks and related documentation as well as able to exercise confidentiality, discretion and tact when dealing with diverse groups of people;
- ability to develop strong working relationships internally and externally at all levels;
- high personal and professional culture;
- thorough knowledge of English;
- ability to work in a multicultural environment;
- knowledge of French is considered an advantage;
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