

Call for Experts

Westminster Foundation for Democracy (WFD) is currently seeking experts who meet the following specialist and additional criteria for upcoming potential and planned programme activities. This is not a guarantee of employment but details of appropriate candidates will be logged on our database, accessible only by selected WFD staff. All information provided will be treated confidentially, will only be used for the purposes in which we have requested it and will be handled in line with data protection legislation.

WFD will use the contacts in our database to identify experts to represent WFD, matching individuals to our requirements as they arise.

A SPECIALIST CRITERIA

Applicants should have experience of working in one or more of the following fields:

- **Legislation**
Includes areas such as: legal systems, legislative analysis, legislative drafting, constitutional law, human rights law; regulatory law
- **Parliamentary process**
Includes areas such as: Westminster or other systems
- **Public administration reform**
Includes areas such as: organisational change management, strategic planning, human resources development and management
- **Public financial management**
Includes areas such as: financial oversight – budgeting, auditing, reporting; gender budgeting approaches; principles and practices of VFM
- **Civil society development**
Includes areas such as: advocacy, lobbying, influencing; dialogue, facilitation and civil engagement; parliamentary outreach
- **Local government**
Includes areas such as: decentralisation; devolution
- **Reconciliation**
Includes areas such as: mediation, reconciliation and peace-building
- **Media and communications**
Includes areas such as: awareness-raising; public relations; use of social media
- **Social needs and impact assessments**
Includes areas such as: environmental and social impact assessments; gender mainstreaming
- **Research**
Includes areas such as: qualitative and/or quantitative research skills; analysis; policy development

- **Monitoring and evaluation**
Includes areas such as: monitoring and evaluation of donor-funded projects

B ADDITIONAL CRITERIA

Applicants should also be able to demonstrate skills/experience in the following areas as appropriate:

- ***Breadth of experience***
Experts should have clearly demonstrable experience of working in these areas over at least five years, and experience of working with international donors such as DFID, EU, UN and World Bank is desirable. Team leader experience would be considered an advantage.
- ***Ability to travel***
These future opportunities may be home-based or abroad, so experts should be willing to travel if required. Please note that this includes fragile, conflict-affected and transitional countries so understanding of these demands is essential.
- ***Language ability***
Applicants should be able to demonstrate ability in other languages where English is their mother tongue. Native or fluent language skills are particularly sought in French, Arabic and Russian.
- ***Knowledge of UK Parliament***
Applications from those with experience of the Westminster system are welcome.

HOW TO APPLY

We welcome CVs from all applicants who meet the criteria set out in Sections A and B above.

To apply, please submit an updated CV with a covering letter to experts@wfd.org. The reference **EXPERTS2014/1** must appear in the e-mail subject line. Applications that do not follow this process will not be considered.

Please ensure that in your covering e-mail you specify which criteria you meet from section A and demonstrate how your previous experience meets the requirement detailed in section B. Please also provide an indication of your fee rate.

Updated CVs from those who have worked with WFD before are also welcome on this basis.

Please note that due to the volume of applications we receive, we are unable to respond to each application individually. If suitable we will contact you for a telephone interview and if successful, your details will be kept on file for future reference.

If you have not received a response to your application within 12 months of applying, WFD will automatically delete all personal information from our database. Should WFD wish to retain your application and personal information beyond 12 months you will be notified via email.

NO PHONE CALLS OR AGENCIES PLEASE

About Westminster Foundation for Democracy

Established in 1992, WFD is an independent public body sponsored by the Foreign and Commonwealth Office. The organisation provides expertise in developing parliaments, political party structures and civil society organisations – the key institutions that make up a functioning democracy. Further information on WFD and its work can be found at www.wfd.org.