



March 2010

## Call for Candidates for the 2010-2013 Project Development Committee

The IFUW Board of Officers invites national federations and associations (NFAs) to suggest qualified candidates for the Projects Development Committee for 2010-2013. This is a technical advisory body responsible for assisting NFAs in the development and implementation of viable, sustainable community development and capacity building projects addressing IFUW goals and priorities.

**It is extremely important that candidates have strong experience in project development, monitoring, evaluation, and proposal assessment.**

### MANDATE

- Assess proposals, monitor and evaluate projects supported through the Bina Roy Partners in Development Programme (BRPID)
- Offer advice for non-BRPID projects
- Assist in the preparation of funding proposals
- Prepare project summaries for the BRPID publicity material
- Strengthen and extend the network of national project coordinators in each region
- Assist with occasional project training workshops or prepare training resources to help national affiliates strengthen project management skills.

Each member of the team will have individual responsibility for particular countries. A convener will be appointed from among the candidates. She will have the additional tasks of coordinating the work of the team, liaising with the Board of Officers and corresponding with donors.

Candidates must be willing to work an average of one to two hours per week. Around the time of the annual BRPID application deadlines, more time may be required.

### QUALIFICATIONS NEEDED

- **strong experience in project development, monitoring, evaluation, and proposal assessment**
- good organizational skills and communication skills
- the ability to liaise easily with NFAs
- the ability to work in a team and willingness to take responsibility for an allocated portion of work
- good written English (the working language of IFUW); Spanish or French would be helpful
- regular, reliable access to email and a **commitment** to work regularly throughout each year, reading material, preparing reports and corresponding by email in a prompt, timely manner

### TRAVEL GRANT POLICY

The Projects Development Committee normally carries out its work via email; it may meet once in person, at a time and place decided in consultation with the Board of Officers. In this event, Committee members will receive a travel grant of 30% of the cheapest available return economy airfare. The Convener will receive a travel grant of 50%. There is no allowance for accommodation or meals.

## APPOINTMENT PROCESS

- The new Board of Officers will appoint the members of the Projects Development Committee during the 30<sup>th</sup> IFUW Conference in Mexico City in August 2010.
  - The number of committee members is not fixed. Normally one convener and up to four members will be appointed.
  - NFAs that wish to suggest a qualified candidate must first obtain the consent of the candidate and then send an email providing the candidate's full name and email to [noms@ifuw.org](mailto:noms@ifuw.org) **no later than 1 May 2010**.
  - NFAs should give the candidate a copy of this sheet and ensure that the candidate completes and returns the applicable [biographical data form](#) and a photograph to [noms@ifuw.org](mailto:noms@ifuw.org) **no later than 1 May 2010**.
  - In addition to asking national affiliates to propose names, the Board may also seek qualified candidates via a general call through the IFUW networks or other means.
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