



FREELANCE CONTRACT
for CIDSE network participation at the Climate Summit 2018
Based in Katowice (Poland)

CIDSE is an international family of Catholic social justice organisations working together with others to promote justice, harness the power of global solidarity and create transformational change to end poverty and inequalities.

CIDSE is looking for a collaborator to support the presence of CIDSE delegation in Katowice on the occasion of the UNFCCC-COP24.

Main area of **RESPONSIBILITY** is the support to CIDSE international delegation and the specific tasks include:

1. **Support the organisation of events and workshops** (both inside the UNFCCC and outside) – please note that access inside the UN summit area will depend on accreditation process;
2. **Support CIDSE collaboration with other actors:** faith-based organisations, the Archdiocese of Katowice and other Polish and international allies;
3. **Logistical support** for CIDSE COP delegation (e.g. managing accommodation needs, transport, providing info and local support etc.) and preparing a logistical note for all participants;
4. **Translation English-Polish-English** of documents, notes and in meetings.

Expected skills and competencies:

Essential

- Oral and written fluency in Polish and good command of English (Polish mother tongue an asset);
- Sharing of CIDSEs values;
- Ability to work independent with guidance from Brussels headquarters;
- Ability to take the initiative and prioritize from a range of tasks;
- Ability to deliver outputs to deadline.

Desirable

- Good communication skills Fluency in other languages (especially Spanish, French);
- Experience of working with a range of actors, networking experience;
- Good knowledge and understanding of the region of Katowice;
- Contacts within Polish Church and/or civil society.

Terms:

The Consultant will be hired by the CIDSE Secretariat in Brussels, Belgium, and he/she will work in collaboration with the CIDSE team on climate, energy and agriculture.

Consultancy duration: **45 days distributed from approx. 10 September until 21 December 2018** (exact days' distribution to be agreed at the beginning of the contract), and he/she will be based in Katowice, Poland. During the COP24 work on weekends required. In September 2 days in Brussels at the CIDSE Secretariat office.

Honorary:

Competitive compensation based on experience. Other reasonable expenses relating to the consultancy activities (e.g. telecommunications; travel to meetings etc.) will be covered on prior, written agreement from the CIDSE secretariat and on submission of receipts.

Application procedures: send CV and cover letter to Chiara Martinelli: martinelli@cidse.org by the 3rd September latest.