



## **Mentors for Project Development and Support**

**Position Title:** Mentors for Project Development and Support

**Location:** Remote

**Duration:** Up to 11 months

**Type of Contract:** Framework, service

**Indicative starting date:** 10 July 2025

**Deadline for submissions:** Reviewed on a rolling basis – **10 July 2025** (final deadline)

### **Description of the Position:**

We are looking for mentors to strengthen the capacities of CSOs and initiatives (especially newcomers), assisting them in developing and implementing quality and innovative projects. The objective is to ensure good performance of the projects and accurate reporting, in line with EU project standards.

The primary objective is to fortify the operational competencies of Civil Society Organizations (CSOs), enabling them to execute exemplary and inventive projects. This support includes professional consultations at all stages of project implementation, starting from application development to grant implementation and reporting. Special attention will be given to financial management aspects, such as budgeting, EU-compliant procurement procedures, financial reporting, and financial capacity building.

### **Key Responsibilities:**

- Consulting organizations/initiatives to strengthen organizational and financial capacity.
- Providing assistance in the development and implementation of projects.
- Supporting all stages of project realization:
  - formulation of project proposals
  - guidance in financial planning and management of EU project budgets
  - consultation on procurement procedures compliant with EU requirements
  - support during implementation and reporting phases
  - capacity building in financial systems and internal financial processes
- Offering topic-specific advice upon request, including:
  1. Designing and programming social change, community participation, networking, and leadership

2. Project and financial management (including EU standards, procurement rules, and compliance)
3. Leadership, organizational development, and change management
4. Public communication and participation in politics
5. Security and digital safety
6. Other topics as needed

### **Required Skills and Experience:**

Mentors should be mid- to senior-level experts with proven experience in civil society development and project implementation.

They must know the specifics of working with Belarus or similar complex countries and speak the language in which their potential CSO clients communicate. Experts may come from Belarus, the EU or Eastern Partnership countries.

We particularly welcome applications from experts with specialized knowledge in:

- Financial management of EU-funded projects
- Procurement procedures and financial compliance
- Preparation and review of financial reports
- Development of internal financial systems and mentoring on financial sustainability

Additional skills in organizational development, leadership, communications, and advocacy are also valued.

### **Remuneration Offered:**

Mentors for project development and support will be hired under service contracts. The daily rate is up to 150 EUR (including taxes), depending on experience.

### **Application Procedure:**

If you are interested in the vacancy, please send your statement of interest, resume (in English), location (country of service) to [jobs@belarusbeehive.eu](mailto:jobs@belarusbeehive.eu) with the subject: **“Mentors for project development and support.”** In the accompanying letter, indicate how your skills and previous/current professional experience match the duties and responsibilities of this position.

Please provide **contact details of two references** who will be available to provide information about your professional experience if you are shortlisted for an interview.

Only candidates selected for an interview will be contacted.

After receiving expressions of interest in the competition, the Selection Committee will conduct interviews and negotiations with shortlisted candidates and approve the final list of pre-selected consultants for concluding framework contracts with them.