

## Consultant for PDA Programme - Terms of Reference (ToR)

**Programme:** Partnership for Democracy and Accountability (PDA)

**Location:** Remote but available to travel

**Duration:** 11 months (November 2025 – October 2026)

**Contract Type:** Consultancy

**Application Deadline:** October 27, 2025

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### Background

The Open Government Partnership (OGP) is a global platform that brings together reformers inside and outside of government to promote transparency, empower citizens, fight corruption, and harness new technologies to strengthen governance. Since its inception, OGP has worked with governments and civil society actors across over 75 countries to co-create and implement National Action Plans for more open and accountable governance.

With funding support from the European Union (EU), OGP is implementing the Partnership for Democracy and Accountability (PDA); a strategic initiative that supports inclusive, people-centered open government reforms in eight countries: Colombia, Ghana, Honduras, Indonesia, Kenya, Nigeria, the Philippines, and Zambia.

The PDA delivers direct technical support, strengthens peer learning networks, and deepens donor coordination to accelerate open government reforms across critical themes, including anti-corruption, civic space, inclusion, service delivery, and public accountability.

To support the delivery and scaling of this programme, OGP seeks a consultant with experience managing EU-funded programmes, ideally within DG INTPA or similar environments, to provide consultancy support to the PDA team.

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### Scope of Work and Key Responsibilities

#### 1. Programme Implementation Support (approx. 50%)

- Support the Programme Manager and country support team in the implementation of PDA activities and projects across the eight focus countries.
- Support the monitoring of progress against work plans, deliverables, and milestones, ensuring timely delivery and alignment with EU contractual obligations.
- Support donor reporting, including both narrative and financial reports.

- Support planning and delivery of programme learning events, technical workshops, country missions, and peer exchange activities.
- Support the sub-granting process and the monitoring of the sub-grants implementation as well as the assessment or reports/deliverables.
- Identify implementation risks and propose mitigation strategies, flagging major issues to the Programme Manager as needed.

## **2. EU Grants Management & Compliance for Projects (approx. 20%)**

- For projects supported or led, ensure compliance with EU rules and requirements across including procurement, sub-granting, and audit processes.
- Maintain accurate and up-to-date documentation for project expenditures, outputs, and deliverables in coordination with the PDA and Finance and Operations teams.
- Ensure all public communications and materials prepared adhere to EU branding and visibility standards, in coordination with the Communications team.

## **3. Strategic Resource Development (approx. 30%)**

- Support the Programme Manager and OGP leadership in exploring new EU funding opportunities aligned with PDA priorities.
- Contribute to the preparation of concept notes, funding proposals, and detailed budgets for future EU submissions.
- Map and analyze EU thematic and geographic funding priorities relevant to OGP's mission and country programming.
- Prepare briefings, updates, and strategic inputs for DG INTPA, EU Delegations, and other institutional audiences.

### **Deliverables**

The consultant is expected to produce the following outputs over the course of the engagement:

1. Strategic inputs into at least two new funding EU grant concept notes or proposals.
2. Documentation and quality control for visibility and compliance (including review of event materials, communications, and partner outputs) for supported projects.
3. Inputs into annual PDA narrative and financial reports for supported projects.
4. Inputs to quarterly PDA bulletins for supported projects.
5. Support to organize at least three programme-wide events during the contract period.
6. Support to country leads, where appropriate, in execution of country visits and workshops.

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### **Consultant Profile**

- Minimum 5–7 years of professional experience in programme delivery, with at least 4 years in EU-funded programmes (especially DG INTPA or similar).
  - Demonstrated expertise in managing multi-country projects, donor reporting, and grant compliance.
  - Familiarity with open government, democratic governance, or public accountability themes strongly preferred.
  - Strong writing and coordination skills; experience working across diverse teams and time zones.
  - Ability to work independently and manage competing priorities.
  - Fluency in English is required; knowledge of Spanish and/or French is a plus.
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### **Contract and Remuneration**

- This consultancy is anticipated to require a time commitment of approximately 4 days per week lasting until October 31, 2026.
  - Compensation for this consultancy has an estimated value of EUR 45,000 - 55,000 depending on the number of days worked and travel requirements. This amount will cover all costs, including fees, materials, and any other expenses related to the execution of the contract. Payment will be subject to submission and approval of agreed deliverables.
  - The consultant may be based remotely, but availability for in-person travel to Brussels and possible participation in country visits.
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### **Application Process**

All interested individuals must complete [this form](#) to apply. Interested candidates should submit their applications by **October 27, 2025**. Only shortlisted candidates will be contacted.