**Annual Reporting Consultancy**

**Organisation:**

**Finn Church Aid**

**Title:**

Annual reporting consultant

**Location:**

Haïti

**Languages:**

English

**Contract Duration:**

1 month, starting in March 2017

**Documents for submission:**

1. Motivation letter
2. CV
3. Technical offer
4. Financial offer

Email: [admin.lacro@kua.fi](mailto:admin.lacro@kua.fi)

**Deadline for offer submission is 8th of March, 2017, 10.00am.**

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| Primary purpose of the consultancy:  Preparation of FCA Haiti 2016 annual report. | |
| Main tasks | * Overall preparation of the annual report * Revision of partner reports * Interviews with country representative and finance manager to collect information necessary for the report * Interviews with FCA Helsinki thematic advisors for further input |
| Competence, experience, skills, knowledge needed | * Master’s degree in Social Sciences or relevant field * Proven ability to work independently and in cooperation with others in international context and with multicultural team * Good knowledge of the Haitian context and FCA projects in the country * Good knowledge of FCA thematic areas * Fluency in English |