

Terms of Reference for External Contractor

Reporting Consultant

Location: Haiti-based

Contract validity period: Up to 80 hours

Background: For the past eight years, the American Red Cross has implemented the Haiti Assistance Program (HAP) that was established to direct the organization's response to the 2010 Earthquake in Haiti. HAP activities focus on integrated community recovery and preparedness interventions in Haiti working within the Red Cross/Red Crescent Network, in particular with the Haitian Red Cross, and also through external partners.

Part of HAP's initiative for program transition activities is to document and consolidate HAP's accomplishments since 2010 into a final report.

Position Summary: The HAP Communications Team seeks an experienced report writer to create a report of HAP's main interventions and achievements since 2010. The consultant will work with the HAP Communications Team in Haiti and the Knowledge Management Officer in Washington, DC.

Specific Duties and Responsibilities: The consultant is responsible for working with the HAP Communications Team and the Knowledge Management Officer in Washington to bring the existing first draft of the report to a final version by incorporating relevant content from other materials as well as drafting new sections. The consultant will be responsible for coordinating and consolidating feedback from stakeholders on subsequent versions and making necessary revisions.

Required qualifications:

- Minimum 3 years of experience in writing high quality program reports – sample work should be available
- Strong writing and analytical abilities
- High attention to detail
- Solid organizational and coordination skills
- Work experience in Haiti and knowledge of humanitarian industry in the country
- Excellent communication and interpersonal skills to collaborate with the HAP team
- Languages: English

Preferred:

- Knowledge of Red Cross movement
- French language skills

Compensation:

- Hourly fees per working day

How to apply: To apply submit CV, and brief cover letter detailing relevant experience and compensation requirements (daily fees per working day) via email to: senji.gaetane@amcrosshaiti.org with cc to gina.barreau@amcrosshaiti.org.

Please put the following in the subject line: "Application for Reporting Consultant".

Only candidates who have been selected for an interview will be contacted. **Deadline to apply: April 10, 2018.** Consultant should be available to start **mid-April 2018.**