

Total number of days – 190

Duration: January to December 2025

Applications are invited from suitably qualified, experienced, and self-driven professionals to provide consultancy services as part of the activities that LIS-Water provides as a delivery partner of the Sanitation and Water for All (SWA).

About SWA

The Sanitation and Water for All (SWA), is a global alliance of over 500 national governments, civil society organizations, private sector, donors, service providers and other development partners working together to catalyse political leadership and action, improve accountability and use scarce resources more effectively. Partners work towards a common vision of sanitation, hygiene and water for all, always and everywhere. In 2020, SWA adopted its ten-year Strategic Framework 2020-2030, whose ultimate vision is sanitation, water and hygiene for all, always and everywhere. The Strategic Framework has three objectives:

- Objective 1: Build and sustain political will to eliminate inequalities in water, sanitation and hygiene
- Objective 2: Champion multi-stakeholder approaches toward achieving universal access to services
- Objective 3: Rally stakeholders to strengthen system performance and attract new investments

About LIS-Water

LIS-Water is an international centre on public policies, regulation and management of water and sanitation services based in Lisbon. LIS-Water promotes an integrated approach for water governance based on three pillars, public policy, regulation and management of services. With a network of more than 125 organisations and experts from around the world, LIS-Water works closely with major stakeholders in the water sector across different regions of the world. As a delivery partner of SWA, LIS-Water contributes to strengthening coordination of partners at country level among other activities.

Purpose of the consultancy:

To provide targeted support in coordinating and executing activities for the Country Engagement Team under the Sanitation and Water for All (SWA) initiative, ensuring the smooth delivery of key outputs and deliverables aligned with the SWA 2025 workplan. The consultant will provide services in support of the Head of Country Engagement in the following areas:

Team Coordination: assist in preparing team meeting agendas, tracking tasks, and providing logistical support to ensure smooth team operations.

Reporting: Compiling and organize data for reports, aligning inputs with existing systems and supporting timely submissions.

Learning and Knowledge Management: Documenting activities, tagging and categorizing content on platforms, and recording lessons learned.

Liaison and Communication: Drafting basic informational materials (gathering preliminary information for new or current partners about SWA or ongoing activities), corresponding to partners, and providing follow-up support for stakeholder communication.

Research and Evidence Development: Conducting basic research, monitoring relevant developments, and creating summaries and briefings for the team.

Executive and Administrative Support: Providing comprehensive support to the Head of Country Engagement through compiling information and documents, supporting follow-up, calendar and inbox management, meeting preparation, and streamlined coordination of team activities.

Location:

The consultant will work remotely, however, office space can be made available at LIS-Water if the suitable candidate is based in Lisbon.

Deliverables and Estimated Days

1. Team Coordination

Deliverables:

- 1.1. Draft and share meeting agendas and action points for 24 Country Engagement Team meetings.
- 1.2. Organise quarterly “Advancing compacts” calls for respective regions with the CEO Office and involving multiple team members – at least 12 meetings organised in a year; 3 for each quarter.
- 1.3. Compile monthly updates on task progress from team members.
- 1.4 Arrange two team retreats – June and December, finding appropriate times for the retreat, preparing and sharing agendas, compiling and following up on action points.

Estimated Time: 20 days

2. Reporting

Deliverables:

- 2.1. Draft 12 Monthly Steering Committee Updates, including collection and consolidation of input from the team.
- 2.2. Draft 1 Mid-Year and 1 End-of-Year Steering Committee Reports, gathering inputs from team members and compiling draft narrative reports.
- 2.3 Compile inputs for 2 updates of the Activity Monitoring System, ensuring appropriate quantitative and qualitative information is provided.

2.4. Consolidate inputs from the country engagement team for at least 4 donor reports, using information provided through team meetings, discussions with individual team members as well from tools such as Monday boards and Teams Channels.

Estimated Time: 25 days

3. Learning and Knowledge Management

Deliverables:

3.1. Maintain and update 3 major knowledge and information management platforms for the country engagement team including through Monday boards, Teams Channels, and contacts database, appropriately tagging and categorizing content

3.2. Document country engagement activities, including lessons learned and best practices on a quarterly basis, providing 4 brief summaries which will input into team planning and reviews.

3.3. Detailed documentation of at least 3 multi-stakeholder dialogues and meetings targeting related to the preparation and follow-up of the 2025 Sector Ministers' Meeting.

Estimated Time: 15 days

4. Liaison and Communication

Deliverables:

4.1. Adapt 1 guidance note for the 2025 Sector Ministers Meeting as well as update and adapt up to 4 PowerPoint presentations for different preparatory and follow-up webinars.

4.2. Adapt event-specific materials, concept notes, agendas, and follow-up communications for up to 4 events.

Estimated Time: 10 days

5. Research and Evidence Development

Deliverables:

5.1. Conduct up to 10 basic research and prepare data summaries to support engagement strategies.

5.2. Provide support for the development of at least 20 briefings and summaries for internal and external use, including tracking timelines, ensuring drafts from team members are prepared using the right format, conduct primary checks to ensure consistency

5.3. Monitor political developments affecting water, sanitation and hygiene policies and decision-makers, in at least 10 countries sharing updates with the team

Estimated Time: 20 days

6. Executive and Administrative Support

Deliverables:

- 6.1. Prepare weekly (up to 52) pre-meeting materials, briefing notes, and decision-making summaries for the Head of Country Engagement.
- 6.2. Develop and implement 1 tracking system for projects, ensuring key deliverables are listed, gant charts are prepared and activities are tracked
- 6.3. Support the Head of Country Engagement in day-to-day activities, including but not limited to calendar management, priority-setting, and inbox management
- 6.4. Ensure the Head of Country Engagement is well-prepared for both internal and external meetings by compiling relevant materials, briefing notes, and background information in advance
- 6.5. Flag priority matters requiring immediate attention, providing concise summaries to facilitate quick decision-making
- 6.6. Implement an internal planning system to streamline engagement with the Head of Country Engagement and ensure efficient coordination across team activities;
- 6.7. Assist with travel arrangements and logistics coordinating itineraries and preparing supporting documents
- 6.8. Act as the primary liaison with internal and external contacts, handling inquiries and requests professionally and ensuring timely responses.

Estimated Time: 100 days

Expected Result: Effective and efficient support to the Country Engagement Team and to partners operating at country level to ensure effective use of the SWA platform and framework.

Qualifications of the Successful Candidate

- Minimum of 2 years of experience in an administrative or executive support role, ideally with exposure to senior level executives
- Bachelor degree in Business Administration, International Relations or related field;
- Proven ability to manage complex calendars and prioritize competing demands efficiently
- Excellent communication skills, both written and verbal, with the ability to synthesize information and anticipate needs
- Strong organizational skills with a high level of attention to detail and ability to manage multiple tasks simultaneously
- Professionalism and discretion in handling sensitive information and engaging with senior stakeholders
- Fluency in English required. Fluency in French and/or Spanish highly desirable
- Flexibility to support the Head of Country Engagement outside of traditional working hours to accommodate a dynamic schedule
- Strong client focus with flexible and creative approach to problem solving.

- Track record of consulting on complex tasks which require technical knowledge and experience and submitting high quality and timely outputs.
- Proven ability in delivering on self-managed work
- Experience with monitoring and reporting tools
- Proficient in Microsoft Office Suite, especially Excel, Word, and PowerPoint.

Competencies of Successful Candidate

- Service minded and highly responsiveness
- Enthusiastic, pro-active and flexible
- Strong interpersonal skills and effective communicator with good writing skills
- Curious and able to work independently with limited guidance
- Eager to learn and keen interest in web-based research
- Organizational skills

Submission of Applications:

LIS-Water and SWA are committed to diversity and inclusion and encourage all candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons living with disabilities, to apply.

Interested individuals are encouraged to **submit applications explaining their interest and competencies matching the job description outlined above, together with updated Curriculum Vitae by 10 January 2025 to the email address: lis-water@lis-water.org**

Only shortlisted candidates will be contacted and advanced to the next stage of the selection process.