

CALL FOR PROPOSALS

REN21 is seeking Freelance Administrative Support *Procurement & Contracting*

About REN21

REN21 is the only global renewable energy community of actors from science, governments, NGOs and industry. We provide up-to-date facts, figures and peer-reviewed analysis of global developments in technology, policies and markets to decision-makers. Our goal: encourage and enable them to shift to renewable energy - now. www.ren21.net

General Scope of the Assignment

You are self-motivated, can multi-task, and enjoy working in a fast-paced environment, we are looking for you! REN21 Secretariat is seeking administrative support, a freelance team player who works well independently & enjoys a variety of legal and procurement tasks. Strong organizational and communication skills are welcome!

Description of Required Tasks

The contractor will support REN21 in administrative processes, linked to procurement, contracts and fundraising/proposals. She/He will mainly undertake the following tasks:

- Review and process procurement requirements/guidelines
- Perform administrative tasks relating to ToRs, contract preparation and finalization (including processing changes and amendments)
- Ensure that procurement requirements are respected
- Maintain accurate records using electronic systems and spreadsheets
- Support reporting and external audits
- Support REN21 Secretariat as required

Timeline & Reporting

REN21 estimates a timeline up to **20-25 working days** between **October** and **December 2020**. Should the tasks require longer than this period, or the extent of the contractor's contribution should be greater than anticipated, the contract scope shall be amended.

The contractor will be working in close liaison with the Executive Director and the Administrative Manager. She/He will report on progress and time spent.

Profile Required

- With a minimum of 2 to 3 years' experience in support, administrative or project management
- You are, in particular, familiar with procurement and contracting (previous experience with Bafa, GIZ, EU funding... is a plus)
- Analytical, you are able to summarise processes in guidelines
- You have very good attention to detail, an eye for accuracy and good proofreading skills
- Organised, you are able to locate documents or recall protocols at a moment's notice
- You are used to working/teleworking independently with minimal supervision
- And have full professional proficiency in English and German (bilingualism is a plus)
- You are also computer literate at ease with IT and collaborative tools (Office Pack/Google Apps/FileCloud/Wiki/Slack...)

Proposal Requirements

Please submit your proposal in English including:

- Your availability schedule
- Profile and experience, including examples of previous experience
- The proposed rate for carrying out the assignment, including VAT (if applicable).

Proposals should be emailed to secretariat@ren21.net. Please mention in the e-mail header **“Submission of proposal: Freelance Administrative Support”**.

The deadline for receipt of proposals is 20 October 2020 midnight (CET). Please note that only short-listed candidates will be contacted.