

## Terms of Reference

**Position:** Assistant Project Manager for the Project: Advancing the Principles of the Warsaw Declaration

### I. Background

The Community of Democracies (CoD) is a global intergovernmental coalition led by thirty Governing Council Member States that support adherence to common democratic values and standards outlined in its founding document, the Warsaw Declaration. In light of the current challenges faced by democracies worldwide—including a rise in autocracies, dis- and mis-information, manipulation of elections, and attacks on freedoms—the mission of the CoD to strengthen democratic institutions and expand political participation has become increasingly urgent. According to V-Dem’s 2024 Democracy Report, the level of democracy enjoyed by the average person in the world in 2023 was at 1985 levels, with the world nearly evenly split between democracies and autocracies. This decline is further highlighted by Freedom House in their 2024 Freedom in the World report, which notes that global freedom has declined for the 18th consecutive year.

In response to these challenges, the Permanent Secretariat of the Community of Democracies aims to strengthen the resilience of democracies through engagement and collaboration between governments, civil society, and youth, building partnerships to bolster multilateralism. The Warsaw Declaration, with its 19 principles, serves as a clear roadmap for this initiative. The proposed two-year project, "Advancing the Principles of the Warsaw Declaration," will aim to globally promote these principles by amplifying diverse voices in policymaking spaces to strengthen democratic resilience.

The project has three main objectives:

1. Develop a global network to connect, support, and strengthen the capacity of young leaders working to defend democracy and human rights worldwide.
2. Develop innovative ideas to strengthen democratic resilience by implementing global consultations with new voices and stakeholders.
3. Harness the Community of Democracies as a platform connecting governments and civil society to bolster democracies in need.

The project comprises three key components:

- **Component 1: Youth Democracy Network (YDN):** This component focuses on creating a global community of young leaders dedicated to promoting democracy, human rights, and fundamental freedoms.
- **Component 2: Voices of Democracy:** A series of global consultations aimed at incorporating new perspectives and stakeholders to enhance democratic delivery.

- **Component 3: Democracy Exchange:** A collaborative effort where governments and civil society work together to support democracies in need.

The Permanent Secretariat of the Community of Democracies (PSCD) seeks to hire an Assistant Project Manager to provide administrative and logistical support across all components of this project.

## **II. Duties and Responsibilities**

The Assistant Project Manager will provide:

### **1. General project support:**

- Supporting the organization of project meetings and events.
- Writing concept notes and developing innovative ideas for project activities.
- Conducting needs assessments and analysis to inform project planning.
- Brainstorming with the team and presenting ideas when needed.
- Preparing talking points for the Secretary General on topics related to the project.
- Delivering presentations on behalf of the project as necessary.
- Undertaking travel as required for project-related activities.
- Assisting in managing the website for the Youth Democracy Network (YDN) and collaborating with consultants to create social media content.

### **2. Administrative support:**

- Assisting in the daily management and coordination of project activities.
- Supporting Project Managers in scheduling meetings, events, and project milestones.
- Preparing necessary documentation, reports, and correspondence related to the project.

### **3. Logistical support:**

- Supporting event logistics, including participant coordination, travel arrangements, and venue bookings.
- Ensuring smooth communication and collaboration between the project team and external stakeholders.

### **4. Project monitoring and reporting:**

- Assisting in the monitoring of project progress, preparing progress reports, and ensuring timely submission to donors and stakeholders.

### **5. Financial support:**

- Assisting in budget tracking and expense reporting related to project activities.

### III. Level of Engagement

The Assistant Project Manager will contribute to the following components of the Advancing the Principles of the Warsaw Declaration project:

- **Component 1: Youth Democracy Network (YDN):** The Officer will dedicate an estimated 60% of their working hours to this component.
- **Component 2: Voices of Democracy:** The Officer will dedicate an estimated 20% of their working hours to this component.
- **Component 3: Democracy Exchange:** The Officer will dedicate an estimated 20% of their working hours to this component.

### IV. Remuneration

The proposed monthly salary is 8,900 PLN gross; additional benefits include: Benefit MultiSport card and Allianz medical care insurance. This role is a Contract of Employment, full-time position based at the Permanent Secretariat of the Community of Democracies in Warsaw for a duration of 20-22 months. The candidate should possess a valid work permit for Poland.

### V. Qualifications and skills

- Bachelor's degree in political science, international relations, public administration, or a related field.
- 2-3 years of experience in program administration, project coordination, or logistics support, ideally within international organizations or the nonprofit sector.
- Strong interest in and familiarity with democratic challenges and opportunities in various regions, including emerging democracies and authoritarian regimes.
- Strong organizational and time management skills.
- Demonstrated ability to communicate effectively across different cultures and languages.
- Ability to work independently and as part of a diverse, international team.
- Proficiency in English. Knowledge of additional languages is preferred, particularly those relevant to the key regions of interest of the project (Spanish and French).
- Experience collaborating with diverse cultural and political contexts, particularly outside of Europe, is highly desirable.

### VI. Reporting

The Assistant Project Manager will report to the Project Managers overseeing separate components of the Advancing the Principles of the Warsaw Declaration project and Senior Advisor providing oversight of the entire project. He/she will be responsible for keeping Project Managers updated on all relevant administrative, logistical, and financial matters related to the project.

## **VIII. Application Process**

Interested candidates are invited to submit a CV and a cover letter by Friday, October 25, 2024, to [awdproject@community-democracies.org](mailto:awdproject@community-democracies.org). The work is expected to commence on Monday, November 4, 2024.