



THE SHARED SOCIETIES PROJECT

PHASE XVI

CONTENT AND POLICY SENIOR ADVISOR

Background

[Club de Madrid \(CdM\)](#) is the world's largest forum of democratic former Presidents and Prime Ministers, who leverage their individual and collective leadership experience and global reach to strengthen inclusive democratic practice and improve the well-being of people around the world. As a non-partisan and international non-profit organisation, it counts on the hands-on governance experience of more than 110 Members from over 70 countries, along with a global network of advisers and partners across all sectors of society. This unique alliance fosters dialogue, builds bridges and engages in advocacy to strengthen public policies and effective leadership on challenges such as inclusion, sustainable development and peace at the national and multilateral level.

CdM developed the [Shared Societies Project \(SSP\)](#) in response to the growing interest of political and social leaders in the formulation of policies and practices that can effectively contribute to improving social inclusion, cohesion and greater participation at global and national levels. The Shared Societies Project brings to the attention of leaders of multilateral organizations, like the United Nations, the World Bank Group or the European Union, and national governments the need to promote a more democratic and inclusive management of ethnic, cultural, religious and other identity-based differences.

The Project provides leaders with a greater understanding of the value of diversity and inclusion and the benefits of fostering dialogue to advance social cohesion and support democratic development. The methodology developed over the 15 years of the project's execution has streamlined the SSP vision, principles, and commitments and set the stage for working with global and national institutions on specific Shared Society proposals and agendas.

As more recent outputs, the Project has championed global and national strategies to support an inclusive implementation of Agenda 2030 including the proposal of organizing a new World Social Summit in 2025, presented in the [Our Common Agenda Report](#) of the Secretary General of the United Nations, and the implementation of specific in-country projects in Nepal, Pakistan, Paraguay and Peru.

Objective of the position

The Content and Policy Senior Advisor (hereinafter “the Senior Advisor”) will collaborate during an initial 13-month period (May 2022 – end of May 2023) to enhance the design and development of this global, multi-year programme aimed at identifying and promoting effective political leadership strategies, policies and measures for improved social inclusion in the current post-COVID and politically polarized, geopolitical conflict context. Collaboration will include providing input and guidance on content and methodology for Phase XVI of the Shared Societies Project and drafting of the proposal to be presented to the partner. The Senior Advisor will also provide guidance and ideas about how the Shared Societies Project should be incorporated into the new Club de Madrid 2023-25 programmatic strategy and how to strengthen synergies with other programmatic pillars of the organization. The initial contract could be renewed based on performance and availability of funding. Renewals will contemplate project development, needs and pertinent deliverables.

Organizational framework

The Senior Advisor will report to the CdM Programmes Coordinator, Mr. Rubén Campos, and to the CdM Secretary General as required. He/she will work in close collaboration with project partners and stakeholders including CdM Members and CdM Secretariat staff, especially with the Programme Officers assigned to this project.

Specific Responsibilities

- Draft the key components of the SSP content strategy and its implementation including pertinent project statements and policy papers, background documents on social inclusion, briefing notes, concept notes for specific missions and activities, talking points, op-eds and other content required for the successful implementation of SSP activities.
- Work with the project officers to support the formulation and production of Phase XVI deliverables that ensure academic/practitioner credibility for the Project in the current post-pandemic and politically polarized context.
- Ensure that activities and missions provide meaningful input for the Project’s Phase XVI.
- Participate in weekly in-person or virtual coordination meetings organized during CdM Secretariat office hours (CET).
- Participate in SSP virtual and face-to-face Missions and activities led by CdM Members providing content background for the achievement of Mission goals and the overall impact of the Project.
- Represent the CdM Secretariat as needed in both CdM and third-party activities, building and nurturing constructive relations with Members, Project partners, national authorities, donor agencies and other governmental and non-governmental project interlocutors.
- Assist in ensuring compliance with donor requirements and demands, including providing donors with regular updates on project progress and supporting other Project monitoring and evaluation tasks.
- Provide support in identifying and developing new or related programming activities relevant to Shared Societies, including the formulation of project proposals to expand the work of the Project at the global and national levels as per priorities Phase XVI.

- Contribute substantially to the preparation and drafting of a new proposal for continued funding support for Project Phases XVI and XVII, in close collaboration with the Programmes Coordinator.
- Support the SSP Team in identifying, building, and nurturing strategic knowledge, institutional and financial partnerships and alliances that are essential for advancing the objectives of SSP.
- Participate in meetings with third parties – international organisations, national bodies, and other stakeholders, as needed.
- Other tasks as agreed with the Project Team, the Programmes Coordinator and the CdM Secretary General.

General characteristics of the position

- To provide the services and deliverables described above, the Senior Advisor will dedicate an average of **10** billable days per calendar month, with a minimum of 8 and a maximum of 20 billable days in any given month. ‘Billable day’ refers to the effective dedication of 8 hours to deliver the contracted services. A different distribution of billable days may be agreed, if so required, for a more effective completion of services.
- The Senior Advisor’s fees will be **375 EUR per billable day**. The minimum billable amount per calendar day will be 0.25 billable days (2 hours). Time spent on travel to project activities, or to the CdM offices if the Senior Advisor is based outside Madrid, will be billed at 50% of the normal rate.
- The Senior Advisor will be responsible for the payment of value-added taxes applying to his/her services, mandatory Social Security contributions, and any other amount which the pertinent Tax Authority or any Public Administration may require.
- The CdM will withhold the % established in relevant tax legislation. If the Senior Advisor does not reside in Spain for tax purposes he/she may provide a certificate of tax residency stating that he/she resides in a country which has signed a double taxation Treaty with Spain.
- The Senior Advisor will be expected to travel to CdM’s headquarters (Madrid) as needed and to participate in missions requiring international travel, as well as to maintain regular direct contact by e-mail, phone, zoom or similar virtual tools to ensure his/her participation in project activities.
- The CdM will cover expenses incurred by the Senior Advisor in carrying out his/her services, according to the CdM internal norms. In any case, expenses covered by the Club de Madrid will be subject to their acceptance as necessary.
- As an independent professional, the Senior Advisor will not be entitled to the employment benefits enjoyed by CdM staff or considered as such.

Requirements

- Native level of English - oral and written. Working knowledge of Spanish and/or French would be an asset.
- University and Master degrees, preferably in political science, international affairs or other social sciences.

- More than 15 years of continued professional experience including at least 12 years in similar or related fields of expertise as an independent expert and/or in governmental, intergovernmental and/or international non-governmental organizations.
- Relevant experience on social inclusion, diversity management (work with minorities, immigrants, ethnic or religious groups) and democracy promotion/governance.
- Excellent capacity for political analysis and proven ability of developing content material based on that skill.
- Significant experience in project design, proposal writing and project implementation.
- Good knowledge of social inclusion and of the governance and democratic development ‘universe’ and capacity to identify and develop relevant project partnerships.
- Political awareness, knowledge and interest in social inclusion, diversity, democratic development, international relations, geopolitics, civil society organizations, and human rights.
- Proficiency in on line and off line communication plus excellent writing skills. Interest in or knowledge of the media sector and ability to successfully bring CdM work to broad and targeted audiences, as well as to write about general political issues.
- Good knowledge of relevant funding sources in the democratic development and social inclusion fields and proven track record in fundraising for international development projects would be an asset.

To show interest, please send a CV and a cover letter to: clubmadrid@clubmadrid.org and
sdeagustin@clubmadrid.org

by May 27, 2022

indicating in the subject line **“Content and Policy Senior Advisor”**

Club de Madrid welcomes all expressions of interest.

Only short-listed candidates will be contacted