



Global Secretariat Consultant – Terms of Reference

The position

The **Stop Financing Factory Farming (S3F)** campaign is seeking a consultant who will play a critical role in supporting the administrative side of the campaign, including drafting subgrant agreements and consultant contracts, budget and expense tracking, invoice submission management and grant reporting.

Background

S3F is a diverse coalition of international NGOs working together on a campaign to shift public development finance away from industrial livestock towards more sustainable food production, initially targeting the IFC/World Bank and leading regional development banks (IDB Invest, Asia Development Bank, Africa Development Bank and Europe Investment Bank). The campaign has a part-time coordinator and is led by a Steering Committee of six groups from the global North and global South: the Bank Information Center, Friends of the Earth U.S., Global Forest Coalition, Sinergia Animal, International Accountability Project and World Animal Protection. Our primary long-term goal is to secure policies that lead to the exclusion of industrial livestock projects from Multilateral Development Bank (MDB) portfolios.

As the Global Secretariat for S3F, Friends of the Earth U.S. (FOE U.S.) manages the coalition's financial flows in coordination with the S3F Finance Working Group. FOE U.S. currently manages several different grants with unique budgets, timelines and reporting requirements as well as all of the paperwork and invoicing for campaign consultants and subgrants to partners. FOE U.S. is seeking to hire a part-time administrative consultant to manage these Global Secretariat responsibilities in coordination with the FOE U.S. Steering Committee representatives.

Responsibilities and scope of work:

The consultant will work with the S3F campaign Finance Working Group Chair and Co-Chair, the S3F Campaign Coordinator and the FOE U.S. accounting team to support Friends of the Earth as S3F Global Secretariat with the following activities:

- Design and implement a new S3F budget management and tracking system to ensure monthly FOE US financial reports that cover S3F grant expenditures align with S3F expense tracking
- Provide monthly budget updates on projected vs. actual expenditures to the S3F Finance Working Group



- Manage S3F consultant contracts and vendor forms in coordination with FOE U.S. S3F Program Manager Ashley Schaeffer Yildiz
- Manage S3F subgrant agreements in coordination with S3F Program Manager Ashley Schaeffer Yildiz and S3F Campaign Coordinator
- Manage all invoice submissions for the S3F coalition

Candidate profile

The ideal candidate will have the following skills and experience:

- At least 2-3 years experience managing complex budgets including developing sophisticated systems to track financial flows
- Experience managing multiple grant reporting requirements and timelines spanning different fiscal years
- Experience working on a global campaign and/or with international coalitions
- Strong administrative and project management skills with attention to detail
- Excellent communication skills with fluency English (fluency in Spanish, French or Portuguese a bonus)

Contract value to be discussed, commensurate with candidate experience. The hours required to support the listed deliverables are flexible, but likely not to exceed 8 hours or one day per week.

Location can be anywhere globally, but candidates must be able to work with colleagues based in the Pacific Time Zone.

Timeline

ASAP – ideal start date September 2024. We will interview on a rolling basis until the right candidate is found.

This will start as a 6 month contract. Campaign funds permitting, we hope to establish a long-term contract / retainer with the successful candidate.

To apply

Please email aschaeffer@foe.org with information covering your background, relevant experience, fit for the role, availability and daily rate / payment expectations.

About the coalition

S3F is a coalition of development, environment and animal protection organisations that seek to work in partnership with locally affected groups, expose the harms of current development bank practices, and ultimately end development financing of industrial animal agriculture. To learn more, please visit our website: <https://www.stopfinancingfactoryfarming.com/>

Work with us to ensure development banks

STOP FINANCING FACTORY FARMING

