



# ECPAT International

## REQUEST FOR PROPOSALS

### Consultancy

### Coalition Coordination Support

February - December 2025 (approx. 160 working days)

#### ORGANISATIONAL CONTEXT

ECPAT International is a global network of organisations working together for the elimination of the sexual exploitation of children (SEC) in all its manifestations i.e., exploitation of children in prostitution, online child sexual exploitation, sale and trafficking of children for sexual purposes, sexual exploitation of children in travel and tourism and some forms of child, early and forced marriage. The ECPAT Network currently consists of 134 members working at national and local levels in 110 countries.

#### CONSULTANCY CONTEXT

ECPAT International together with [Brave Movement](#), [Eurochild](#), [Missing Children Europe](#), [IWF](#), [Terre des Hommes](#) and [Thorn](#) have joined forces under the [European Child Sexual Abuse Legislation Advocacy Group \(the ECLAG coalition\)](#) to protect children from sexual violence and abuse and ensure child rights are prioritised in EU digital and social policy, an issue which is already firmly grounded in EU principles and strategies as well as law.

ECLAG was created in April 2022 and emerged as a joint effort of child rights NGOs to optimize collective action by the child rights community and its key allies, with a common vision that the EU puts in place a robust legislation to end child sexual abuse and exploitation. It provides a framework for members, child rights organisations themselves, to share knowledge, ideas and materials related to EU and national legislative actions to fight child sexual abuse. It is also a focal point for advocacy and campaigns, including by members adopting and amplifying existing campaign materials individually or in groups. The steering group consists of the [Brave Movement](#), [ECPAT](#), [Eurochild](#), [Missing Children Europe](#), [IWF](#), [Terre des Hommes](#) and [Thorn](#). The wider ECLAG participating group is comprised of more than 60 European and global organisations.

This consultancy is intended for a junior professional in early stage of their career; expected fee is approx EUR 150 per working day.

#### OBJECTIVES

The objective of this consultancy is to work closely with the ECPAT International Secretariat, ECLAG Steering Group and Participating Group partners to:

- **Secretarial and Administrative Support**
  - Provide full secretarial support to ECLAG, including
    - Coordinating meetings and calls (drafting agendas, taking minutes, and chairing discussions)
    - Managing coalition-wide email updates to keep partners informed.
    - Maintaining contact lists for internal and external partners.
  - Monitor deadlines and ensure smooth coordination between SG members to keep activities on track.

- **Policy and EU Monitoring Support**
  - Assist ECPAT EU Policy and Advocacy Associate with EU policy needs, focusing on EU developments related to child sexual abuse and exploitation.
  - Prepare EU policy summaries and updates for circulation to ECLAG members.
  - Provide ad-hoc support on EU-related developments when requested by Steering Group (SG) members.
  
- **Logistical Support for Collective Action Events**
  - Support the collaborative development process of key activism events with coalition partners
  - Provide logistical support (including planning timelines, budgets, and travel arrangements)
  - Ensure smooth coordination with partners and external stakeholders to streamline collective action events.

### CONSULTANT PROFILE

The consultant should have:

- Education in international relations, politics, law; a related EU policy field or similar is an advantage.
- Experience working with civil society organisations and network coordination - ability to create and maintain a collaborative environment
- Strong administrative and organizational skills (meeting coordination, minute-taking, managing communications).
- Experience in policy monitoring and analysis, knowledge of EU developments on children rights and digital policy preferred.
- Experience planning and organizing collective events;
- Effective communicating skills for internal and external stakeholders.
- Excellent knowledge of English language (written and spoken).
- High ethical standards and alignment with the values of ECPAT International, including a commitment to child safeguarding and protection.

### ADDITIONAL INFORMATION

- Working language is English.
- This is a home-based position using personal equipment.
- Occasional travel to Brussels for events.
- Number of working days per month may fluctuate due to demand for services
- Contractual format may depend on the jurisdiction/ residence of the selected consultant
- The Consultant is expected to act at all times in a manner consistent with the values of ECPAT International and in compliance with the organisation's policies and procedures including Safeguarding Policies and the Code of Conduct.

### OUR COMMITMENTS

As ECPAT's International Secretariat we recognise that our strength lies in the diversity of the people who make up our global network, staff, volunteers and consultants. We are committed to being an inclusive workplace where people of all backgrounds and cultures can strive and be themselves. This means we will challenge ourselves to do better and to continue learning, to create and maintain a working environment steeped in respect, tolerance, safety, and where all parties are valued equally.

### HOW TO APPLY:

Interested applicants should submit a **CV, a cover letter and requested daily fee in Euro** to [vacancy@ecpat.org](mailto:vacancy@ecpat.org) mentioning your name and "ECLAG Coalition" in the subject header.

Due to the high volume of applications we receive, we are not able to respond to every application. If you have not heard back from us within 3 weeks from the deadline, it means that your application has not been successful.

**Deadline: 5 January 2025**