



Request for Proposals: International Affairs and United Nations Consultant

January–June 2025

Introduction

NCNW is seeking proposals from international affairs professionals with expertise in the United Nations and international membership organization chartering. With a well-established presence as seasoned participants in the NGO landscape, NCNW has maintained status with the United Nations since their existence in 1945, over 79 years actively participating in programming related to the UN's sustainable development goals, affording NCNW an international voice in our aim to better the lives of women and children of African descent worldwide. We now aim to expand NCNW programs and advocacy efforts on a global scale, focusing on critical issues. To accomplish these goals, NCNW requires the expertise of a seasoned professional with a thorough understanding of international laws and regulations, along with experience in program management and development.

Timeline

- RFP Release Date: January 2025
- Proposal Submission Deadline: January 24, 2025
- Final Decision: January 31, 2025

Objectives

1. Reinvigorate NCNW's relationship within the United Nations through connections with key contacts and thought leaders in target countries
2. Design programs that align with NCNW's mission and resonate on the international landscape influencing policies and fostering collaborations
3. Advise NCNW's International Committee on navigating the international chartering process

Key Responsibilities

NCNW's International Affairs committee has names target countries and priority issue areas as the focus for this body of work. The chosen Consultant will be

responsible for leading and executing these key responsibilities and will be supported by the NCNW HQ team.

- 1. Development of the 2025-2026 International Timeline** - This timeline should include key milestones, points of contact, and deliverables to ensure timely execution of the chartering process across the target countries.
- 2. Manage Relationships at the United Nations** - As NCNW reinvigorates its presence at the UN, the consultant should liaise with key contacts and stakeholders alongside the NCNW Executive Leadership team and the International Affairs Committee. The consultant will also represent NCNW at UN meetings, conferences, and events, advocating for the organization's mission and priorities.
- 3. Act as International Affairs Expert** - The consultant will bring international expertise to the organization and advise NCNW leadership on best practices, potential threats, and emerging and strategic opportunities. They will also provide guidance on international laws and regulations to ensure programs and activities comply with relevant legal standards.
- 4. Project Manage International Chartering Process** - With the support of NCNW's Director of Executive Operations, the consultant will establish systems for tracking and assessing the success of international section charters.

Proposal Requirements

Interested parties are invited to submit proposals that include:

1. Company Profile
 - a. Background information about your company including experience in similar roles
 - b. Profiles of any team members who will participate in this work
2. Budget Estimate
 - a. Comprehensive budget estimate covering all aspects mentioned above inclusive of potential contingencies or additional costs that might arise during planning or execution phases.

Submission Instructions

Proposals must be submitted electronically via email PDF format no later than January 24, 2024 at midnight EST.

Please send proposals via email to jobs@ncnw.org.

Subject Line : UN Consultant Proposal [Your Company Name]

NCNW's Mission

National Council of Negro Women (NCNW) is an "organization of organizations," comprised of 330 campus and community-based sections and 33 national women's

organizations that enlightens, inspires, and connects more than 2,000,000 women and men. Its mission is to lead, advocate for, and empower women of African descent, their families, and communities. It was founded in 1935 by Dr. Mary McLeod Bethune, an influential educator and activist, and for more than fifty years, the iconic Dr. Dorothy Height was president of NCNW.

Today, the NCNW programs are grounded on a foundation of critical concerns that are now “NCNW Priorities.” Our organization promotes education; encourages entrepreneurship, financial literacy, and economic stability; educates women about health and promotes healthcare access, and promotes civic engagement and advocates for sound public policy and social justice.