

Call for Applications: Roster of Experts - Helvetas Swiss Intercooperation
Eastern Europe Region
Date: August 13, 2025

About Helvetas Swiss Intercooperation

Helvetas Swiss Intercooperation is an independent Swiss development organization working in over 30 countries to support sustainable development, social inclusion, and economic opportunities. In Eastern Europe, Helvetas partners with local and international actors to implement transformative projects in governance, education, economic development, climate action, and beyond.

As part of our ongoing work across in **Albania, Armenia, Bosnia and Herzegovina, Georgia, Kosovo, Moldova, Montenegro, North Macedonia, Serbia, and Ukraine**, we are inviting applications from highly qualified and motivated experts who wish to be part of our roster of consultants and specialists.

Who Should Apply?

We welcome expressions of interest from experienced professionals , with expertise in the following thematic and functional areas:

- Governance and Public Administration
- Civil Society Development
- Public Policy, Decision-making and Advocacy
- Local Economic Development and Employment
- Vocational Education and Skills Development
- Private Sector Engagement
- Climate Change and Environmental Sustainability
- Circular Economy and Resource Efficiency
- Disaster Risk Reduction
- Impact Finance
- Gender Equality and Social Inclusion
- Migration and Diaspora Engagement
- Peacebuilding and Conflict Sensitivity
- Digital Transformation and Innovation
- Monitoring, Evaluation, and Learning (MEL)
- Procurement, Grants, and Financial Management
- Urban Engagement
- Knowledge Management
- EU Accession Process
- Innovation, Research and Development

What Information Is Required?

- Personal Information: Full name, email, phone number
- Experience in Development Cooperation: Year started
- Nationality: (up to 2)
- Working Areas / Fields of Expertise

- Preferred Roles/Functions: (e.g., Trainer, Team Leader, Evaluator, Advisor)
- Expertise Summary: (**500-word** free-text summary of professional background)
- Regional and Country Experience
- Donor/Organization Experience: (e.g., SDC, EU, GIZ, UN, World Bank, etc.)
- Language Skills: With CEFR levels (A1–C2 or Native)
- Main Contact Person at Helvetas (if any)
- Previous Work with Helvetas:
- No-Go Areas: (Countries where you cannot or will not work)
- Fee Range: (average fee per day – fixed rates to be requested later)
- LinkedIn Profile: (optional)

Timeline

Opening of Call: 13 August 2025

Application Deadline: 30 September 2025 (23:59 CET)

How to Apply

Please download the Application Form from this [link](#), fill in the required information, and submit it along with your CV in PDF format to: procurement.easterneurope@helvetas.org

Email subject line: Name_Surname_EEU Helvetas_Roster of Experts_2025

Data protection and code of conduct.

By submitting an application, applicants acknowledge and agree that their personal data will be processed and stored by Helvetas strictly for the purposes of recruitment, roster management, and potential future engagement. Helvetas is committed to protecting applicants' privacy in accordance with applicable data protection regulations and its internal Code of Conduct. Submission of application materials implies consent for Helvetas to use the provided information responsibly and securely in line with these principles.

Important note

Being included in our roster allows Helvetas to match your expertise with future assignments more efficiently. However, please note that inclusion does not guarantee a contract or assignment.

Due to the large volume of applications received, only shortlisted candidates for our Roster of Experts database will be contacted

Best regards,

Helvetas Swiss Intercooperation

Eastern Europe Region

Email: procurement.easterneurope@helvetas.org