

Terms of Reference (ToR) – Project Assistant for trade union project in Brazil

1. General information and Project Background

The Trade Union Partnership project of the Industriegewerkschaft Bergbau, Chemie, Energie (IGBCE) with the Brazilian chemical trade unions CNQ-CUT and FEQUIMFAR aims to strengthen social dialogue along global value chains in the chemical and pharmaceutical industries, with a particular focus on the supply chains of German chemical companies operating in Brazil.

The project seeks to strengthen the capacity of Brazilian trade unions to effectively represent workers' rights in global supply chains and to contribute to the sustainable improvement of working conditions. Trade union representatives are qualified on labour rights, human rights due diligence and grievance mechanisms and act as multipliers within companies and trade union networks.

A core element of the project is the establishment of regular and structured social dialogue between workplace trade unions and company management, complemented by the further development of preventive and complaint mechanisms. In addition, the project promotes exchange and networking between Brazilian and German trade unions, works councils and supervisory board members, thereby contributing to decent work, international solidarity and socially sustainable economic development.

The project is implemented within the framework of a Trade Union Partnership funded by the German Federal Ministry for Economic Cooperation and Development (BMZ) and implemented with support from sequa gGmbH.

2. Objective of the Assignment

To support the operational implementation of project activities on site, a Project Assistant based in Brazil will be engaged. The objective of the assignment is to support the impact-oriented implementation of the trade union partnership project by providing organisational support, administrative and financial management at country level. The Project Assistant will work together with a Long-term expert, who serves as the central coordination and contact point in Brazil, facilitating cooperation between project partners and service providers in line with the project objectives.

3. Scope of Work and Key Responsibilities

The Project Assistant supports the German project partner in the operational implementation of the partnership project in Brazil.

The core tasks include:

- Support in the implementation of project activities
- Collaboration in the planning, recording and documentation of activities and results as part of internal project monitoring



- Organisation of events, training courses (including invitations, compiling meeting documents, bookings, logistics, documentation and accounting)
- Administration of short-term expert assignments (logistics, accommodation, support in day-to-day matters, etc.)
- Management of service providers and contractual arrangements
- Local financial administration (cost estimates, comparative offers, collection of receipts, accounting documents, budget overview, etc.)

4. Duration and Contractual Setup / Location

The Project Assistant will be contracted by IGBCE on the basis of a service / consultancy contract. The Project Assistant will work in close coordination with the Brazilian project partners CNQ-CUT and FEQUIMFAR. The Project Assistant will report to the project management team at IGBCE and coordinate activities closely with the responsible project officers.

Contract duration: March/April 2026 to May 2028 (26-27 months), aligned with the overall project duration.

Expected workload: minimum 15 working days per month, with clearly defined deliverables (exact scope to be defined contractually).

Location: Brazil (preferred base: São Paulo), including regular project-related travel within Brazil if required by the project.

5. Required Qualifications and Experience

Professional Experience

- Professional experience in implementing or supporting development cooperation projects
- Experience in office management or financial administration
- Organisational skills
- Good knowledge of Microsoft Office
- Ability to work in a team and reliability
- Structured way of working

Language Skills

- Native or fluent Portuguese
- Good command of English or German is an asset



6. Remuneration

Remuneration will be based on qualifications and experience and in line with comparable rates for administrative support / project management services. Further contractual details will be defined during the contracting process.

7. Application Procedure

Interested candidates are invited to submit their offer, including a CV and daily rates to fabian.lischkowitz@igbce.de by February 27, 2026. Further information can be provided upon request.