



# Request For Proposals (RFP): Arsenault Family Foundation China – Project Support Consultant

Request for RFP Issued: December 24, 2025

Proposal Submission Deadline: Please submit all application materials by no later than January 18, 2026 (23:59 Beijing time).

## Organization Background

The Arsenault Family Foundation (AFF) is a U.S.-based international organization established in Colorado in 2000 and dedicated to the prevention of major global risks. As a part of this mission, AFF works to support constructive relationships between countries—including the United States and China—promote the diplomatic resolution of international disagreements, and identify areas for international cooperation to address shared global challenges.

The Arsenault Family Foundation was formally approved under Chinese law to operate in China as an Overseas NGO in 2024. AFF is registered under the supervision of the Chinese People's Association for Friendship with Foreign Countries (CPAFFC) and operates in full compliance with all applicable Chinese laws and regulations governing foreign NGOs.

## Objective and Scope of Service

AFF is seeking one or more experienced consultants to support the programs of its China Office. The primary objective of this role is to provide substantive input and execution support across program design, implementation, and development.

The consultant(s) will work closely with AFF's China Country Representative and collaborate with AFF team members based in the United States and Europe. Key areas of responsibility will include stakeholder liaison, meeting and event coordination, agenda development, document drafting and translation, and research as assigned.

It is possible that more than one candidate will be hired and the work will be divided, depending on the applicant process and timing.

### Deliverables:

- Monthly reports to the China Country Representative, summarizing requests received, actions taken, progress made, and any outstanding issues.

### The consultant(s) will be expected to:

- Provide direct project support for planned activities within China, including event coordination, identification and recruitment of appropriate experts, participation in expert-level meetings and exchanges.
- Coordinate event logistics, including venue and space allocation, participant registration, travel and accommodation arrangements, promotional materials, signage, and preparation of meeting materials.
- Manage on-site execution of in-person meetings, including venue setup, registration and check-in, guest support, real-time troubleshooting, and post-event breakdown.
- Support the promotion and outreach of internal and external events.
- Prepare research memos, briefing notes, and background materials, upon request, on topics related to AFF's programmatic priorities.

### **Performance Timeline**

Six months until completion of the initial contract with the possibility of extension for an additional six months or other forms of continued engagement.

### **Work Arrangement**

- Primary work location: AFF Beijing office (Chaoyang District)
- Work arrangement: Primarily in-person, with limited remote work possible
- Travel: Some domestic travel and possible international travel may be required.

### **Qualifications**

- Master's degree or higher from a recognized university;
- Full professional proficiency in English and Chinese, with excellent written and verbal communication skills in both languages;
- Demonstrated understanding of U.S.–China bilateral relations, conflict prevention, or related diplomatic and policy processes.
- Professional experience working in China or in an international context is preferred. Candidates must hold Chinese nationality, particularly experience involving government institutions, academic experts, or high-level policy stakeholders relevant to AFF's mission.

### **Application**

Applicants should submit a cover letter and a CV in both English and Chinese, and a writing sample in English (maximum 5 pages), along with proof of nationality and legal residence.

Applications should be sent to [AFFchina@paxsapiens.org](mailto:AFFchina@paxsapiens.org) with the email subject line "Application for Project Support Consultant."