Terms of reference
Profiling National NGO Engagement in International Humanitarian Coordination Structures in the MENA region

Localization in Humanitarian Leadership
Research and Documentation Consultancy

Organisation: ICVA
Duration: 30 working days by 11 December 2020
Starting date: 1 October 2020
Location: Home Based
Applications deadline: 17 September 2020

Background

About ICVA
Founded in 1962, ICVA (International Council of Voluntary Agencies) is a global network of over 130 nongovernmental organisations (NGOs) active in 160 countries, operating at global, regional, national and local levels, whose mission is to make humanitarian action more principled and effective by working collectively and independently to influence policy and practice. Based on its 2019-2021 Strategy, ICVA promotes and facilitates NGO engagement in the development of humanitarian sector, with a focus on Forced Migration, Humanitarian Coordination, Humanitarian Financing, and cross cutting issues.

While historically based in Geneva, ICVA in 2013 expanded its presence to Asia, MENA (Middle East and North Africa) and Africa aiming at: Ensuring closer proximity with its members in the regions; Expanding representation to regional or global humanitarian and political actors based in these regions; Developing stronger links between field realities and global policies. This consultancy is focused on the MENA region.

Background and Focus
Humanitarian Country Teams (HCTs) and other related structures within the international humanitarian coordination architecture serve as the strategic coordination body of country-level humanitarian action, supporting effective and efficient humanitarian responses (Inter Agency Standing Committee, 2017). In the MENA region this includes the collective humanitarian response to situations of internal displacement, refugee situations and needs based assistance resulting from natural disasters, conflict, and infectious disease outbreaks – such as the current COVID-19 response. HCTs and other coordination structures are tasked with supporting the engagement of National NGOs as strategic partners in humanitarian coordination (IASC, 2017). Yet, in many contexts, despite a rhetoric of commitment to localization, National NGO participation continues to be minimal compared to the representation and engagement of UN agencies and international non-governmental organizations. Equally, when National NGOs are engaged, recent research suggests that approaches and processes in place often do not support their effective and meaningful engagement1. Examining National NGO engagement within the international humanitarian coordination structures at country level in a range of MENA countries is an indication of progress against localization priorities. This work will enable evidence driven targeted advocacy to enhance national NGO leadership – and in doing so enhance outcomes for affected populations - in humanitarian coordination by

1 Participation of National NGO’s and NGO Fora in Humanitarian Country Teams, ICVA and LSE, 2020
following a three tiered research approach:

1. Quantitative Data Analysis: Analyze and present data on membership of humanitarian coordination structures across MENA - both in terms of absolute numbers and overall percentage of seats held vis-a-vis INGOs and UN agencies.

2. Qualitative Research: conduct a desk review and key informant interviews resulting in targeted recommendations for enhanced meaningful engagement of national NGOs in high-level humanitarian coordination structures.

3. Documentation: of a series of three case studies, focused on replicable positive practice (linked to impact) in effective national NGO engagement in high-level humanitarian coordination structures – focused primarily on Humanitarian Country Teams and funding advisory boards. Where promising practice emerges that relates to national NGO engagement in humanitarian leadership in COVID-19, one of the three case studies will include a COVID-19 focus.

Objectives
The objectives of the consultancy are to:

1. Map and document the extent of effective and meaningful national NGO engagement in international humanitarian coordination structures in the MENA region. This includes but is not limited to:
   - Humanitarian Country Teams;
   - Humanitarian Financing Structures and Advisory Groups linked to the international humanitarian coordination architecture (Emergency Response Fund (ERF), Country Based Pool Fund (CBPF) etc.);
   - Inter Cluster Coordination Mechanisms; and,
   - Cluster Special Advisory Groups (where data is not held centrally, three clusters will be selected for this data to be collected from at country level – WASH, Protection and Health.

2. Identify recommendations, targeted at specific accountable actors, for enhancing effective meaningful engagement of National NGOs in international humanitarian coordination mechanisms.

Methodology
The detailed methodology will be developed by the consultant and agreed with ICVA.

The selected consultant will:

- Conduct a brief desk review of relevant reports and documentation (est., 2 days) – including but not limited to:
  - Member lists and data for the above mentioned structures in each focus country. *(collected and provided by ICVA prior to the start of the consultancy)*
  - Published reports, articles and grey literature on national NGO engagement in international humanitarian coordination structures. *(File of documents for the desk review to be collected by ICVA and provided to the consultant at the start of the consultancy with consultant adding in through own network and research process)*

- Develop the draft and final research methodology and tools - including research questions and KII (Key Informant Interview) schedules (est., 2 days).

- Analyze and present – using info graphics - national NGO engagement quantitative data profiles for MENA countries and overall (est., 1.5 days)

- Conduct (remote) qualitative research on national NGO engagement in the defined list of structures in five MENA countries – focusing on meaningful and effective engagement of National NGOs – successes, barriers and recommendations (est., 8 days) *(8 Key Informants per country will be identified by ICVA in advance of the consultancy. The total of 40 KIIs will be divided between the consultant and ICVA (ICVA will schedule and complete approximately)*
30% of the interviews based on the agreed methodology, the lead consultant will review and analyze the interview notes)

- Through the quantitative research identify three case studies to document on replicable positive practice demonstrating meaning and effective engagement of national NGOs in HCTs. Where positive practice emerges, one case study should focus on the COVID-19 context (est., 4 days)
- Document recommendations – targeted at specific accountable actors – for enhancing meaningful engagement in international humanitarian coordination mechanisms. (est., 3 days)
- Draft and Final Report, Summary and Presentation developed and presented (est., 6 days)

**Engagement with ICVA**

The consultant will report to the ICVA Regional Representative and will work closely with the ICVA Head of Humanitarian Coordination and the MENA Deputy Regional Representative. Including:
- finalising and agreeing the methodology and workplan,
- holding weekly project meetings,
- supporting information and contact needs as well as data collection.
- engaging through several rounds of review on each deliverable – on both the first drafts and the final drafts

**Deliverables**

- Approved research methodology and workplan.
- A report profiling National NGO Engagement in humanitarian coordination structures - including qualitative and quantitative data findings, case studies and presenting targeted recommendations of max 25 pages.
- A 1-3 page summary briefing summarising overall National NGO Engagement in MENA and presenting key recommendations targeted at specific stakeholders.
- A PowerPoint presentation (based on ICVA template) of process and key findings and recommendations.
- A presentation of key findings and recommendations for ICVA Secretariat.

**Consultant requirements**

- At least 10 years of progressive experience in the humanitarian sector, including in senior management and advisory roles;
- Excellent understanding of the global humanitarian coordination architecture;
- Advanced university degree in relevant field, such as humanitarian assistance, international relations, political science, or related academic field;
- Knowledge of the international humanitarian sector including the major current humanitarian policy issues including localisation;
- Experience and expertise in the MENA region, across a range of MENA country contexts;
- Experience engaging at the Humanitarian Country Team or equivalent Level – as a member, observer or in a consultancy capacity;
- Familiarity and experience engaging with NGO Fora and networks;
- Excellent writing and communication skills with ability to analyse complex information and transmit synthesized message to various audiences;
- Proven experience in engaging with a wide range of stakeholders, including senior humanitarian

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2 For example National NGO engagement in the country level COVID-19 GHRP process
leaders;

- Excellent English writing skills; Arabic an asset.
- Understanding of ICVA’s mission and NGO contribution to the humanitarian sector.
- Proven ability to work autonomously
- Proven ability to work under pressure and be flexible, including ability to cope with deadline, multiple tasks, and competing and changing demands;

**Note:** Throughout the work, the consultant must be registered in accordance with legal requirements in their country of residence and must be able to submit documentation that proves that she/ he is meeting all legal obligations for the consultancy, including full compliance with ICVA regulations including the safeguarding policy. The consultant will report to The MENA Regional Representative and engage with an ICVA advisory group of the MENA Regional Representative and the Head of Humanitarian Coordination.

**How to apply**

If you have the required expertise and skills, please apply by sending the following application requirements to recruitment4@icvanetwork.org

- CV
- Three examples of recent similar published work, and,
- A short proposal (approx. 2-3 pages), including how you meet the criteria for the consultancy, proposed methodology, requested day rate, and three references

Please mention ‘MENA localization in leadership consultancy’ in the subject line.

The final deadline for application is 17 September 2020.

Applicants from all countries are encouraged to apply. Consultants must be legally registered to be employed on a freelance contract in their country of residence.

ICVA’s selection process includes rigorous background checks and reflects our organisational integrity and commitment to make humanitarian action more principled and effective.

Selected candidates will be invited for an interview the week of 21 September.