



A GLOBAL NGO NETWORK
FOR PRINCIPLED AND EFFECTIVE
HUMANITARIAN ACTION

Terms of reference

Good Governance and Strategic Planning Training Development and Facilitation

Training Consultancy for Syrian Networks in Turkey

The Syrian NGO Network Engagement and Partnership Programme

Organisation: ICVA

Duration: Average of 25 Days of Work

Starting date: 20 February 2021

Workshop Date: 22-26 March 2021

Location: Turkey- Gaziantep

Applications deadline: 5 February 2021

Background

About ICVA

Founded in 1962, ICVA (International Council of Voluntary Agencies) is a global network of 130 non-governmental 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.

About ICVA's NGO Fora Support Programme

In many humanitarian contexts, NGOs come together to establish networks to coordinate NGO efforts to deliver humanitarian assistance. Networks are active in a range of areas: facilitating NGO engagement in the humanitarian response system; supporting an effective, inclusive and contextualized response; promoting collective NGO advocacy etc. In-country humanitarian NGO networks frequently contribute to the effective and principled delivery of humanitarian assistance. In a context of rising humanitarian needs and increasing complex humanitarian crises, effective NGO coordination is more critical than ever. At ICVA, we believe that well-resourced and effectively supported coordination bodies are crucial to improving humanitarian operations.

About the Syrian NGO Network Engagement and Partnership Programme

ICVA has entered into a strategic partnership with UNDP Syria to deliver an engagement and partnership programme with a core group of Syrian NGO Networks. The overall purpose is to strengthen the capacity of Syrian NGO Networks to enable them to play a vital role in joint coordination and representation by strengthening skills and capacity across a range of areas including coordination, governance, and strategic planning. Strengthening local humanitarian actors and networks in Syria and the region is key to a strong humanitarian response. International efforts should supplement – not substitute – national and local efforts.



Consultancy Objectives

The consultant will develop and deliver a tailored training, with supporting tools and resources, for Syrian NGO Networks to strengthen their skills on good governance and strategic planning and enhance understanding of the different regional and global models and have in depth discussions about the processes needed to review the networks governance and their strategies. This training will contribute to develop the skills for the Syrian Civil Society Organizations- CSOs and their networks on governance capacity, promoting gender equality and women's empowerment, disability inclusion and youth engagement. In addition, the networks will have enhanced set of skills to develop a clear and structured 3-5- year strategic plan.

The training, will be designed for National Syrian NGO Networks – for their Secretariats and Governance Board members, and will focus on the following topics (all taking into consideration gender mainstreaming):

Good Governance

- Build awareness on the different NGO network models and structure.
- Introduce the networks to various levels of implementation of principles including, accountability, transparency, anti-corruption, and rule of law.
- Reflect on the key components of a robust good governance framework for NGO fora with a focus on participation, equity, and inclusiveness
- NGO fora Governance Self-Assessment tool.
- Roles and Responsibilities of the Board, Advocacy, Resource Mobilisation, and Organisational Effectiveness
- Accountability and Good Governance

Strategic Planning

- Strategic Planning Cycle
- Participatory planning process and framework/ Key Challenges.
- Strategic Planning Overview and Methodology
- Strategic Planning Toolkit/ Road Map for Fora's
- Alignment of Strategic Objectives with Mission and Vision. Core areas for Fora Strategic Planning and Support

The training structure and content will be developed for the specific target audience and involve:

- Expert speakers
- Tools, resources and approaches
- Scenario/case study-based Group exercises
- Exchange of practices and examples through interactive exercises

Training date and duration

The training will be held from 22nd – 26th of March 2021 in person in Gaziantep Turkey. The duration of the training will depend on the workshop design, to be identified during the development process, but its anticipated that it could take five full working days from Monday 22nd till Friday the 26th. These are full day sessions from 9am – 4pm with a lunch break

Training Participants

7-10 pre-identified Syrian Humanitarian Coordination NGO Networks. Each network represented by the Secretariat Director/Coordinator, and their chair/steering committee/board member/s. this training will target total of 20 participants from the Syrian networks' representatives and all safety and social distancing measures will be considered at the training venue.



Training Purpose

The purpose of this consultancy is to support ICVA MENA Regional Hub with the planning, organization and development of the above-mentioned in-person training. This includes development of agendas, training tools, materials and presentations and facilitating the training. The consultant is expected to:

- Design the overall training structure and the structure and content of the training sessions. Compile into a training guide and running sheet;
- Identify external speakers to contribute to sessions during the workshop;
- Ensure session content and format is well matched to the requirements of participating Syrian NGO Networks, this can be achieved through pre-individual meetings with targeted networks or/and baseline survey.
- Develop the required tools and resources for the training in good time to allow required translation of tools into Arabic;
- Closely liaise with and provide with regular updates to the ICVA MENA team to ensure effective preparation and delivery of the training;
- Communicate with identified speakers, panelists, and participants, to provide guidance on content and other requirements in preparation for and during the training;
- Provide other necessary workshop materials and support (e.g. production of documents and materials, etc.) during the workshop to ensure successful conduct of the workshop;
- Work with (possibly simultaneous) Arabic translation if/as needed.
- Assist when its needed in some logistical and administrative support of the workshop preparation in consultation with ICVA staff.

Deliverables

The Consultant will be responsible for the following deliverables:

- Training guide
- Full agenda for the training
- Training running sheet and detailed annotated internal agenda
- Confirmed list of support panelists or facilitators
- Development of training tools and resources
- List of background reading and suggested resources for participants
- PowerPoint Presentations
- Interactive Exercises
- Training evaluation forms
- Training report including evaluation

Engagement with ICVA

The consultant will report to the ICVA Regional Representative and will work closely with the ICVA MENA Deputy Regional Representative and wider ICVA team members as required.

Consultant requirements

- At least 8 years of progressive experience in the humanitarian and/or development sectors, including in senior management roles related to humanitarian coordination.
- Excellent understanding of the NGOs networks works, core areas related to strategic planning processes, accountability, and good governance;
- Knowledge of the international humanitarian sector including the major current humanitarian policy issues including localisation;
- Experience working with and supporting NGO Networks – national, joint and/or



international;

- Proven experience in planning, developing and facilitating participatory trainings;
- Exposure and expertise in training methods, approaches and key facilitation skills;
- Experience and expertise in the MENA region;
- Excellent writing and communication skills;
- Proven experience in developing tools and resources to support NGO Networks;
- The ability to deliver the training in Arabic language is a must, and to have an excellent English writing skills to finalize the final training report.
- 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.
- Ability to travel to Gaziantep in Turkey to deliver the training in person in coming March 2021.

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 manage the travel/book flight issues and ICVA MENA team can provide required information and advice if this needed.

How to apply

If you have the required expertise and skills, please apply by sending the following applications requirements to recruitment3@icvanetwork.org

- CV
- Three examples of recent similar deliverables (training guides, tools, webinars etc)
- A short proposal (approx. 2-3 pages), including how you meet the criteria for the consultancy, proposed approach, requested day rate, and three references.

Please mention 'MENA Governance and Strategic Planning Training' in the subject line.

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 on **10th and, 11th February 2021.**

The **final deadline for application is 5th February 2021.**



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