



ICVA Asia Pacific Regional consultant

Location:	Flexible in the Asia Pacific Region
Contract:	Short term contract
Starting date:	25 days between 15th October-15th December
Reporting to:	Regional Representative for ICVA in the Asia Pacific (Bangkok)

I. ICVA

Founded in 1962, ICVA (International Council of Voluntary Agencies) is a global network of over 100 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 [2030 ICVA strategy](#) ICVA promotes and facilitates NGO engagement in the development of the humanitarian sector, with a focus on Forced Migration, Humanitarian Coordination, Humanitarian Financing, and Navigating Change as well as cross cutting issues (Climate Change, Shrinking Civic Space, Localization, Nexus and PSEA).

While historically based in Geneva, ICVA in 2013 expanded its presence to Asia, MENA 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.

II. Objectives of the position

The consultant will help backstop the Regional Representative during this busy period by supporting activities related to the implementation of the 2019-2021 regional strategy. They will work with a diverse membership and engage between ICVA, its members and UN partners, to strengthen principled and effective humanitarian action for all NGOs.

III. Main Responsibilities/Tasks

- Contribute to the development of the ICVA Asia Pacific Regional Directions paper for 2022-2024.
- Support NGO Fora and members in the region address key priorities and challenges, including capacity opportunities.
- Provide coordination support for the Regional Humanitarian Partnership Week to be held in early December.
- Contribute to existing response coordination in the region as needed e.g. Afghanistan, Myanmar
- Logistical and coordination support for ICVA workshops
- Develop the weekly and monthly ICVA bulletins
- Support with proposal development and project reporting
- Input into regional policy discussions as needed
- Liaise with ICVA's policy team on key regional initiatives.
- Follow up on member requests
- Additional tasks as requested by the regional representative.



IV. Profile

Required:

- At least 5-10 years of experience in the humanitarian field (NGOs, UN, donors or Red Cross and Crescent Movement) with experience in the Asia Pacific Region.
- Knowledge of the international humanitarian sector including current humanitarian policy issues (especially related to ICVA's strategic priorities).
- Knowledge of humanitarian landscape in the Asia Pacific, and key regional actors in the region including NGOs, intergovernmental bodies etc, is a strong added value.
- Excellent English written and verbal communication skills
- Strong experience coordinating diverse stakeholders
- Candidates based in the region highly preferred
- Competent and comfortable carrying out administrative tasks

Competencies and skills:

- Understanding of ICVA's mission and NGO contribution to the humanitarian sector.
- Proven ability to work autonomously, and remotely from home.
- Strong interpersonal skills to work with members and external stakeholders across countries and time zones
- Proven ability to work under pressure, be flexible and agile, to respond to shifting demands and work across multiple areas simultaneously.
- Resourcefulness to find strategies for engaging on complex issues
- Skills in collective advocacy and donor engagement an asset

V. Submission Guidelines

Interested consultants should send in a letter of interest mentioning the title of the consultancy, background to similar work and knowledge on the subject, company details and contact person to the recruitment5@icvanetwork.org

Deadline for application is 15 October 2021

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