



Consultancy
Support for Regional Representative for West and Central Africa

Location: Dakar
Contract: Consultancy
Starting date and duration: 13 March (or as soon as possible) - 31 May 2023.

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. ICVA promotes and facilitates effective NGO engagement in the humanitarian sector, with a focus on Forced Migration, Humanitarian Coordination, Humanitarian Financing, and cross-cutting systems-strengthening issues.

Background to the Consultancy

ICVA regional representative for West and Central Africa is hiring a deputy. During this recruitment process (around 3 months), the regional representative will need specific support in her day-to-day functions.

The consultant will be providing additional support to the representative and will be expected to fill a capacity gap in support of their daily work.

The consultant will be expected to

- Support the organisation of a regional workshop
- Support some regional NGO consultations
- Support with existing projects at country level
- Support with donor reporting for certain projects
- Provide coordination support if needed
- Support with administrative functions for the representatives such as drafting of documents and reports

The consultant requirements:

- Ideally with experience in humanitarian field
- Experience in coordination
- Experience in grant/ project management
- Excellent communication skills
- Fluency in both English and French

Reporting Lines

The consultant will work under the supervision of ICVA WCA representative, ideally based in Dakar.

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 its safeguarding policy.

Applications including cover letter, CV or resume, proposed consultancy rate (daily) and number of working days should be sent by email to Recruitment5@icvanetwork.org. **The closing date for applications is 06 March 2023.**