Terms of Reference

NGO Coordination Support Consultancy for the Ukraine Crisis Response

Duration: 14 March (or sooner if possible) – 30 June 2022 with possibility of extension
Location: Geneva based initially, with likely deployment to Ukraine or a neighboring country.
Reporting to: ICVA Head of Coordination
Closing Date: Sunday 06 March 2022

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 Consultancy
Based on ICVA’s experience supporting NGOs in other emerging crises, short-term coordination support can be invaluable in helping the NGO community to develop strategic approaches to coordination, to engage amongst themselves and to position themselves effectively in engagements with donors, UN partners and other actors. ICVA takes an inclusive approach to coordination support, which holistically considers the capacities and needs of local, national and international NGOs, and builds upon existing systems wherever possible. This approach helps to ensure any approach to strengthening coordination systems build upon recognized humanitarian priorities such as localization and accountability, while maintaining an operational focus and contextual relevance.

Recent events in Ukraine have made the need for NGO coordination support more critical than ever. During scale-up of humanitarian emergency responses, ad-hoc NGO coordination mechanisms often become stretched and additional capacity may need to be swiftly added, and mechanisms and partnerships adapted. For NGOs engaged in responding to the situation itself, it can be difficult to find time and resources to dedicate to the NGO coordination architecture.

Consultancy Objectives:
1. Facilitate NGO Coordination for the Ukraine response, ensuring effective information exchange, representing and advocating on common issues and interests of national and international NGOs working in the response and the wider NGO community.
2. Support improved coordination and relationships between NGOs and relevant Authorities, the UN, Donors and other stakeholders in country and in the region.
3. Assess existing NGO coordination mechanisms as well as ongoing needs and work with NGOs in Ukraine and the region to support development of an NGO coordination model that is fit-for-purpose for the response.

These efforts will help lay the groundwork for further investment in coordination capacity in the third quarter of 2022 if the situation requires. Based on NGO requests, the consultant will provide support in identifying needs and planning relevant approaches, tailored to the urgency of the escalating situation.

Deliverables
Specific deliverables will include:
- Comprehensive coordination support to NGOs in the response, including information management, partnerships, facilitation as required.
- Streamline coordination mechanisms in collaboration with OCHA, Cluster Leads, UN agencies and donors.
- Assessment report of NGO Coordination capacity and needs in the response, based on situational analysis and consultation with NGO Directors and partners
- Report making recommendations for improvements to NGO coordination, considering needs of both national and international actors in the current situation
- Resource mobilization plan targeted to key donors

**Reporting Lines**
The consultant will report to ICVA’s Head of Coordination.

**Consultant requirements**
- At least 8-10 years of progressive experience in the humanitarian sector, including in senior management roles related to humanitarian coordination;
- Excellent understanding of the global humanitarian coordination architecture;
- Knowledge of the international humanitarian sector and current humanitarian policy issues including localization and partnerships;
- Experience leading and developing tools and resources to support NGO Networks – national, joint and/or international;
- Experience working in the Eastern Europe region, preferably in Ukraine or neighboring countries is highly desirable;
- Excellent writing and communication skills in English, with relevant languages from the region highly desirable;
- Proven ability to work autonomously 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 its safeguarding policy.

**Application and Eligibility**
A cover letter and CV, including three references should be sent to recruitment_1@icvanetwork.org indicating “NGO Coordination Support Consultancy for the Ukraine Crisis Response” in the subject title. The deadline for application is 06 March 2022. Only shortlisted candidates will be contacted.

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