



Terms of Reference- Training Consultancy

A Trainer for a Leadership Skills Training Development and Facilitation

ICVA's Leadership Training Programme for Women Led Networks

Location: Home Based and travel to where the training events will be held in three selected countries in MENA, Africa and Asia regions

Starting date: September 2022

Application deadline: 27 June 2022

Background

About ICVA

Founded in 1962, ICVA (International Council of Voluntary Agencies) is a global network of over 140 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 Strategy, ICVA promotes and facilitates NGO engagement in the development of humanitarian sector, with a focus on Forced Migration, Humanitarian Coordination, Humanitarian Financing, and other transformation areas such as Localisation, nexus, climate change and many others.

About ICVA's Approach on Localisation

Localisation is one of the transformation areas in [ICVA 2030 strategy](#). ICVA focuses on supporting local and national actors through influencing the overall humanitarian architecture, in order to create an enabling environment and inclusive humanitarian leadership. ICVA focuses on strengthening the existing capacities of local actors to effectively coordinate and take the lead on different collective advocacy actions and creating an environment in which strategic and decision-making processes are equitable, more accessible and inclusive to all humanitarian actors.

Localisation is the process through which a diverse range of humanitarian actors are attempting, each in their own way, to ensure local and national actors are better engaged in the planning, delivery and accountability of humanitarian action, in order to ensure humanitarian needs are met swiftly, effectively and in a principled manner. ICVA embraces a holistic approach on Localisation, focusing on the following key Pillars: **Partnership, Leadership, Participation, Funding, Capacity Strengthening, Policy Influence and Advocacy, and Coordination and Complementarity.**

In a summary, ICVA aims at:

- Enhancing the Meaningful Participation of Local Actors in the leadership and decision-making in humanitarian coordination platforms.
- Increasing and supporting the existing capacities of local and national NGO coalitions and responders with a particular emphasis on strengthening the Leadership for Local Women-led NGOs and refugee-led initiatives.
- Collating and developing evidence-based Documentation and Research that lead to collective advocacy action, and serve as a reference for members in their advocacy and policy efforts.
- Increasing understanding and efforts to reduce barriers that prevent local and national actors from advancing their leadership and humanitarian response growth.



- Focusing on improving the quality of partnership and working with NGO Fora to support and complement their advocacy action.

The Leadership Strengthening for Local Women-led Organisations (WLOs): Leadership development and capacity strengthening for local women leaders in particular is an identified need that has emerged from a wide range of localisation engagement in previous years (Grand bargain Workstream has highlighted this). Local women leaders are particularly under-represented in humanitarian leadership structures. The leadership strengthening will link to existing efforts and engage countries on resolution 1325 and national action plans with NGO networks in the different regions.

Purpose of the Consultancy

ICVA aims to expand its engagement and support to Women led organisations in MENA, Asia and Africa regions and to support the participants' effective engagement at the humanitarian coordination platform at the global, regional and in-country levels. Additionally, through this engagement, we aim to identify opportunities for influencing engagement, gaps including in funding, leadership, representation in decision making – within humanitarian response structures, cycles and mechanisms and long-term perspectives.

The consultant will develop and deliver **three Women's Humanitarian Leadership Training programmes for local and national women-led NGOs (WLO) and local CSOs** in the selected regions, with a key focus on **strengthening leadership, collective advocacy, donor and partner engagement and policy influence**, and other related subjects tailored to the participants needs and expectations. Moreover, the consultant will be expected to design tailored training modules and tools that are based on needs and existing gaps for the targeted local Women Organisation and Women led networks to strengthening and building on their existing skills on leadership, joint humanitarian coordination, collective advocacy strategies and actions.

The programme will focus on leadership strengthening and professional development, locally relevant supportive practices, and peer exchange of expertise. Linkages with global discussions and processes of research and analysis within the humanitarian sector and women's rights movements more broadly will also be facilitated. ICVA will collaborate with the consultant to lead on designing the leadership training programme in a participatory way with ICVA team and selected women leadership teams.

Three training programmes will be organised per targeted region as a regional platform to have a discussion on concrete thematic subjects, inviting different stakeholders and decision makers to attend and participate in the discussion, noting that each region must be contextualised. ICVA's regional team in MENA, Asia and Africa regions, will work closely with the lead consultant in designing and facilitating the engagements with the different stakeholders and targeted participants.

Finally, this training and learning programme will serve as an opportunity of mutual learning and exchange, the participants from WLO in each region will be given the space to present their stories, progress, and how they have been able to address certain challenges in their own country context to their peers at the regional workshop. This will help create meaningful networking opportunities for women leaders with their peers and counterparts from UN agencies and other humanitarian stakeholders who may be engaged.

Objective of the Consultancy

To support ICVA MENA Regional Hub with the planning, organisation, development and delivery of the above-mentioned leadership training. This includes developing the workshop, development of training tools, materials and presentations and facilitating the training session. The consultant is expected to:

- Design the overall structure and content of the training sessions. Compile into a training guide and running sheet; and build on existing resources and good practice
- Identify external speakers to contribute to sessions during the workshop



- Engage WLOs to ensure session content and format are well matched to the requirements of participating WLOs
- Develop the required tools and resources for the training in good time to allow required translation of tools into Arabic, French and any other languages when needed
- Liaise closely with and provide regular updates to the ICVA Regional team and ICVA focal point on Localisation to ensure effective preparation and delivery of the leadership training
- Coordinate with Regional Gender in Humanitarian Action- GiHA, the Humanitarian Country team, and any other regional coordination bodies relevant to identify appropriate speakers, participants, resources
- Communicate with identified speakers, panellists, 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, tools and materials, etc.) during the workshop to ensure successful conduct of the workshop

The training structure and content will be developed for the specific target audience but at minimum should include:

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

Training Date and Duration

The three training events will be held in 2022-2023. The duration of the training will depend on the workshop design, to be identified during the development process. The first training is expected to take place in October 2022 in the MENA Region, followed by the second training in Asia in November 2022, and the third training event to be held in a selected country in Africa in March 2023. Each training event is expected to be delivered over 5 working days, and the consultant is required to design the full programme and to do the full preparations that lead to designing a tailored programme to the needs in each region.

Training Participants: Up to pre-identified 20 WLOs per region. Each network will be represented by two participants. For instance, the Secretariat Director/Coordinator plus other one key position, and their chair/steering committee/board member/s, or the head and deputy for individual Organisation.

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
- Training evaluation forms
- Training report including evaluation and follow up and recommendations that are identified by WLO in each region
- Pre and Post Survey

Engagement with ICVA

The consultant will report to the ICVA focal point on Localisation and will work closely with the ICVA Regional Representatives and Deputy Regional Representatives in the regions and wider ICVA team members as required.



Consultant requirements

- At least 10 years of progressive experience in the humanitarian leadership training and women networks and gender related issues;
- Excellent understanding of the global humanitarian coordination architecture;
- 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 designing and delivering training methods, approaches and training techniques;
- Experience and expertise in conducting leadership training in different regions: MENA, Africa and Asia;
- Excellent writing and communication skills;
- Proven experience in developing tools and resources to support NGO Networks;
- Excellent English writing skills; other languages an asset;
- Understanding of ICVA’s mission and NGO contribution to the humanitarian sector;
- Proven ability to work autonomously; and
- Proven ability to work under pressure and be flexible, including ability to cope with deadlines, 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.

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, outline of subjects that could be covered by the training, and three references
- Budget estimation for the design and the delivery of this training in the three regions (number of total days and daily rate)

Please mention ‘**ICVA Regional Leadership learning Programme- WLO**’ 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 in July 2022.

The final deadline for application is 27 June 2022.