



Consultancy

Support for Regional Representatives: West and Central Africa & East and Southern Africa

Location: Home based
Contract: Consultancy
Starting date and duration: As soon as possible at 100% for two months.

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 has regional Representatives based in Nairobi and Senegal who require support for their day-to-day functions until a recruitment is finalised. This is therefore a short- term gap fill and has the opportunity for the consultant to apply for a longer-term role with ICVA.

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

The consultant will be expected to

- Support with existing projects as well as assist with design and drafting of new grant proposals as needed
- Support with donor reporting for certain projects
- Follow weekly meetings of the Working Group and execute follow up action points
- Develop weekly recaps of regional outcomes for ICVA weekly email
- Provide coordination support in a number of areas as directed
- Support a regional workshop
- Support with administrative functions for the representatives such as drafting of documents and reports

The consultant requirements:

- Experience in Grant/ project management
- Experience in humanitarian field, ideally in senior role
- Experience in coordination
- Excellent communication skills
- Fluency in both English and French

Reporting Lines

The consultant will work in close collaboration with ICVA Africa Regional Representatives, one in Nairobi and one in Dakar. The portfolio of work will likely be split 50/50 between West and Central Africa and East and Southern Africa.



A GLOBAL NGO NETWORK
FOR PRINCIPLED AND EFFECTIVE
HUMANITARIAN ACTION

To apply

Applications including cover letter, CV or resume and proposed consultancy rate (daily) should be sent by email to recruitment6@icvanetwork.org

The closing date for applications is 23 September 2022.

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.