Terms of Reference
ICVA Consultancy for the Regional Workshop on
Strengthened Partnerships for Principled and Effective Humanitarian Action in MENA

Location: Home-based with one travel for the workshop (Amman, Jordan)
Contract: Short-term
Duration: Up to 10 Days
Application Deadline: 15 September 2023
Starting date: Immediately
Ending date: 30th of November 2023
Reporting to: ICVA MENA team

I. ICVA

Founded in 1962, International Council of Voluntary Agencies (ICVA) is a global network of 160 non-governmental organizations (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.

Since March 2023, ICVA embarked on a two-year project Strenthened Partnerships for Principled and Effective Humanitarian Action supported by Bureau of Humanitarian Assistance (BHA) of USAID, with an aim to improve the quality of partnerships to serve principled and effective humanitarian action between NGOs, states, donors, and other key stakeholders and to foster lasting positive change throughout the sector at national, regional, and global levels. In consultation with L/NNGOs, UN agencies, donors, and other actors, it was pointed out that while local and national actors are more legitimate in representing and pursuing the interests of local communities and need as such to seat on the decision-making table, the capacity, funding, and knowledge constraints in local and national NGOs persist. Moreover, within existing partnerships, opportunities for capacity strengthening of and knowledge sharing with national/local NGOs are limited. To address these challenges, ICVA proposes to provide such an opportunity for knowledge sharing among and capacity strengthening of national and local NGOs through workshops to enable more equal partnerships and fuller participation in decision making processes in line with the broader localization agenda.

II. Objectives of the Position

The objective of this consultancy will be to ensure the smooth planning and organization of the Regional Workshop on Strenthened Partnerships for Principled and Effective Humanitarian Action in MENA. The consultancy will also involve the overall management of all relevant activities in the lead-up to, during and following the event. This will require liaising with both internal and external stakeholders and partners. The consultant will collaborate with and be supervised by the ICVA MENA team.
III. Scope of Work

- Support workshop planning and agenda development: develop the workshop plan and detailed agenda that include presentations, panel discussions, and group work in consultation with ICVA team.
- Support speakers and partners engagement: work with ICVA team to identify speakers, experts and partners, and organize their involvement accordingly through various communication channels such as email, online meetings, Skype follow-up, etc.
- Workshop Execution: deliver and facilitate key sessions or delegate this to one of ICVA team or members, monitor the smooth execution of the workshop, proactively handle any last-minute or arising issues and troubleshoot any emerging problems during the workshop and ensure everything runs according to plan.
- Post-Event follow-up: Send thank-you notes, follow-up emails, and produce a workshop reports to all the participants. With clear recommendations to ICVA about next steps and any required follow up.

IV. Qualifications and Experiences

- At least a university degree in international relations, political science, social science, or related field.
- A minimum of 5-7 years of relevant professional experience in project management, partnerships, or NGO management required. Previous experience in designing and organizing capacity strengthening events/workshop is required.
- Excellent English written and verbal communication skills.
- Proven ability to work autonomously and remotely from home.
- Understanding of ICVA’s mission knowledge of humanitarian landscape in MENA and key regional actors including NGOs and other stakeholders is a desired.
- Comfortable with team working.

How to Apply

Interested applicants should submit their curriculum vitae and a letter (one page maximum) outlining their relevant expertise and suitability for this undertaking to icvamena@icvanetwork.org by 15 September 2023. Applications will be reviewed on a rolling basis.

*The hired consultant must fulfil the legal obligations under ICVA regulations as well as ICVA’s organizational safeguarding policy.*