



A GLOBAL NGO NETWORK
FOR PRINCIPLED AND EFFECTIVE
HUMANITARIAN ACTION

Terms of Reference Updating Humanitarian Financing Materials

Short Term Consultancy

Organisation: International Council of Voluntary Agencies (ICVA)

Duration: 20 to 30 days

Starting date: July – December 2024

Location: Home-based

About ICVA

Established in 1962, the International Council of Voluntary Agencies (ICVA) comprises a worldwide network of more than 160 non-governmental organisations (NGOs) engaged in activities across 160 countries. Operating at global, regional, national, and local levels, ICVA is dedicated to enhancing the principled and effective nature of humanitarian action. Through collaborative and independent efforts, the organisation influences policies and practices, fostering collective impact on the humanitarian landscape.

The ICVA 2030 Strategy adopted by the ICVA's General Assembly in 2021 sets the framework for the direction and focus of ICVA's work from 2022-2030. Rooted in ICVA's mission of principled and effective humanitarian action, this strategy sets out the collective values, ways of working and aspirational transformations. ICVA's work focus on three key areas (Forced Migration, Humanitarian Coordination and Humanitarian Financing) to best serve its members and the sector as a whole.

ICVA's distinctive strengths are embedded in operational methodologies, encompass analysis and explanation, convening, connecting, influencing and advocating, supporting, and collaborating. With a historical foundation in Geneva, the ICVA Secretariat extends its reach across Africa, Asia, Latin America, and the Middle East and North Africa (MENA) region.

Background and Focus

Critical to ICVA's work is to provide its members with the information needed to improve the effectiveness and efficiency of their work, access financing and strengthen their voice in national and international policy forums.

The humanitarian financing policy space is evolving quickly. IASC task forces/working groups have or are ending. Grand Bargain 3.0 is rolling out, with several initiatives underway related to nexus and innovative financing, as well as localisation. Pooled funds continue to develop as effective vehicles for local and national NGO funding and eventually nexus financing. To both continue to adequately take stock of these various processes, build off them and ensure their impact on efficient and effective humanitarian action, it is critical that their content is concisely and impactfully shared with the membership for their onwards use. In addition to its monthly bulletin, ICVA makes available online, webinars, guidance documents, short overviews, and more in-depth research to advance the knowledge of its members. Many of these documents however are currently outdated, new processes are yet to be captured, and mutual knowledge sharing opportunities are not adequately used.



In addition to dissemination of key policy content, there is a need to assist ICVA's local and national members and NGO networks in accessing available pooled fund resources. As per the latest ICVA review, one of the key barriers to accessing pooled financing is a lack of timely information, including which funding sources could be available when and on what basis.

In the area of humanitarian financing, ICVA is looking to hire a consultant to review, update, and complete the current information and guidance tools available to its members, on critical areas affecting their access to quality financing.

Areas to be reviewed include:

- ICVA's materials on the Grand Bargain and IASC processes and their outcomes and content to date.
- Navigating donor and regulatory conditionalities, including counter-terrorism legislation, bank de-risking, anti-money laundering.
- Definition and negotiation tactics to improve access to quality funding
- Access to development and climate funding.
- Guide and access to humanitarian pooled funds.

Methodology

The detailed methodology will be developed by the consultant and agreed with ICVA.

Engagement with ICVA

The consultant(s) will work closely with and report to the ICVA Humanitarian Financing Team.

Objectives

1. A critical review of the current ICVA resources relevant to humanitarian financing available publicly or to the membership in light of the needs of ICVA members.
2. Updating or developing (with interested members) key info, guidance documents and links to resources on critical humanitarian financing issues as agreed with the ICVA team, including information on how to access pooled funding and updates on potential development and climate financing sources of funding.

Deliverables

1. Agreed work plan and timeline. (1 day)
2. Review of existing information pieces and suggested action plan to improve, update or develop the humanitarian financing materials required by the members. (8 days)
3. The update/development of materials as agreed with the ICVA team. (10 to 20 days)

Consultant requirements

Specific requirements:

- A basic understanding of and a strong interest in the humanitarian financing field
- Proven experience in knowledge sharing and communications
- Ability to synthesize a large amount of data and information for practitioners.
- Experience in working for or with a local or national NGO, warmly welcomed.



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General requirements:

- Excellent writing and communication skills with the ability to analyse complex information and transmit synthesised messages to various audiences.
- Excellent communication skills in English. French, Spanish and/or Arabic would be an asset.
- Proven ability to work autonomously and be flexible, including ability to cope with deadlines, multiple tasks, competing and changing demands.
- Understanding of ICVA's mission and NGO contribution to the humanitarian sector.
- Note: Throughout the work, the consultant must be registered in accordance with the legal requirements at their base 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 your CV, any examples of relevant previous work, a short proposal (approx. 2-3 pages), including how you meet the criteria for the consultancy, outline of proposed approach and methodology, and requested day rate to recruitment_2@icvanetwork.org

Please mention **"Knowledge Sharing"** in the subject line.

The final deadline for application is 20 July 2024.

Applicants from all countries are encouraged to apply and teams of consultants are welcomed.

ICVA promotes diversity in its recruitment process.

ICVA's selection process includes rigorous background checks and reflects our organisational integrity and commitment to make humanitarian action more principled and effective.