Terms of Reference
NGO Forum Coordinator
Network for Iraq Organisations for Coordination and Cooperation

Position: Short-term NGO Forum Coordinator

Reports to: Steering Committee of Local Network

Duty station: Baghdad, Iraq

Duration and type of contract: 4 months with possibility of extension

Hosted by the Public Aid Organisation (PAO), in Iraq, the establishment of the Network for Iraqi Organisations for Coordination and Cooperation was formulated based on the vital needs for locally-led effective coordination, also after the dissolution of the NGO Coordination Committee for Iraq (NCCI). The need for coordination among all actors both local and international NGOs is apparent, and the network was set up to serve as a coordinator for the newly established Iraqi network (sharing information, and support in collaboration with various stakeholders such as the UN, government structures, and other INGOs). In addition to this, the local network aims to continue providing essential advice, consultations, guidance, and training to strengthen and enhance the role and activities of local NGOs in Iraq and coordinate regularly with international actors to advance the localisation agenda in the durable solutions context inside Iraq.

1. Role and Responsibilities

The NGO Network Coordinator Representative will be responsible for facilitating, leading, and quality managing the work of the NGO Forum ensuring it remains relevant to the needs of its members and is appropriate to the context.

The NGO network Coordinator will have the purview of NGO engagement across Iraq, and the overall coordination system in Iraq (Humanitarian Coordination Team (HCT), Durable Solutions Platform, etc.) and engage at country-level authorities, elevating operational concerns in strategic decision-making mechanisms and processes and engaging in regional and global platforms to raise the profile of the Iraq context.

At this time, the network is looking for a short-term representative for four months. This short-term consultancy will be hosted by Public Aid Organisation, one of the co-founders of the newly established NGO network. During this time the priorities of the role will include the following:

Responsibilities:

Administrative Tasks

- Compliance with and adherence to PAO policies, guidance and procedures

- Arrange and Chair regular meetings; proactive agenda setting; facilitating a space for NGO-NGO collaboration; enabling sharing of information and analysis for effective decision-making

- Arrange and Chair regular meetings with the steering committee.

- Increase, improve, and manage the NGO Network membership mechanism, update, and manage members master list (membership engagement plan to put together with the support of ICVA).
- Identify capacity development needs of the membership.
- Establish an annual plan for the forum in consultation with the membership, steering committee, and ICVA.

Strategic Coordination and Representation

- Ensure transparent coordination mechanisms and regular information sharing between network members and other stakeholders.

- Ensuring active participation, and representation of the membership at the HCT, Protection and the Durable Solutions Platforms.

- Help strengthen high quality countrywide coordination within humanitarian actors and between humanitarian and conflict mitigation/peacebuilding, recovery and development/governance actors.

- Ensure representation of the local organisations at the HCT, the Durable Solutions Platform, localisation working group, and actively participate in the established localisation strategies. In addition to any other coordination platforms at the in country and regional levels.

Information Sharing, Analysis and Best Practice

- Acting as focal point for information/experience sharing with and among NGOs on relevant issues including managing NGO Forum and NGO Steering Committee membership, contact lists and mailing lists.

- Offer regular analysis on key thematic and operational issues impacting humanitarian, recovery and development responses and affected populations.

- Ensure timely response to requests for help and information from member organisations, non-member organisations and other stakeholders, such as donors, governments and UN agencies. Often this requires a high degree of coordination and the collection of sensitive information.

- Create feedback mechanisms, open learning channels, support pilot efforts for knowledge management, and ensure information flow between NGOs.

Critical Interfaces

- Relevant interfaces for this position are: NGO Forum Steering Committee: reporting, information, collaboration, and cooperation.
- NGO Country Directors: coordination, collaboration, and information.
- UN agencies: lobbying, representation, information, and collaboration.
- Donors: Lobbying, information, and collaboration.

2. Competencies

Competencies are important in order for the employee and the organisation to deliver desired results. They are relevant for all staff and are divided into the following two categories:

Professional competencies: These are skills, knowledge and experience that are important for effective performance.

2.1 Generic professional competencies for this position:

- 7+ years of experience in a conflict or post-conflict setting with an INGO or local NGO in a coordination or senior management role (e.g. Country Director or similar levels).
- Experience working in complex humanitarian situations is preferred.
- Tertiary undergraduate/postgraduate qualifications in international relations, political science, development, or another relevant field.
- Proven high-profile management, coordination, and advocacy experience in a humanitarian context.
- Familiarity with humanitarian principles and response architecture (such as UN or INGO-led coordination mechanisms) and key humanitarian policy issues.
- Familiarity with the Nexus and development response architecture.

- Strong understanding of conflict sensitivity and protection.
- Documented results related to the position's responsibilities.

2.2 Context/Specific skills, knowledge and experience:

- Knowledge of the Iraq context or previous experience working in the Middle East.
- Experience in administration and coordination of coalition or secretariat functions a plus.
- Strong communication, interpersonal, facilitation, and diplomatic skills.
- Fluency in English and Arabic, both written and verbal, with strong writing and editing skills.
- Kurdish language is desirable.
- Excellent computer skills.

3. Performance Management

The employee will be accountable for the responsibilities and the competencies, per the PAO Performance Management Manual. The following documents will be used for performance reviews:

- The Job Description.
- Work- and Professional Development Plan.
- The Mid-term/End-of-trial Period Performance Review Template.
- The End-term Performance Review Template.
- The PAO Competency Framework.
- Documentation and Record-Keeping.

4. How to Apply

If you have the required expertise and skills, please apply by sending the following application requirements to icvamena@icvanetwork.org.

1. CV.
2. Cover Letter: Outline how you meet the criteria for the short-term coordinator role, relevant previous experience, and your priorities for the first two months.
3. Three references.
4. Financial Proposal.
5. Copy of academic or professional certificates.

Please mention **'NGO Forum Coordinator- Iraq'** 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.

The final deadline for application is **19 November 2024.**