

**TERMS OF REFERENCE  
CAPACITY STRENGTHENING CONSULTANT**

<b>Organization</b>	NEAR - Network for Empowered Aid Response, <a href="http://www.near.ngo">www.near.ngo</a> (Hosted by Adeso - African Development Solutions, <a href="http://www.adesoafrica.org">www.adesoafrica.org</a> )
<b>Position Title</b>	Consultancy
<b>Study/Assessment Topic</b>	Capacity Strengthening Consultant
<b>Position Location</b>	Nairobi, Kenya
<b>Reporting To</b>	Programs Manager - NEAR
<b>Working With</b>	NEAR Secretariat and other Consultants
<b>Starting Date</b>	February 2018
<b>Duration</b>	Five (5) Months

**ABOUT ADESO**

Adeso is an expanding and vibrant African based international development and humanitarian organization. At Adeso, we work with African communities who are yet to realize their full potential; working inside these communities to create environments in which Africans can thrive. Our belief that economic, social and environmental security is the bedrock of a healthy community drives the nature and intent of our programming. We work to prevent and overcome situations that adversely affect community well-being by: reinvigorating the economy, developing skills for life and work, providing humanitarian aid, and influencing policy.

**ABOUT NEAR NETWORK**

Adeso together with other local and national NGOs have come together to form a global network which was launched in May 2016 at the World Humanitarian Summit in Istanbul, Turkey. The network, NEAR (Network for Empowered Aid Response), is a movement of local organizations with a bold ambition – to reshape the top-down humanitarian and development system to one that is locally driven and owned, and is built around equitable, dignified and accountable partnerships.

**BACKGROUND FOR CONSULTANCY**

The Capacity Strengthening Consultant (CSC) is responsible for coordinating, implementing and monitoring the NEAR Capacity Strengthening Programme in Africa with a focus on 3 countries. The post-holder will be based in Central or Eastern Africa, but will be expected to travel frequently within Central-Eastern Africa region and more specifically to South Sudan, Somalia and DRC.

The NEAR Network capacity strengthening programme is funded by OFDA and ECHO and works with 25 partners in five countries (Nepal, South Sudan, DRC, Somalia and Turkey). The goal of the programme is to strengthen members’ ability to manage and deliver quality emergency preparedness, response, recovery and resilience programmes.

It aims to strengthen organisational capacity of members and raise awareness, commitment and understanding of humanitarian principles and standards across members. The programme focuses on providing in-depth support to a small number of members to develop their leadership, compliance and financial management, communications and fundraising.

The CSC will work with members to address their capacity development needs in order to manage and deliver quality emergency preparedness, response and recovery programmes based on their capacity self-assessments and capacity development plans. Support members to implement capacity development plans through accompaniment, technical expertise, and training and long-term capacity development, using participatory learning processes so members improve their organisational systems and staff capacity. Support members to develop strong systems and procedures for emergency preparedness; programme management and accountability including meeting sectoral standards. Develop and support members' leadership, management and core humanitarian skills, work with consultants and staff from other NGOs to provide training or run workshops as needed.

The CSC oversees the work of 6 members per country to assess and prioritise their capacity development needs and strengthen their ability to prepare and respond to crisis in their communities. They will support members through providing ongoing guidance and advice, facilitating peer learning as well as mentoring and sourcing specialist technical support. The post-holder will design, coordinate and facilitate participatory learning processes with members. The post-holder will represent the NEAR in the humanitarian capacity development programming in Africa region identifying opportunities for collaboration within NEAR and with other key stakeholders. The post holder will be a member of the NEAR team and will feed into the learning and direction of the programme.

### SCOPE OF WORK

The post holder will work closely with NEAR Programs Manager and secretariat programme staff. The post-holder will also work with Adeso staff on quality management of the project and will also work closely with the local members and other strategic partners.

### ACCOUNTABILITY

This post will be managed by the NEAR Programs Manager.

### Key Responsibilities

#### **Provide Accompaniment and Capacity Development Support to Members in Africa, South Sudan, Somalia and DRC (70%)**

- Provide support, coordination, monitoring and review of the humanitarian capacity development work with individual members and the wider impact of the programme in each country.
- Develop and follow detailed work plan.
- Review requests from member organisations for capacity development support.
- Capture & share learning experiences including peer learning, and adopt good practices.
- Ensure monthly reporting from the capacity strengthening team to the secretariat and donors.

- Oversee the support to 6 organizations in DRC to use the self-assessment tool to conduct organizational capacity assessments and develop customized capacity strengthening plans.
- Oversee support to 12 organizations in all African countries to implement the capacity strengthening plans, including individual and joint organizational learning activities.
- Organise leadership forums and peer learning events
- Collaborate with others to establish a platform of mentors, who can provide coaching and mentoring for SNGOs.
- Monitor and track progress made based on individual baselines and identified gaps.
- Ensure end line organizational assessment is commissioned at the end of the project.

### Collaboration (30%)

- Act as a focal point for liaising with members and external stakeholder on NEAR capacity strengthening mandate.
- Coordinate with partners and other INGOs/networks in the region to identify potential opportunities for collaborating on training or capacity development and prevent duplication.
- Support the Regional Team to build and strengthen relationships with member agencies and agencies of strategic importance in relation to humanitarian capacity development.
- Develop and share tools, resources and learning within membership and with other key internal and external stakeholders.
- Strengthen the capacity of NEAR staffing humanitarian response.

## QUALIFICATIONS

### Understanding Our Context

- Actively supports NEAR vision, mission and values and what we aim to achieve.
- Commitment to and demonstrated experience of working with humanitarian principles, standards and best practice.

### Working Together

- Actively supports NEAR mission and values.
- Ability to work comfortably members.
- Ability to work in a cross-cultural environment.

### Making Change Happen

- Ability to take the initiative, work autonomously, creatively, innovatively and effectively to make decisions with limited direct supervision.
- Ability to quickly establish and maintain trusting, effective relationships to achieve results in short-timeframes.
- Ability to share complex information, influence and liaise with key stakeholders effectively in line with NEAR principles.
- Highly organised with the ability to manage multiple tasks.

### Technical Skills and Experience:

- Proven successes in working with local organisations in capacity building particularly in emergency preparedness and response.
- Experience of facilitating internal change processes and participatory learning processes.
- Experience of managing emergency preparedness and response projects.
- Experience of organisational capacity assessments and capacity development plans.
- Understanding of emergency preparedness planning and procedures.
- Experience of developing and using programme cycle management tools including monitoring and evaluation frameworks and data collection and analysis tools.
- Understanding of and ability to influence others to incorporate accountability, DRR, gender, protection, HIV/AIDS and diversity in their humanitarian work.

### Desirable Job Specific Requirements:

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- Experience of coaching, mentoring and mediation.
- Experience of working remotely under minimum supervision
- A background in organisational development, management, leadership or HR.
- Proven experience of successfully implementing an operational emergency programme.
- Experience of working and liaising with international bodies and consortia.

In the event of an emergency the post-holder may be required to provide technical support and guidance to partner organisations and member programme staff on the planning, management and delivery of high quality humanitarian programmes.

This list of duties and responsibilities is by no means exhaustive and the post holder may be required to undertake other relevant and appropriate duties as required.

### Attitudes:

- Consistently approaches work with energy and a positive, constructive attitude.
- Demonstrates self-awareness and willingness to change own practice and behaviour.
- Tackles conflicts in a balanced way.

### Other:

- Fluent in written and spoken English and French or Arabic.
- Knowledge and experience of Africa region.
- Able and willing to travel within Central-Eastern Africa region, for up to 70%, sometimes at very short notice and to potentially insecure and difficult environments.

### APPLICATION PROCESS

All applications should be sent to [jobs@near.ngo](mailto:jobs@near.ngo) by **13<sup>th</sup> February, 2018** with “**Capacity Strengthening Consultant**” on the subject line. The selection committee will review all applications as they arrive. All applicants must meet the minimum requirements described above, and those unable to meet these requirements will not be considered.

Each application package should include the following:

- An application letter addressing the selection criteria including how the consultant’s previous experience matches the consultancy objectives as well as the interest for the position. It should also indicate the candidate’s availability and consultancy rates. The letter should be no longer than two pages;
- A sample of recent work;
- Updated CV including relevant work experience and qualifications;
- Contact details of 2 references.

**Applications not including all of the above information will not be reviewed. NEAR is an equal opportunity employer.**