



**TERMS OF REFERENCE**  
**CAPACITY STRENGTHENING CONSULTANT - ASIA**

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| <b>Organization</b>           | NEAR - Network for Empowered Aid Response, <a href="http://www.near.ngo">www.near.ngo</a><br>(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 - Asia  |
| <b>Position Location</b>      | The Position Holder Will Be Based At A Member Office In Asia  |
| <b>Reporting To</b>           | Programs Manager - NEAR   |
| <b>Working With</b>           | NEAR Secretariat and other Consultants  |
| <b>Starting Date</b>          | May 2018  |

**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.

**JOB PURPOSE**

The Capacity Strengthening Consultant - Asia (CSC-A) is responsible for implementing the NEAR Network capacity strengthening programme in Asia with a specific focus on partner capacity strengthening in Nepal. The post-holder will be based at a member office in Asia. They will travel frequently to Nepal and within Asia.

The NEAR Network capacity strengthening programme is funded by ECHO and works with 25 partners in four countries (Nepal, South Sudan, DRC and Somalia). 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 - A will work with members to identify and prioritise their capacity development needs to manage and deliver quality emergency preparedness, response and recovery programmes through conducting capacity self-assessments and developing 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 - A will work direct with 6 members and indirectly with 4 (total 10 members) in Nepal 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 and sourcing specialist technical support. The post-holder will design, coordinate and facilitate participatory learning processes with members. They will represent the humanitarian capacity development programme in Asia region identifying opportunities for collaboration within NEAR and with other key stakeholders. They will be a member of the NEAR team and will feed into the learning and direction of the programme.

#### **JOB SCOPE**

The post holder will work closely with Capacity Strengthening Coordinator and secretariat programme staff including the member hosting agency or network. 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 Programs Manager. The post holder has no budgetary or line management responsibilities. The post holder will also work closely with other members of the NEAR capacity strengthening programme team.

#### **Key Responsibilities**

##### **1. Development and implementation of the Capacity Strengthening Project in Asia (30%):**

- Provide oversight, management, monitoring and review of the humanitarian capacity development work with individual members and the wider impact of the programme in Asia.
- Develop detailed work plan with the project team and participating members
- Review requests from member's organisations for capacity development support.
- Capture & share learning experiences including peer learning, and adopt good practices.
- Commission and oversee the work of consultants and service providers working on humanitarian capacity development.
- Contribute to the development of funding proposals for capacity development work as required.
- Report monthly according to donor requirements.

**2. Provide Accompaniment and Capacity Development Support to Members in Asia, Nepal (60%):**

- Develop selection criteria and identify organization to benefit from organizational capacity support in Nepal.
- Oversee the support to 25 organizations to use the self-assessment tool to conduct organizational capacity assessments and develop customized capacity strengthening plans.
- Oversee support to 25 organizations to implement the capacity strengthening plans, including individual and joint organizational learning activities.
- Assist in organising leadership forums and peer learning events
- Ensure that sharing of resources and facilitate collaboration of peer support and learning across organisations.
- Collaborate with others to establish a platform of mentors, who can provide coaching and mentoring for local and national NGOs.
- Assist in Organising Capacity Strengthening Mid Term review meeting
- Organise end-line organizational assessment at end of the project

**3. Collaboration (10%):**

- Act as a focal point for liaising with members and external stakeholder on NEAR capacity strengthening mandate in Asia.
- 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 team to build and strengthen relationships with member agencies and agencies of strategic importance in relation to humanitarian capacity development.
- Represent NEAR in relevant working groups and interagency for the purposes of coordination and learning.
- Develop and share tools, resources and learning within membership and with other key internal and external stakeholders.

**Essential NEAR Core Values**

**Our values**

*Humanity beyond identity*

- Ensure programme is people centred and all humanitarian and development responses benefit people in need directly.

*Independence*

- Be independent of outside influences
- Value vision and mission of NEAR Network

*Dignity*

- Respecting the inherent value and worth of each person

*Credibility and mutual accountability*

- Be honest
- Have integrity

*Inclusiveness*

- Ability to work in a team
- Ability to express ideas freely

**Technical skills and experience:**

- Proven successes in working with local organisations in capacity building particularly in emergency preparedness and response.
- Experience of working remotely across different regions
- 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 tool
- Understanding of and ability to influence others to incorporate accountability, DRR, gender, protection, HIV/AIDS and diversity in their humanitarian work

**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 Asian language (especially Nepali and Hindi)
- Knowledge and experience of Asia region.
- Able and willing to travel within Asia for up to 6 months annually, sometimes at very short notice and to potentially insecure and difficult environments.
- Additional global travel may be needed

**Desirable Job Specific Requirements**

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



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### **APPLICATION PROCESS**

All applications should be sent to [jobs@near.ngo](mailto:jobs@near.ngo) by **29<sup>th</sup> April, 2018** with "**Capacity Strengthening Consultant - Asia**" 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.