



Consultancy for support to Christian Aid Ireland's Humanitarian Programme September 2023

Type of contract:	Consultancy
Duration:	Average 3 days per week from October 2023 to March 2024
Location:	Dublin office or remote/ home working, with some in-person meetings in Dublin

1. Introduction & Purpose

Christian Aid Ireland is an international aid, humanitarian and development agency working with local partners and communities of all faiths and none. The Christian Aid family works across 27 countries to support poor and marginalised people, whatever their beliefs, sexuality, gender or ethnicity, to lift themselves out of poverty. We are an independent but connected entity within the wider Christian Aid family, sharing the same vision and values. Together with Christian Aid country teams and partners, Christian Aid Ireland has been delivering programmes in countries across Africa, Asia and the Middle East and Latin America and the Caribbean since 2003 to build more just, equal and inclusive and peaceful societies, and support the agency of communities affected by protracted and sudden humanitarian crises. Christian Aid Ireland's programme work focuses on governance and human rights, peacebuilding and conflict prevention, gender equality and social inclusion, and humanitarian response and resilience. **Localisation and working in partnership** is at the core of Christian Aid Ireland's approach to international programme work; Christian Aid Ireland's programmes are implemented by partners at local, national and international level, to promote local agency and deliver sustainable change.

Christian Aid Ireland's humanitarian portfolio includes funding from Irish Aid's '*Ireland's Civil Society Partnership for A Better World*' under the Chronic Crisis Stream and Acute Crisis Stream, from ECHO, and from humanitarian appeals, including the Irish Emergency Alliance. This work is supported by Christian Aid Ireland's humanitarian team, led by the Humanitarian Programme Manager. The Humanitarian Programme Manager has taken on an internal secondment for a period of seven months (September 2023 – March 2024). The purpose of this consultancy is to provide support at a senior level to Christian Aid's humanitarian programme work for the duration of this secondment. The consultant will not fulfil all aspects of the Humanitarian Programme Manager role, but will oversee the humanitarian portfolio and ensure that key deliverables are met to the required standard.

1.1 Christian Aid Ireland's humanitarian portfolio & team

Christian Aid Ireland's humanitarian portfolio consists of Irish Aid Chronic Crisis Stream funding in the Democratic Republic of Congo, Myanmar and South Sudan, two ECHO projects in Myanmar and one in Nigeria. We also have funding for sudden onset emergencies under the Irish Aid Acute Crisis Stream, and from emergency appeals. Christian Aid Ireland has made a strategic commitment to growing our humanitarian portfolio, with a specific focus on ECHO funding, and will support a number of Christian Aid country programmes in Africa, Asia and Latin America to apply to the ECHO HIPs 2024.

Christian Aid Ireland's humanitarian team consists of a Humanitarian Programme Manager (currently on secondment), a Humanitarian Programme Quality Advisor for the Irish Aid programme, and a



Humanitarian Programme Officer with primary responsibility for ECHO funding. The humanitarian team is part of Christian Aid Ireland's Programme Development Unit and reports to the Head of Programmes.

2. Objectives

The overall objective of the consultancy is to provide senior level support to Christian Aid Ireland's humanitarian portfolio for the duration of the secondment of the Humanitarian Programme Manager.

Specific objectives are:

- To ensure timely and high quality programme management of the Irish Aid Chronic Crisis Stream and Acute Crisis Stream, including delivering on reporting requirements.
- To provide high quality support to ongoing ECHO contracts, including delivering on reporting requirements.
- To support the preparation and submission of ECHO 2024 HIPs, with a focus on providing technical input at the project design stage and supporting the preparation of high quality applications.
- To provide technical support to the Humanitarian Programme Quality Advisor and Humanitarian Programme Officer.
- Representation and participation in strategic processes including Christian Aid Ireland's relationship with VOICE EU, Christian Aid Ireland's application for ECHO Programme Partnership Agreement and contribute to relevant humanitarian coordination mechanisms.
- To ensure that Christian Aid Ireland's humanitarian portfolio continues to grow in line with Christian Aid Ireland global strategic objectives and Christian Aid Ireland's Programme Strategy 2023 – 2027.

3. Primary relationships

The consultant will work closely with Christian Aid Ireland's Humanitarian Programme Quality Advisor on the Irish Aid programme, and Humanitarian Programme Officer on the ECHO portfolio. The consultant will be directly managed and report to the Christian Aid Ireland Head of Programmes.

The consultant will work closely with Christian Aid Ireland's programme development and funding team in relation to the new and existing ECHO portfolio, and with relevant global and country/ regional staff on the preparation of humanitarian proposals and management of ongoing projects.

4. Delivery/ activity plan

The consultant will be responsible for overseeing and delivering Christian Aid Ireland's humanitarian portfolio, in coordination with the Humanitarian Programme Quality Advisor and Humanitarian Programme Officer. The primary focus of the consultancy will be ensuring that key programme management activities and deliverables, including financial and programme management of humanitarian projects and programmes, and donor reporting and proposals, are delivered on time and to an appropriate standard. Where possible, the consultant may also provide input to strategic



processes, such as development of CHRISTIAN AID IRELAND's relationship with VOICE, input into strategic discussions, application for ECHO Programme Partnership Agreement, development/ review of processes and procedures for working with other teams and departments, etc. The consultant will participate in and contribute to relevant coordination mechanisms, e.g., the Dóchas Humanitarian Aid Working Group.

The consultant will not take on full line management of Christian Aid Ireland's two humanitarian roles, but will support and oversee their work from a technical perspective.

The consultant will be expected to make at least one overseas visit to support Christian Aid Ireland's humanitarian work, most likely to support the development of ECHO proposals in one or more countries.

4.1 Key tasks and deliverables

Acknowledging the highly unpredictable nature of humanitarian work, the below list is not exhaustive, but includes some of the key deliverables the consultant will be expected to deliver or oversee:

i) Irish Aid Chronic Crisis Stream:

- Technical support to programme implementation.
- Oversight of financial management, including budget reallocation exercise.
- High quality report submitted to Irish Aid on 1 April 2024:
 - Data collection and preparation of Results Framework.
 - Narrative reports from each country and synthesised at programme level.
 - Financial reporting, including Flow of Funds and Expenditure Report.
- Support development of programme of work and budget for CCS 2024.

ii) Irish Aid Emergency Response Fund Scheme/ Acute Crisis Stream:

- Oversight of close out of ERFs and ACS projects, including financial and narrative reporting and any additional deliverables agreed with Irish Aid.

iii) ECHO ongoing contracts:

- Technical support to programme implementation.
- Preparation of high quality narrative and financial reports, including interim reports, quarterly monitoring reports, remote management reports and final reports.

iv) ECHO HIP 2024:

- Support planning and country programme selection process.
- Support preparation of country programme teams to develop high quality applications, including development of internal guidance notes for Single Form, identifying training needs.
- Support proposal development and submission for selected Christian Aid country programmes, including in-country support.

v) Representation and participation in strategic processes:

- As requested/ agreed with the Head of Programmes, the consultant may represent Christian Aid Ireland's humanitarian work and team and participate in strategic processes, including but not limited to:
 - Participation in the Dóchas Humanitarian Aid Working Group, and the HAWG meeting with Irish Aid.



- On-boarding of Christian Aid Ireland into VOICE EU.
- Preparation and submission of of ECHO Programme Partnership Agreement.

5. Management and inputs

The consultancy will be managed by Christian Aid Ireland Head of Programmes. The Christian Aid Ireland Administrative Assistant – Programmes will provide administrative support, e.g., to schedule meetings, arrange international travel.

6. Timeframe and budget

The consultant must be available for the full duration of the contract. The number of days per week can be negotiated, based on the consultant's availability and workload requirements. A fee structure based on a monthly retainer linked to agreed deliverables is proposed, rather than a daily fee.

Expressions of interest should include details of the applicant's availability within the time period and proposed fee and fee structure. The consultant's fee should include all relevant costs of work (electricity, printing, etc.) and applicable taxes. International travel expenses will be paid in addition to consultancy fees. The consultant is welcome to work at the Christian Aid Ireland Dublin office for the duration of the contract if convenient and preferable.

7. Required expertise

Expressions of interest should include details of relevant expertise, including the following:

- University degree in a relevant subject or equivalent experience.
- Significant overseas programme experience in a humanitarian context.
- Knowledge and expertise of working with institutional humanitarian donors, with a strong preference for experience of working with Irish Aid and/or ECHO.
- Experience of working with local NGOs in humanitarian emergencies in Africa, Asia, Middle East or Latin America and the Caribbean.
- Proven understanding of project cycle management, results-based management and frameworks and monitoring, evaluation and learning methodologies.
- Experience of protection and GBV in humanitarian programming.
- Knowledge of relevant humanitarian standards and principles including SPHERE, CHS.
- Excellent writing skills, including demonstrated experience of writing high quality donor project and programme reports and proposals.
- High level of numeracy and understanding of financial controls and procedures.
- Experience of managing small teams is desirable.
- Ability to work through French is desirable.

8. Expressions of interest

Expressions of interest should include:

- **CV** of consultant.
- **A brief cover letter** outlining the consultant's relevant skills, expertise and experience in relation to the ToR; availability during the consultancy timeframe; and proposed approach to delivering the consultancy.



- **Proposed fee structure**, including all applicable costs and taxes, and VAT if applicable.
- **References**: two professional references.

Tenders should be sent to recruitmentireland@christian-aid.org with the email subject marked as 'Humanitarian Consultant Tender', by Sunday 8th October 2023.