

Consultancy on Professional External Audit (Annual Statutory Audit) - RFP-TZA-FIN-2025-001 At Danish Refugee Council

Terms of Reference (TOR) for Annual Statutory Audit

Who is the Danish Refugee Council

Founded in 1956, the Danish Refugee Council (DRC) is a leading international NGO and one of the few with a specific expertise in forced displacement. Active in 40 countries with 9,000 employees and supported by 7,500 volunteers, DRC protects, advocates, and builds sustainable futures for refugees and other displacement affected people and communities. DRC works during displacement at all stages: In the acute crisis, in displacement, when settling and integrating in a new place, or upon return. DRC provides protection and life-saving humanitarian assistance; supports displaced persons in becoming self-reliant and included into hosting societies; and works with civil society and responsible authorities to promote protection of rights and peaceful coexistence.

DRC has been operational in Tanzania since 2015 and has been implementing projects in the refugee response. The operation is based in Nduta, Mtendeli and Nyangusu refugee camps. The area offices are located in Kibondo and Kasulu with a country office in Dar es Salaam. DRC established the operation in Burundi in October 2018. The country program is managed from Bujumbura under the supervision of the Tanzania Country Program. Our vision is a dignified life for all

Purpose of the consultancy/Audit

The Danish Refugee Council based in Tanzania, seeks proposals from a consultant to perform annual audits, as a statutory obligation in-line with the provided law as articulated in Section 29 of the NGO Act 2002, which we need to submit annual returns.

In Tanzania, like in many other countries, NGOs (Non-Governmental Organizations) are required to comply with certain regulations and reporting obligations. Two key requirements for NGOs in Kenya are:

1. Filing 2024 annual return of income to Tanzania Revenue Authority (TRA) through through e-filing system.
2. Preparation of Financial Statements: NGOs in Tanzania are also obligated to prepare and maintain financial statements. These financial statements should accurately reflect the organization's financial transactions, including income, expenses, assets, and liabilities. The financial statements must be audited by a certified auditor and made available for review by relevant authorities, donors, and the public. Proper financial reporting ensures accountability and transparency in the NGO's financial management.

It is crucial for NGOs to adhere to these requirements to maintain their legal status, demonstrate transparency, and build trust with stakeholders, including donors, beneficiaries, and the government. Failure to comply with these obligations may lead to penalties or the revocation of the NGO's registration. As regulations and compliance requirements may change over time, NGOs should regularly keep themselves updated with the latest guidelines issued by the Tanzanian authorities.

Background

DRC has executed programmes that have been funded by a wide range of institutional donors and private foundations. With this backdrop, DRC is compliant with the Tanzanian laws and NGO Coordination Board under which it is registered. Further, DRC follows the accounting guidelines as set out in the DRC Operations Handbook, Finance section and implements projects in conformity with Donor Standards and Regulations.

The organization collaborates with the Tanzanian government, UN agencies, and other partners to address the needs of vulnerable populations in the country.

Objective of the consultancy/Audit

The purpose of this consultancy is to provide auditing services is geared towards providing an audit opinion on the overall financial statements of DRC in line with the statutory requirements and conducting an independent appraisal of key financial and operations controls.

The audit will therefore examine the Income Statement, Balance Sheet and Trial Balance records for DRC. The statements for DRC will be generated from Dynamics financial system in Tanzania Shillings for the audit period 1st January 2024 to 31st December 2024.

The expected expenditure level to 31.12.2024 is TZS 12,000,000,000.

Scope of work and Methodology

The Consultant will be required to prepare a detailed methodology and work plan indicating how the objectives of the project will be achieved and the support required from DRC.

Accounting and Financial Management Information

The DRC processes are guided by policies and procedures contained in the DRC Operations Handbook. DRC uses Dynamics Accounting system, which is multi-currency accounting software, with the USD Dollar (USD) & Tanzania shillings (TZS) as the base currencies in Tanzania. Each Donor contract has a designated project code that distinctively identifies each contract. Donor funds received are coded to the relevant project code and expenses incurred are also charged to the relevant project code and donor reference budget line, hence allowing for expenses tracking, monitoring and reporting.

The Auditor Independence and Qualification

DRC is requesting proposals from licensed certified public accountants' firms to audit its financial statements from the financial year ending 31st December 2024, with the option of auditing its financial statements for the 2024 financial year.

The auditors must be completely impartial and independent from all aspects of management of financial interests in the entity being audited. The Auditors should not during the period covered by the audit nor during the undertaking of the audit, be employed by, serve as a director for, or have any financial or close business relationships with any senior member in the management of the Danish Refugee Council.

The Auditors should disclose any relationship that might possibly compromise their independence.

That auditors should have demonstrable experience in applying general accepted audit standards; the Audit Firm must employ adequate staff with appropriate professional qualifications and suitable experience in auditing the accounts of non-governmental organizations.

Specifically, the Audit Scope will include but will not be limited to:

1. Audit of DRC's Income Statement and Balance Sheet Reports covering the period 1st January 2024 to 31st December 2024.
2. Obtain sufficient audit evidence to substantiate, in all material aspects, the accuracy of the information contained in the Balance sheet reports.
3. Obtain an understanding of internal controls and perform tests of internal controls.
4. Perform procedures to determine whether DRC has complied with laws, rules and regulations.
5. Issue an Independent Auditor's Report that states but not limited to the following:
6. An Opinion (or disclaimer of opinion) as to whether the Financial Statements present fairly in all material respects.
7. Filing 2024 annual return of income to Tanzania Revenue Authority (TRA) through through e-filing system.
8. Certification of annual returns through the e-filing system of TRA.
9. Obtain sufficient audit evidence to substantiate, in all material respects, the accuracy of the information contained in the Balance Sheet reports.
10. Tax Computation for 2024, preparation of final return of Income.
11. Obtain an understanding of internal controls and perform tests of internal controls.
12. Perform procedures to determine whether DRC has complied with country laws, Tax laws, statutory requirements and regulations.
13. Perform a test on the DRC procurement procures, engagement of vendors if they comply with Tanzania regulations and procedure and identify any risks for noncompliance.
14. Perform a test on the DRC employment and recruitment procedures and employee engagement if they compliance with Tanzania Labor laws and employee relationship act.
15. Perform test on all Cash and bank reconciliation and ensure all accounts are reconciled.
16. Perform test on payrolls to obtain sufficient evidence on the amount of PAYE paid and all other statutory deductions.
17. Obtain sufficient evidence on all With-holding Taxes paid on professional services, rent and any other relevant payment as per Tanzania Tax laws.
18. Obtain sufficient evidence of all income received during the year and reconcile with financial statements and bank statements.
19. Perform a check on the DRC Management of inventories and Assets if they comply with the required standards and advice on the areas of improvement
20. Ensure audited financial statements are prepared in the correct and standard template as required by the Country Laws, regulations and standards and that all required information is captured.
21. Issue an independent Auditor's Report that states but is not limited to the following:
 1. An Opinion (or disclaimer of opinion) as to whether the financial statements present fairly in all material respects.
 2. A report on internal controls, which shall describe the scope of testing of internal controls and the results of the tests.
 3. A schedule of findings and questioned costs that includes a summary of the auditor's results.
 4. A statement on the organization's compliance with legal and regulatory requirements
 5. Whether the financial statements and supporting documents of Danish Refugee Council Tanzania fairly present the cash receipts and expenditure in all material respects and that the funds were used for the purposes defined by Danish Refugee Council Tanzania

program.

22. Deliverables

The Auditor will submit the following deliverables upon execution of the work as mentioned below:

1. The Audit Report

The Auditor will issue an independent auditor's report for the institution's financial statements for the year 2023 which shall capture the audit opinion as to whether there is fair presentation of the financial statements in all material aspects.

1. Management Letter

The management letter indicating observations made from the audit engagement and recommendations arising from the observations. The Management Letter should categorize clearly High-Risk areas, Medium-Risk areas and Low-Risk areas for each of the risks to be reported as stated below (a) to (g) to enable management to prioritize to manage the risks of the organization:

1. Give comments and observations on the accounting records, procedures, systems and controls that were examined during the audit.
2. Identify specific deficiencies and areas of weakness in systems and controls and make recommendations for improvement.
3. Report on the implementation status of recommendations pertaining to previous period audit reports.
4. Communicate matters that have come to their attention during the audit which might have a significant impact on the implementation and sustainability of the project; and
5. Bring to the Board's attention any other matters that the auditors consider pertinent.
6. Ideally, the management letter will include reactions/comments from DRC Management on the weaknesses noted by the auditors.

Duration, timeline, and payment

The auditors shall be prepared to complete the assignment no later than:

1. Interim Audit to begin on 24th March 2025 and end by mid-April 2025, and the
2. Final Audit to be finalized by 20th May 2025.

Payment installments will be as agreed in the contract.

Proposed Composition of Team

The Auditor/Consultant should submit CVs for all staff to be involved in each job title for the Team that includes Audit Partner, Audit team leader, Audit manager, Audit senior, Audit assistant or Special expertise, if necessary.

Eligibility, qualification, and experience required

The Firm profile and the Curriculum Vitae (CVs) of the firm's partners should be provided to DRC by the principal of the Audit Firm who would be responsible for signing the opinion, together with the CVs of the Managers, Supervisors and Key personnel proposed as part of the Audit Team. In particular, the firm should:

1. Be approved by NBBA & the partners should be in good standing with NBBA or any

accounting professional institution and have active audit license

2. The firm should have been in practice for a period of not less than 5 years
3. The firm must have five years' experience in audit of large International Non-Governmental Organisations (INGOs) and conducting statutory audit.
4. The firm must have experience in IT systems audit
5. The firm must have at least two partners who are full time practitioners
6. The audit team must have Audit and accounting qualifications and level of experience (minimum of 5 years' experience) of the key proposed personnel in relation to audit of financial service institutions.
7. Be able to demonstrate that the audit team has vast experience in the sector.
8. Be able to demonstrate ability to engage with different stakeholders in the sector including the Tanzania Revenue Authority (TRA) and other government departments.
9. Meet with the organization's representatives to agree on the scope of the audit and address queries arising from the audit.
10. Be competent to provide Value-added services on matters related to taxation, Insight on changing operating environment and audit standards. Technical supervision

The selected audit firm will work under the supervision of the Country Head of Support Services

Location and support

DRC operations for Tanzania Programme are transacted in Kibondo as the field office where the documents are retained except for few documents which are retained on Dar Office where few documents are retained. The auditor will be expected to specify the sample transactions required prior to the commencement of the audit to facilitate remittance of the supporting documents. Payroll is a centralized function and is done for Tanzania Programme in the Kibondo field Office.

The auditors will have full and complete access during working hours to all records and documents (including books of accounts, legal requirements, Program Grant Agreements and Budgets, minutes of meetings, bank records, invoices and contracts) and employees. The Auditor will also have right to access to information on banks, consultants, contractors, partners and other persons or firms engaged by DRC.

Travel

While executing the assignment, there will be some travel expected to some of the areas we work in within the country and DRC will facilitate the related costs.

Evaluation of bids

DRC will evaluate proposals and award the assignment based on technical and financial feasibility in line with DRC Procurement guidelines.

A bid shall pass the administrative evaluation stage before being considered for technical and financial evaluation. Bids that are deemed administratively non-compliant may be rejected.

Documents listed in RFP invitation letter Must be submitted together with your bid.

If any information required during the administrative evaluation is not provided by the bidders, DRC may choose to request bidders to supply this information within 48 hours of the tender opening. Please note that this is only applicable for documentation that does not alter the details in the bid, such as price information.

Note: Proposals failing to meet the minimum requirements stated above will not be considered further.

Financial Evaluation

Financial proposal – should be all inclusive and itemized to show audit fees, taxes, incidentals, logistics cost and any other cost associated with this assignment. The financial proposal should be in Tanzania Shillings.

TERMS & CONDITIONS

The auditor must be completely impartial and independent from all aspects of the management or financial interests in Danish Refugee Council.

DRC reserves the right to accept or reject any proposal received without disclosing reasons to applicants and is not bound to accept the lowest bidder.

CONFIDENTIALITY

All information presented, obtained, and produced is to be treated as DRC's property and is considered as confidential for all other purposes than what is outlined in these terms of reference.

ADDITIONAL INFORMATION

For additional information regarding these terms of reference, please send your questions to procurement.tza@drc.ngo

Please find complete bidding documents in the following link: [RFP-TZA-FIN-2025-001 - Consultancy on Professional External Audit \(Annual Statutory Audit\)](#)

How to apply

Bids can be submitted by email to the following dedicated, controlled, & secure email address:

tender.tza@drc.ngo

When Bids are emailed, the following conditions shall be complied with:

- **The RFP number shall be inserted in the Subject Heading of the email**
- **Separate emails shall be used for the 'Financial Bid' and 'Technical Bid', and the Subject Heading of the email shall indicate which type the email contains**
 - The financial bid shall only contain the financial bid form, Annex A.2
 - The technical bid shall contain all other documents required by the tender, but excluding all pricing information
- Bid documents required, shall be included as an attachment to the email in PDF, JPEG, TIF format, or the same type of files provided as a ZIP file. Documents in MS Word or excel formats, will result in the bid being disqualified.
- Email attachments shall not exceed 4MB; otherwise, the bidder shall send his bid in multiple emails.

Failure to comply with the above may disqualify the Bid.

DRC is not responsible for the failure of the Internet, network, server, or any other hardware, or software, used by either the Bidder or DRC in the processing of emails.

Bids will be submitted electronically. DRC is not responsible for the non-receipt of Bids submitted by email as part of the e-Tendering process.

Managing Director, Dana Asia Singapore At Dana Asia

The Managing Director of Dana Asia Singapore (MD) will lead, manage, and drive the strategic vision of the advisory service. The MD will be responsible for overseeing the daily operations, enhancing business development, and establishing strong relationships with stakeholders. This role requires a dynamic leader who can effectively bridge the gap between nonprofit and for-profit sectors, leveraging innovative strategies to support social impact initiatives, manage consultancy services, and ensure the organisation's long-term growth and sustainability.

Strategic leadership

- Work with the Group CEO to develop and execute the organisation's strategic plan aligned with its mission, vision, and values.

Fundraising and corporate partnerships

- Work with the Group CEO to develop and implement a comprehensive fundraising strategy to secure funding through CSR initiatives, family foundations, HNW donors, corporate sponsorships, and strategic partnerships.

Advisory project management & partner relations

- Identify suitable partners for project implementation and manage all due diligence processes.

Financial oversight and governance

- Lead financial planning, budgeting, and forecasting to meet short-term and long-term goals.
- Present regular updates to the Group CEO and Board on the financial health of the organisation.
- Drafting board papers for board meetings and reporting to DA boards on financial performance and impact.
- Ensure compliance and local governance in Singapore.

Advocacy & representation

- Act as the public face of the organisation in external events, conferences, and stakeholder meetings and promote Dana Asia's mission and work as a trusted voice in the field of social impact and advisory.

Core Competencies:

- Experience in similar roles for international organisations is preferable.
- The successful candidate will be an experienced manager who is proactive in driving progress and has proven successful in achieving targets.
- Capable of visionary planning, innovation, and aligning strategies with organisational goals.
- Proficient in budgeting, financial sustainability, and resource allocation.
- Access to a network of potential donors with proven success in building professional relationships and managing high-level engagements.

- Able to problem-solve with decisive, innovative leadership.
- Able to self-manage and confident in decision-making, leading a team, and working autonomously in a team based all over the world.

Other information:

- This role will be based in Manila, Philippines with occasional international travel.

How to apply

Qualified and interested candidates should send an email with a letter of intent and an updated curriculum vitae to admin@danaasia.org. A full job description will be sent to those who pass initial screening.

Visit our website at www.danaasia.org for more details

Reintegration Assistant At International Organization for Migration

Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration, works closely with governmental, intergovernmental and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.

IOM Sierra Leone, overseen by the West and Central Africa Regional Office, operates with a focus on executing country-specific programs aligned with the strategic priorities of the region. IOM has been operating in Sierra Leone since 2001.

Since signing a cooperation agreement with the Government of the Republic of Sierra Leone in April 2001, IOM has actively engaged in diverse migration management and migration governance efforts in Sierra Leone. The Organization concentrates on various programmes aimed at addressing migration needs, challenges and promoting sustainable development, with a broader objective of fostering safe, orderly, and well-managed migration in Sierra Leone.

This position will support the efforts on voluntary return and reintegration of stranded Sierra Leoneans returning to their country of origin to provide sustainable reintegration assistance with emphasis on undertaking Technical Vocational Educational Training (TVET).

Under the overall supervision of the Head of Office in close coordination with the Programme Coordinator and direct supervision of the Reintegration Officer the incumbent will perform the following functions:

Responsibilities and Accountabilities

Core Functions / Responsibilities:

1. Support the implementation of migrant reintegration activities, including assistance to case management and Assisted Voluntary Return and Reintegration (AVRR) activities through a

protection centered case management approach.

- 2.Support implementation of Technical Vocational Educational Training among returned migrants.
- 3.Assist beneficiaries returning to Sierra Leone with post arrival assistance and reintegration support by using appropriate tools and screening methodologies.
- 4.Support provision of social and psychosocial support to assigned cases.
- 5.Support returning migrants in the preparation of individual reintegration plans.
- 6.Support monitoring activities of the individual reintegration plans as pertaining the project guidelines and raise any issues to the direct supervisor.
- 7.Responsibly maintain a comprehensive and updated case file for each case undertaken; inform and keep beneficiaries updated for the progress of the status of reintegration support process.
- 8.Participate in handover of beneficiaries' in-kind reintegration support and collect relevant documentations as specified.
- 9.Conduct field visits, as and when necessary.
- 10.Perform other related duties as required.

Required Qualifications and Experience

EDUCATION

- Degree in psychology, Counseling, Social Work, Migration Studies and other related Social Sciences, with a minimum of three years' experience in the field of Migration Management including operational and field experience. Or
- School Diploma with five years of professional experience in the related field.

EXPERIENCE

- Experience in implementation of successful Technical and Vocational Education Training (TVET), youth employability and micro-enterprise start-up programmes.
- Experience in case management.
- Previous work experience with international humanitarian organizations, on-governmental and/or government institutions implementing Technical and Vocational Education Training an added advantage.
- Social Worker background is an advantage.

SKILLS:

- Proficient in Microsoft Office applications e.g. Word, Excel, PowerPoint, E-mail, Outlook;
- Attention to detail, ability to organize paperwork in a methodical way;
- Discreet, details and clients-oriented, patient and willingness to learn new things; and,
- High level of interpersonal communication; commitment, efficiency, flexibility, drive for results,
- Demonstrated ability of working effectively and harmoniously with colleagues from varied cultures and professional backgrounds to achieve desired goals.
- Clearly communicates, and listens to feedback on, changing priorities and procedures

Language:

- For this position, fluency in English and Krio is required (oral and written).

How to apply

Interested candidates can apply via the below link.

[View the external job posting](#)

Senior Project Assistant At International Organization for Migration

The International Organization for Migration (IOM), established in 1951, is the leading intergovernmental organization in the field of migration. IOM works closely with governmental, intergovernmental, and non-governmental partners to promote humane, safe, and orderly migration.

Since 2021, IOM Sierra Leone (SL), has been working closely with Sierra Leone's Government, development partners, civil society, and local communities to strengthen migration management across various thematic areas. IOM SL aims to address current and emerging migration realities in Sierra Leone by improving access to safe, orderly, and regular migration founded on evidence-based policy and rights-based practices whilst addressing the various adverse drivers of irregular and forced migration. The focus of IOM SL on maximising the benefits of migration are in line with the socio-economic development agenda espoused in the Sierra Leone's National Medium Term Development Plan which acknowledges improved migration management as a crucial component in fostering social-economic development. Furthermore, IOM SL has been supporting the Government of Sierra Leone through various programs including on technical and vocational training, migration in the context of climate change as well as integrated border management.

The GOLA-REAP – Resilience, Empowerment, Access and Peacebuilding along Liberia and Sierra Leone border project is dedicated to nurturing strengthened relationships between local communities, forest rangers, and border authorities in the Gola Forest landscape along the Liberia and Sierra Leone border.

By fostering collaboration and trust, the project facilitates the prevention and peaceful resolution of conflicts while also promoting sustainable resource management on each side of the border region of Liberia and Sierra and at the cross-border level. Moreover, it empowers at-risk youth in their communities by promoting climate-smart agriculture, thereby fostering resilience and deterring their involvement in illicit activities.

Under the overall supervision of the Head of Office and the Programme Coordinator, direct supervision of the Project Support Officer, and in close collaboration with other project teams in the IOM Sierra Leone Country Office, the successful candidate will be expected to perform the tasks outlined below.

Responsibilities and Accountabilities:

1. Assist in the planning, coordination, implementation and monitoring of activities for the IOM Sierra Leone peacebuilding project;

2. Organize and undertake field visits to implement project activities and monitor their progress in consultation with the supervisor, project partners and stakeholders;
3. Act as a focal point for administrative coordination of project implementation, involving extensive liaison with diverse organisational units and external implementing partners including civil society organisations (CSOs) to initiate requests, obtain necessary clearances, follow-up on administrative actions, etc;
4. Compile, summarize, analyse, and present information/data on specific project topics, highlighting noteworthy issues for the consideration of appropriate parties;
5. Draft status reports; identify shortfalls in delivery, bring them to the attention of the supervisor and suggest corrective measures;
6. Support in the drafting of correspondence on project issues; prepare and update reports, briefing notes, graphics, statistical tables, and other forms of documentation in close coordination with the project team and M&E officer;
7. Organize meetings, workshops and training sessions; prepare training materials and participate in the delivering of capacity building workshops;
8. Assist in the response to complex information requests and inquiries; set up and maintain files/records in close coordination with the project team and M&E officer;
9. Participate in meetings and conferences; maintain effective liaison and coordination with local authorities, partners, United Nations agencies, intergovernmental and non-governmental organizations, donors and other stakeholders relevant to the project;
10. Monitor work of implementing partners/service providers and report progress and any non-compliance to the supervisor;
11. Provide inputs for the development of concept papers and provide general support for the development of new projects; and,
12. Perform other related duties as assigned.

EDUCATION:

- University degree in international relations, political science, or a related field from an accredited academic institution with four years of work experience; or,
- Completed secondary education with six years of relevant working experience.

EXPERIENCE

- At least 4-6 years of relevant experience in such areas as border management, peace building, community and stakeholder engagement, including operational and logistical experience in project implementation.
- Experience in liaising with governmental authorities, national/international institutions; United Nations agencies and non-governmental organizations;
- Experience planning, facilitating, and evaluating trainings required, with experience facilitating trainings with government officials and civil society organization's preferred;
- Prior experience with the production of reports is preferred; and,
- Experience in the Kenema District of Sierra Leone (especially in the Gola Rainforest area) would be an advantage.

SKILLS

- Strong interpersonal and communication skills;
- Attention to detail and ability to organize,
- Strong training and facilitation skills;
- Self-motivated, objective driven and able to use own initiative and work under pressure with minimum supervision; and,
- Computer/software literate with good knowledge in Microsoft Office.

Languages:

REQUIRED:

For this position, fluency in English is required (oral and written). Working knowledge of local languages (Krio and Mende) is essential.

DESIRABLE:

Working knowledge of any other relevant local language is an advantage.

How to apply

Interested candidates can apply through the below link:

- [View the external job posting](#)

Senior Education Consultant - International Development (Norad Framework) At Bodhi Global Analysis

About Bodhi Global Analysis

Bodhi Global Analysis is a leading consultancy specialising in providing formative research and monitoring, evaluation, and learning (MEL) services to international NGOs and UN agencies in the international development sector. We are expanding our roster of consultants to strengthen our bid for the Norad Framework Agreement for Education and Research in Development contexts.

The Opportunity

We are seeking an experienced Education Consultant with expertise in education systems and research in development contexts to join our consulting roster. This position offers the opportunity to work on diverse assignments for Norad, focusing on education and research in alignment with Sustainable Development Goals 4 and 9.

Key Responsibilities

- Conduct evaluations, reviews, and appraisals of education programs, portfolios, and project proposals
- Develop literature reviews, knowledge summaries, and technical reports on education in development contexts
- Perform policy and strategic sector analyses for education initiatives
- Provide technical advice on gender-responsive country programming processes
- Assess education financing mechanisms and governance structures
- Contribute to quality assurance processes for education projects

Essential Requirements

- Minimum of 8 years' experience in education and research in development contexts
- Ability to read Norwegian (required for reviewing Norwegian-language documents)
- Fluency in written and spoken English
- Experience in at least three of the following thematic areas:
 - Strengthening education systems
 - Higher education and research systems development
 - Teacher training and development
 - Quality education assessment and improvement
 - Technical and Vocational Education and Training (TVET)
 - Gender in education and research
 - Inclusion of marginalized groups in education
 - Education in crisis and conflict settings
 - Education and climate change
 - Education and research financing
 - Transition from education to employment
 - Education as a Human Right
- Demonstrated expertise in monitoring and evaluation, including assessment of results frameworks and budgets
- Strong analytical and report writing skills
- Experience working in developing countries, particularly in Sub-Saharan Africa, South Asia, or the Middle East

Desirable Qualifications

- Fluency in French
- Advanced degree in Education, International Development, or related field
- Experience working with Norad or other Nordic development agencies
- Expertise in gender analysis and gender-responsive programming
- Knowledge of Norwegian development aid policies and priorities
- Experience with multilateral education organizations (UNESCO, UNICEF, World Bank)
- Understanding of education financing mechanisms

How to apply

To apply, click on the link below and submit your application including:

- A detailed project-based CV (maximum 4 pages) highlighting relevant experience

- A cover letter explaining your suitability for the position
 - Details of your experience in the thematic areas outlined in the job description
<https://bodhiglobalanalysis.com/jobs/7b93a841-de2d-4647-bd40-27691ee79516/apply>
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Consultancy-Fundraising Strategy Coaching and Mentorship At Oxfam GB

Project: Masarouna/ Our pathway

Country: Iraq – Kurdistan Region of Iraq (KRI)

Preferred typology of the consultancy: in person

Location: Erbil – Sulaimaniyah

Background

Oxfam is an international confederation counting 22 organizations working together with partners and local communities in more than 90 countries.

Oxfam has been working in Iraq since the 1990s with both an expanding and contracting presence. At present, Oxfam works through five offices across the country.

Oxfam in Iraq's strategy is shaped around 3 key pillars 1) Humanitarian response 2) Governance and 3) Equality. Within each of these pillars, intervention covers the following sectors: Emergency Food Security and Vulnerable Livelihoods, Water and Sanitation and Hygiene, Gender and Protection, Emergency lifesaving support, and Local Humanitarian Leadership.

Assignment background:

In response to the evolving funding landscape in Iraq and globally, Oxfam is launching a **Coaching and Mentorship Consultancy** aimed at strengthening the capacities of partner organisation in becoming more sustainable from funding prospective. This initiative will provide targeted support to partners in developing robust funding strategies that align with the changes in the funding landscape. Through tailored coaching and hands-on mentorship, the consultancy will assist partners in identifying potential funding opportunities and provide strategic guidance in proposal development.

Methodology:

To ensure an effective and needs-based approach, the consultancy will employ the following methodology:

1. **Needs and Capacity Assessment:** Conduct a comprehensive assessment of partners' organizational needs, funding capacities, and areas of expertise to tailor support accordingly.
2. **Capacity Building:** Design and deliver targeted training sessions based on identified gaps, equipping partners with essential skills in fundraising including exploring crowdfunding as a

potential funding avenue, donor engagement, and proposal writing.

3. **Market Research:** Perform in-depth research to map and identify potential funding sources, including private donors, philanthropists, foundations, and institutional funders relevant to the partners' thematic focus areas.
4. **Funding Strategy Development:** Guide partners in designing a strategic, long-term funding plan that reflects their organizational goals, sectoral priorities, and the evolving donor landscape.
5. **Proposal Development Support:** Provide hands-on mentorship in drafting high-quality funding proposals, including reviewing and refining concept notes and full proposals to enhance competitiveness.

Deliverables and timeframe

The consultancy period is three months, with the expected start date to be **March 20th, 2025, and continued support until June 20th, 2025.**

1. Develop an outline for each coaching and mentorship session, tailored to the specific needs of partner organizations.
2. Conduct a needs and capacity assessment of partner organizations, identifying key gaps and opportunities in their funding strategies.
3. Perform market research to identify relevant funding opportunities, including private donors, institutional funders, Iraqi diaspora and alternative financing options.
4. Develop a comprehensive funding strategy framework for each partner, incorporating donor trends, diversification plans, and sustainability measures.
5. Prepare training materials, including PowerPoint presentations, and evaluation tools (feedback forms, pre/post-assessments) for each capacity-building session.
6. Deliver at least three rounds of capacity-building training sessions on funding strategy development, donor engagement, proposal writing, and fundraising techniques, with each session accommodating 10-12 participants.
7. Provide hands-on mentorship in proposal development for the duration of 10 working hours per partner, including supporting partners in drafting and refining at least one funding proposal per organization.
8. Submit a final report within one week after the last training, including:
 - Summary of activities conducted
 - Key findings from the assessment and feedback forms
 - Lessons learned and recommendations for future interventions to enhance partners' funding sustainability

Please note, there will be multiple rounds of feedback on content and language. The service provider is expected to have the flexibility for amendments and adjustments after the delivery of the first draft of the outline, training materials, and PowerPoint presentation.

Supervision and management

The Masarouna Project Manager and the Head of Programmes will provide technical and practical supervision to the consultant/ consultant team.

Logistics

Oxfam team will organize the logistics related to the arrangements of venues, accommodations for the participants only, and lunch for everyone.

The consultant is responsible for the day-to-day follow-up on the attendance lists, participant feedback collection, and any specific stationary materials needed for the training (if the hotel is the hotel is not able to provide them to provide them). The consultant will be responsible for their own travel and accommodation costs.

Ethical requirements, safeguarding and confidentiality.

Do no harm. The consultant should be inclusive of all participants, culturally sensitive, and participatory, he/she/they will ensure the application of the “do no harm” principle. The consultant shall respect the Oxfam code of conduct and the guidance regarding safe programming.

Lastly, the service Provider shall not use or disclose to any person during or at any time after service provider’s engagement by Oxfam any information relating to Oxfam’s business and operations or any other matters which may come to Service Provider’s knowledge whilst providing the Services and which may reasonably be regarded as confidential (Confidential Information).

Skills and Experience:

- Knowledge of the funding landscape, socio-political dynamics, and challenges faced by civil society organizations in Iraq.
- Proven experience in conducting needs and capacity assessments for organizations, particularly in funding sustainability and strategy development.
- Strong expertise in donor mapping and market research, with a deep understanding of funding trends, private philanthropy, institutional donors, and alternative financing options.
- Demonstrated ability to develop comprehensive funding strategies, including diversification plans, donor engagement approaches, and sustainability frameworks.
- Experience in designing and delivering capacity-building training, specifically on fundraising, proposal writing, donor engagement, and financial planning for non-profit organizations.
- Hands-on experience in proposal development and grant writing, with a track record of supporting organizations in securing funding through high-quality proposals.
- Excellent facilitation and coaching skills, with the ability to tailor mentorship approaches to different organizational needs and capacities.
- Strong analytical and reporting skills, with experience in developing structured reports, summarizing key findings, and providing actionable recommendations.

Language:

- Fluency in written and spoken English.
- Knowledge of Arabic and Kurdish is an asset.
- In case of lacking Kurdish and Arabic language skills, a translator is required to be part of the consultant’s team.

How to apply

Interested consultancies, with relevant experience and skills based on the ToR, can submit their Expression of Interest (EOI), including the following:

1. Cover letter of no more than 1 page introducing the consultant/team and intention to deliver the assignment. The cover letter should also indicate the consultants’ availability for the proposed period.
2. The technical proposal should provide details on the capacity in line with the competencies required for the assignment, including experience with similar assignments, CVs of the

consulting team directly involved in the assignment, and their specific roles. A work plan detailing the anticipated timeline to undertake the assignment and finalize the deliverables, clearly indicating the dates of delivery. The technical proposal **should not be** longer than 10 pages, including all annexes.

3. Financial proposal consisting in a one-page budget of the offer, covering all major anticipated costs including all the fees related to the training, mentorship sessions and strategy development.

Please submit the EOI and other documents by 11:59 PM Iraq time by **10th of March 2025** to **IRQConsultancy@oxfam.org.uk** with **Fundraising Strategy Coaching and Mentorship**

in the subject line. No EOIs will be accepted after the deadline.

TOR LINK: <https://oxfam.box.com/s/yfzubl24md4t9rkil2rc5jh31olrtxvy>

Consultancy Service To Develop Fairtrade Africa Strategy (Re-advertisement TOR) At Fairtrade Africa

BACKGROUND

Established in 2005, Commerce Equitable Afrique (CEA), trading as Fairtrade Africa (FTA) is an independent non-profit umbrella organization representing 697 Fairtrade-certified producers across 29 countries in Africa and the Middle East. FTA is owned by its members, who include producer organizations engaged in traditional export commodities such as coffee, cocoa, flowers, tea, cotton, wine, bananas, sugar, fresh fruits, herbs, and spices, as well as non-traditional commodities like shea butter, honey, and rooibos. FTA collectively represents over 1,450,000 smallholder farmers and workers (www.fairtradeafrica.net).

FTA is governed by the CEA Board of Directors elected by members. This Board oversees organizational affairs through various permanent and ad-hoc sub-committees. The Executive Director (chief executive officer), supported by the Senior Leadership Team, manages day-to-day operations under the Board's guidance.

The FTA Secretariat is based in Nairobi, Kenya, with four regional offices:

- West Africa Network (WAN): Regional office in Accra, Ghana, and a country office in Abidjan, Côte d'Ivoire.
- Eastern and Central Africa Network (ECAN): Regional office in Nairobi, Kenya, with country offices in Kampala, Uganda, and Addis Ababa, Ethiopia.
- Southern Africa Network (SAN): Regional office in Blantyre, Malawi, and a country office in Cape Town, South Africa.
- Middle East and North Africa (MENA): Supported by the FTA Secretariat.

OBJECTIVE OF THE ASSIGNMENT

FTA is looking for a consultant who will work closely with the Board and the Chief Executive Officer (CEO) to lead the process of the development of a new Strategic Plan for the period of 2026-2028 that will guide FTA in fulfilling its mandate.

SCOPE

The scope and focus of the assignment are to provide technical, strategic and operational support to enable the renewal of the Fairtrade Africa Strategic Plan in line with the changing political, economic, technological, global and social landscape.

The Consultant's tasks will include, but will not be limited to the following:

1. Assessing relevant policies and procedures guiding FTA operations and identifying operational gaps in service delivery to members. This exercise includes performance review against the 2021-2025 strategic plan, assessing the Producer Support Model, and the effectiveness of monitoring, evaluation, and learning (MEL) processes, including the measurement of results. Additionally, the review will focus on organizational structure, budgeting practices, resource mobilization strategies, country and product prioritization, and the governance structure. The goal is to identify challenges, uncover strategic opportunities, and propose innovative approaches to enhance efficiency and impact in the upcoming strategic period.
2. Conducting a PESTEL analysis, to identify strengths, challenges, opportunities, and threats facing the organization, as well as analyzing areas of failure and reasons for sub-optimal performance.
3. Facilitating a detailed SWOT analysis with FTA staff and management, producer organizations, partners and the CEA Board of Directors, and gathering members' aspirations for the next three (3) years.
4. Support Global Strategy Consultations by providing technical support as needed, facilitating input from African producers and stakeholders to ensure their priorities and needs are well-represented in the global strategy.
5. Consult with the Strategy sub-Committee and Thematic Leads to recommend major thematic areas for focus, utilizing the Pareto tool or other applicable management tools.
6. Preparing a draft strategic plan with strategic objectives, an implementation matrix, and a monitoring and evaluation framework, informed by the findings from tasks (i) to (iv) highlighted above, and relevant experiences of similar organizations.
7. Presenting the draft strategic plan to the Strategy sub-Committee and the FTA CEA Board of Directors.
8. Conducting a stakeholder workshop for validation of the draft strategic plan and updating the plan based on stakeholder feedback and submitting the final version to the CEA Board of Directors for approval.

(Note: All reports, analyses metrics, strategic documents developed under this assignment will be the sole property of Fairtrade Africa).

QUALIFICATIONS

A master's degree in strategic management or equivalent, with a minimum of 10 years of relevant experience. Demonstrated expertise in formulating strategic plans is essential. The experts will liaise with the Strategy and Impact Director, and the Strategy sub-committee, to prepare reports, and present findings to the CEA Board of Directors and the CEO. The expert will also facilitate the stakeholders' workshops. The expert(s) must submit three reference letters from clients for similar work completed in the last three years, including contact details.

EXPERIENCE

The ideal Consultant or Consultancy Firm should possess the following experience:

- **Strategic Planning Expertise:** Proven experience in strategic planning for organizations with regional and international affiliations, preferably in Fairtrade. Familiarity with the Fairtrade system and experience with diverse international stakeholders is highly desirable.
- **Sector Expertise:** In-depth knowledge of agricultural value chains, smallholder farmer and worker support, sustainability, and sustainable development. Experience in relevant thematic areas is advantageous.
- **Innovation and Methodological Proficiency:** Ability to propose innovative solutions and familiarity with strategic frameworks and methodologies, including SWOT, PESTEL, and Theory of Change.
- **Facilitation and Engagement Skills:** Strong facilitation skills and the ability to engage effectively with a diverse range of stakeholders, including producers, board members, staff, and partners.
- **Analytical and Synthesis Skills:** Proven ability to conduct stakeholder consultations, synthesize complex inputs, and translate them into coherent, actionable strategic documents.
- **Communication Skills:** Excellent written and verbal communication skills, with the capacity to present ideas clearly to diverse audiences. Working knowledge in French would be a significant advantage to engage French-speaking stakeholders.
- **Team Composition:** A team with diverse expertise relevant to the scope of work, and representatives based in strategic countries or regions will be highly advantageous for addressing multilingual needs within the African context.
- **Report Writing and Deliverables:** Exceptional skills in analysis, synthesis, and drafting high-quality reports that align with project objectives.

DURATION OF ASSIGNMENT

The assignment is expected to last for twenty (20) calendar weeks.

REPORTING

The Consultant will report to the FTA CEA Board of Directors through the Strategy Sub-Committee. The Consultant will provide the following reports:

1. A Report of the Review of Previous Strategic Plan, Producer Support Model, Organizational and Governance Structure (due 10 weeks after commencement)
2. Draft Strategic Plan 2026-2028 (due 15 weeks after commencement)
3. Validation Workshop Report (due 16 weeks after commencement)
4. Final Strategic Plan (due 20 weeks after commencement)
5. SERVICES PROVIDED BY THE CLIENT

FTA will provide relevant documentation and letters of introduction to stakeholders for the Consultant's access to additional information. FTA will cover any costs associated with Consultant's travel and accommodation expenses. All other costs incurred by the Consultant, including office running costs, communication expenses, and report printing, will be the Consultant's responsibility.

How to apply

REQUEST FOR EXPRESSION OF INTEREST

Interested experts are required to submit the following documents:

1. A cover letter introducing the submission.
2. Signed Curriculum Vitae.
3. Evidence of experience in similar assignments.
4. Client reference letters.
5. Proposed Technical Proposal.
6. Financial Proposal.

Note: The financial proposal must be submitted separately from the technical proposal.

APPLICATION PROCESS

To apply, please submit a Technical Proposal, and Financial Proposal containing the above specifications to procurement@fairtradeafrica.net by the close of business on 10th March 2025 at 12.00 noon EAT. The subject of the email submission should be ***“Readvertised Fairtrade Africa 2026-2028 Strategy Development.”***

Only shortlisted candidates will be contacted. If you do not receive a response by 30th March 2025, please consider your application unsuccessful. We appreciate your understanding and thank all applicants for their interest in this opportunity.

Network Administrator At One Acre Fund

About One Acre Fund

Founded in 2006, One Acre Fund supplies smallholder farmers in nine countries with the agricultural services they need to make their farms more productive. We provide quality farm supplies, delivered within walking distance of farmers' homes, and agricultural training to improve harvests. We measure our success by our ability to make farmers more prosperous: On average, farmers harvest 50 percent more food after working with One Acre Fund. To learn more about our work, take a look at our Why Work Here blog for more information oneacrefund.org

About the Role

We are looking for a professional with 3+ years of work experience to join the ITO Networks based in any of our Countries of Operation. You will maintain the networks and systems that keep our organization running. From maintaining Network security to supervising network updates you will not only support Country ITO but also the thread that connects all operations. Deep technological expertise with multiple computer systems, hardware, and software is essential for this role and helps improve our organization. You will directly report to the Networks Lead.

Responsibilities

Infrastructure and Platform Management

- Implement and administer IT Networks: LAN, WAN, network segments, and the Internet.
 - Network connections are stable

- Network connections comply with InfoSec policies
 - High availability.
 - Install and maintain both hardware and software.
- Work through Country ITO (i.e. via SOPs) to manage upgrades and repairs; ensure CITO training.
- Update documentation.
- Identify and pursue opportunities for improvement through automation, cost reduction, or similar.

Monitoring and Event Management

- Design and implement monitoring, alerting, and thresholds; detect potential service disruptions.
- Manage network events and incidents.
 - Determine their significance.
 - Accomplish the correct control action.
- Mitigate network events and incidents.
 - Implement networking redundancies and backup.

Service Networks Requests

- Resolve Tier 2 or 3 incidents within Service level agreements.
- Analyze and implement networking requests to expected standards within agreed timelines.

Career Growth and Development

We have a strong culture of constant learning and we invest in developing our people. You'll have weekly check-ins with your manager, access to mentorship and training programs, and regular feedback on your performance. We hold career reviews every six months and set aside time to discuss your aspirations and career goals. You'll have the opportunity to shape a growing organization and build a rewarding long-term career.

Qualifications

Across all roles, these are the [general qualifications we look for](#). For this role specifically, you will have:

- Cisco certified network associate.
- Network security implementation.
- ITIL, SDLC, InfoSec practices.

Preferred Start Date

As soon as possible

Job Location

Flexible

Benefits

Health insurance, paid time off

Eligibility

This role is only open to citizens or permanent residents of Rwanda, Kenya, Uganda, Tanzania, Burundi, Nigeria, Malawi, and Zambia.

Application Deadline

11 May 2025. Please note that we hire on a rolling basis which means that applications are reviewed and processed on a continuous basis until a hire is made.

*One Acre Fund never asks candidates to pay any money or pay for tests at any stage of the interview process. Official One Acre Fund emails will always arrive from an @oneacrefund.org address. Please report any suspicious communication here (globalhotline@oneacrefund.org), **but do not send applications or application materials to this email address.***

Diversity, Equity, Inclusion (DEI), and anti-racism are deeply connected to our organization's mission and purpose. One Acre Fund aspires to build a culture where all staff feel consistently valued, represented, and connected – so that our team can thrive as professionals, and achieve exceptional impact for the farmers we serve.

We are committed to equal employment opportunity regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, marital status, disability, gender, gender identity or expression. We are proud to be an equal opportunity workplace.

How to apply

Please apply through the link below

<https://grnh.se/ae6a466a1us>

IUCN ESARO Organisational Review & Design At International Union for Conservation of Nature

Request for Proposals (RfP)

IUCN ESARO Organisational Review & Design

IUCN Eastern & Southern Africa Regional Office, Nairobi

RfP Reference: IUCN-2025-02-HR

Welcome to this Procurement by IUCN. You are hereby invited to submit a Proposal.

1. REQUIREMENTS

1.1. A detailed description of the services and/or goods to be provided can be found in Attachment 1.

2. CONTACT DETAILS

2.1. Please address your proposal and all correspondence and questions to the IUCN Contact: IUCN Contact: jolly.chemutai@iucn.org

3. COMPLETING AND SUBMITTING A PROPOSAL

3.1. Your Proposal must consist of the following:

- Signed Declaration of Undertaking (see Attachment 2)
- Method statement explaining how you will address the Terms of Reference in Attachment 1;
- If bidding as an independent Consultant, attach an up-to-date detailed CV indicating experience, skills and qualifications, and evidence of managing similar assignments;
- If bidding as a Company, attach a detailed Company profile indicating history, mission, company values, services offered, key personnel, target market, achievements, and contact details;
- CVs of key personnel who will handle this assignment;
- Company's experience in executing similar assignments;
- Financial proposal including your daily rates and a total lump-sum price. Proposal rates and prices shall be exclusive of Value Added Tax and must be in Kenya Shillings.

Proposals must be prepared in English.

4. CONFIDENTIALITY AND DATA PROTECTION

4.1. IUCN follows the European Union's General Data Protection Regulation (GDPR). The information you submit to IUCN as part of this procurement will be treated as confidential and shared only as required to evaluate your proposal in line with the procedure explained in this RfP, and for the maintenance of a clear audit trail. For audit purposes, IUCN is required to retain your proposal in its entirety for 10 years and make this available to internal and external auditors and donors as and when requested.

4.2. In the Declaration of Undertaking (Attachment 2) you need to give IUCN express permission to use the information you submit in this way, including personal data that forms part of your proposal. Where you include personal data of your employees (e.g. CVs) in your proposal, you need to have written permission from those individuals to share this information with IUCN, and for IUCN to use this information as indicated in 4.1. Without these permissions, IUCN will not be able to consider your proposal.

5. ABOUT IUCN

IUCN is a membership Union uniquely composed of both government and civil society organisations. It provides public, private and non-governmental organisations with the knowledge and tools that enable human progress, economic development and nature conservation to take place together. Headquartered in Switzerland, IUCN Secretariat comprises around 1,000 staff with offices in more than 50 countries.

Created in 1948, IUCN is now the world's largest and most diverse environmental network, harnessing the knowledge, resources and reach of more than 1,300 Member organisations and some 10,000 experts. It is a leading provider of conservation data, assessments and analysis. Its broad membership enables IUCN to fill the role of incubator and trusted repository of best practices, tools and international standards.

IUCN provides a neutral space in which diverse stakeholders including governments, NGOs, scientists, businesses, local communities, indigenous peoples' organisations and others can work together to forge and implement solutions to environmental challenges and achieve sustainable development.

Working with many partners and supporters, IUCN implements a large and diverse portfolio of conservation projects worldwide. Combining the latest science with the traditional knowledge of local communities, these projects work to reverse habitat loss, restore ecosystems and improve people's well-being.

www.iucn.org

<https://twitter.com/IUCN/>

6. ATTACHMENTS

Attachment 1 Specification of Requirements / Terms of Reference

Attachment 2 Declaration of Undertaking (select 2a for companies or 2b for self-employed as applicable to you)

Terms of Reference (ToRs)

Organizational Review & Development Consultant

- ESARO Corporate Services

1.0 Background Information

The ESARO regional programme portfolio has grown significantly over the years, however, there has been minimal investment in our management and implementation capacity to deliver the increased size, complexity and scope of our programmes including the corporate services structures required to manage the risks associated with this growth.

ESARO Corporate Services remains a useful vehicle for enabling programmatic teams meet the commitment of IUCN to position itself effectively in line with our vision. Additionally, corporate services units are responsible for managing the organization's internal operations across different countries, ensuring compliance with local regulations, and facilitating smooth day-to-day functioning to support the achievement of IUCN's overall goals on a global scale; essentially acting as the backbone for the organization's administrative needs across various locations.

The ESARO Regional Management Team (RMT) which has a responsibility to support ESARO staff, teams, and partners to do the best they can in their roles, with the resources they need is concerned about effective quality delivery of its growing portfolio, the need to remain agile as a region and manage regional risks that have come with this growth and wish to have the current delivery model reviewed to ensure we are fit for purpose.

Against this background, IUCN ESARO wishes to engage an organizational development consultant to support in the review of all corporate services functions, structure, people capabilities, mandate, service delivery model and processes.

2.0 Objective

The Organizational Review & development Consultant will specifically conduct a functional review of the following ESARO corporate services departments: Finance and Administration, Grants, Human Resources, IT, Procurement, Monitoring & Evaluation, Communications, Membership.

The primary objectives of this review are:

- To assess the current organizational structure for alignment with the organization's strategic priorities.
- To identify opportunities to align or reorganize departments for greater operational efficiency, synergy, and effectiveness.
- To develop and recommend a more focused organizational structure that supports the long-term development and success of each unit.
- To ensure that roles, responsibilities, and workflows within the organization are clearly defined and effectively communicated.

3.0 Scope of the assignment

The consultant will undertake the following tasks:

- Use feedback from the Focused Group Discussions (FDGs) and RLT to understand current challenges, bottlenecks, and opportunities for improvement.
- Conduct a comprehensive review to assess the efficiency and effectiveness of the existing corporate services structure, including departments, reporting lines, and workflows.
- Assess workflow procedures to identify potential opportunities to align, consolidate, or reorganize departments to maximize efficiency, reduce redundancy, and enhance cross-functional collaboration.
- After review of each unit's mandate propose staffing solutions and development plans to meet the needs of the aligned structure, ensuring each department is well-equipped to support the organization's growth.

- Recommend any necessary structural changes, including new positions, reallocations, or adjustments to reporting lines and responsibilities.
- Provide a development plan to enhance the capabilities and growth potential of each unit, ensuring alignment with overall organizational goals.
- Present findings in a clear and actionable final report, including a new organizational structure, staffing recommendations, and a plan for development.

4.0 Deliverables

- Diagnostic Report: A summary analysis of the current organizational structure, including key challenges, inefficiencies, and opportunities for improvement.
- Proposed Organizational Chart: A revised organizational structure reflecting recommended department alignments, mandates, new roles, realigned Terms of reference and updated reporting lines, and key performance indicators.
- Development Plan: A focused plan for the growth and development of each department, including training programs, capacity-building initiatives, and performance management strategies.
- Final Report: A comprehensive report summarizing the entire review process, findings, and actionable recommendations for implementation.

5.0 Key competencies and experience

5.1 Essential

- Master's Degree or equivalent in Human Resource, Business Administration, Social Sciences or a related field is required.
- Minimum 10 years of working experience on issues related to organizational development or institutional strengthening for an international development organization.
- Demonstrated experience in conducting similar capacity assessments or functional reviews.
- Proven experience in change management in INGOs
- Excellent HR credentials at a strategic level
- Understanding of the context of human resources in ESARO
- Strong business acumen
- Proven experience in designing OD strategies, capacity assessment, and capacity development plans development
- Proven experience conducting functional reviews
- Ability to work under strong pressure and strict deadlines
- Strong command of English, both spoken and written
- Strong facilitation skills
- Strong analytical skills
- Prior working experience with IUCN ESARO

6.0 Duration, Reporting, Location

The estimated level of effort for this assignment is expected to take approximately 21-man days between 1st March 2025 and 31st March 2025. The work will be conducted both in person in Nairobi, Kenya and remotely with weekly updates provided to Regional Director.

7.0 Key Relationships

The Consultant will report to the Regional Director and work closely with the RMT, namely Regional Programme Coordinator, Regional Head of Finance & Administration, and Regional Head of Human Resources. Other key stakeholders of this consultancy are designated functional heads for their respective corporate services units.

8.0 Obligations of the Consultant

The Consultant is expected to be fully self-sufficient in terms of office space, supplies, communications, and computer tools during the period of the assignment. The consultant is expected to discharge his/her responsibilities with diligence and to the expected professional standards in terms of both skills and integrity.

9.0 Obligations of the Client

IUCN ESARO shall provide access to reference materials and any relevant existing reports, data and

information that may be required by the successful consultant. The Regional Management Team will also be available for interviews and discussions to enable the Consultant to carry out the assignment efficiently.

DECLARATION OF UNDERTAKING in relation to RfP IUCN ESARO Organisational Review & Design.

I, the undersigned, hereby confirm that I am an authorised representative of the following organisation:

Registered Name of Organisation (the "Organisation"): _____

Registered Address (incl. country): _____

Year of Registration: _____

I hereby authorise IUCN to store and use the information included in the attached Proposal for the purpose of evaluating Proposals and selecting the Proposal IUCN deems the most favourable. I acknowledge that IUCN is required to retain the Proposal in its entirety for 10 years after then end of the resulting contract and make this available to internal and external auditors and donors as and when reasonably requested.

Where the Proposal includes Personal Data as defined by the European Union's General Data Protection Regulation (GDPR), I confirm that the Organisation has been authorised by each Data Subject to share this Data with IUCN for the purposes stated above.

I further confirm that the following statements are correct:

1. The Organisation is duly registered in accordance with all applicable laws.
2. The Organisation is fully compliant with all its tax and social security obligations.
3. The Organisation and its staff and representatives are free of any real or perceived conflicts of interest with regards to IUCN and its Mission.
4. The Organisation agrees to declare to IUCN any real or perceived emerging conflicts of interests it or any of its staff and representatives may have concerning IUCN. The Organisation acknowledges that IUCN may terminate any contracts with the Organisation that would, in IUCN sole discretion, be negatively affected by such conflicts of interests.
5. None of the Organisation's staff has ever been convicted of grave professional misconduct or any other offence concerning their professional conduct.
6. Neither the Organisation nor any of its staff and representatives have ever been convicted of fraud, corruption, money laundering, supporting terrorism or involvement in a criminal organisation.
7. The Organisation acknowledges that engagement by itself or any of its staff in fraud, corruption, money laundering, supporting terrorism or involvement in a criminal organisation will entitle IUCN to terminate any and all contracts with the Organisation with immediate effect.
8. The Organisation is a going concern and is not bankrupt or being wound up, is not having its affairs administered by the courts, has not suspended business activities, is not the subject of proceedings concerning those matters, or in any analogous situation arising from a similar procedure provided for in national legislation or regulations.
9. The Organisation complies with all applicable environmental regulatory requirements or other legal requirements relating to sustainability and environmental protection.
10. The Organisation is not included in the UN Security Council Sanctions List, EU Sanctions Map, US Office of Foreign Assets Control Sanctions List, or the World Bank listing of ineligible firms and individuals. The Organisation agrees that it will not provide direct or indirect support to firms and individuals included in these lists.
11. The Organisation has not been, is not, and will not be involved or implicated in any violations of Indigenous Peoples' rights, or injustice or abuse of human rights related to other groups or individuals, including forced evictions, violation of fundamental rights of workers as defined by the International Labour Organization's (ILO) Declaration on the Fundamental Principles and Rights at Work, child labour, sexual exploitation, sexual abuse, or sexual harassment.

<Date and Signature of authorised representative of the Proposer> < Name and position of authorised representative of the Proposer

DECLARATION in relation to RFP IUCN ESARO Organisational Review & Design

I, the undersigned, hereby confirm that I am self-employed and able to provide the service independent of any organisation or other legal entity.

Full name (as in passport):

Home or Office (please delete as appropriate) Address (incl. country):

I hereby authorise IUCN to store and use the information included in the attached Proposal for the purpose of evaluating Proposals and selecting the Proposal IUCN deems the most favourable, including Personal Data as defined by the European Union's General Data Protection Regulation (GDPR). I acknowledge that IUCN is required to retain my Proposal in its entirety for 10 years after then end of the resulting contract and make this available to internal and external auditors and donors as and when reasonably requested.

I further confirm that the following statements are correct:

1. I am legally registered as self-employed in accordance with all applicable laws.
2. I am fully compliant with all my tax and social security obligations.
3. I am free of any real or perceived conflicts of interest with regards to IUCN and its Mission.
4. I agree to declare to IUCN any real or perceived emerging conflicts of interests I may have concerning IUCN. I acknowledge that IUCN may terminate any contracts with me that would, in IUCN sole discretion, be negatively affected by such conflicts of interests.
5. I have never been convicted of grave professional misconduct or any other offence concerning my professional conduct.
6. I have never been convicted of fraud, corruption, money laundering, supporting terrorism or involvement in a criminal organisation.
7. I acknowledge that engagement in fraud, corruption, money laundering, supporting terrorism or involvement in a criminal organisation will entitle IUCN to terminate any and all contracts with me with immediate effect.
8. I am not included in the UN Security Council Sanctions List, EU Sanctions Map, US Office of Foreign Assets Control Sanctions List, or the World Bank listing of ineligible firms and individuals. I agree that I will not provide direct or indirect support to firms and individuals included in these lists.
9. I have not been, am not, and will not be involved or implicated in any violations of Indigenous Peoples' rights, or injustice or abuse of human rights related to other groups or individuals, including forced evictions, violation of fundamental rights of workers as defined by the International Labour Organization's (ILO) Declaration on the Fundamental Principles and Rights at Work, child labour, sexual exploitation, sexual abuse, or sexual harassment.

<Date and Signature>

How to apply

Step 1: Acquire Tender Documents

Obtain the relevant tender documents.

Step 2: Review Requirements

Thoroughly read the tender specifications, terms, and conditions.

Step 3: Prepare Proposal

Prepare your proposal as guided, ensuring all the required information is included.

Step 4: Submission

Submit your completed proposal by **3rd, March, 2025, 12:00pm** via the email address jolly.chemutai@iucn.org

Education Project Manager - ECHO At Save the Children

The Opportunity: Education Project Manager - ECHO (For Westbank Based Nationals Only)

Post location: Westbank Field Office located in Ramallah

Contract Duration and Level of Effort: 12 months with possible extension.

*****Due to the urgency to fill this role, applications will be reviewed on a rolling basis. Kindly note that the position might be filled before the vacancy announcement is closed; therefore, early applications are encouraged.*****

*****This role will be contingent upon securing available funds, and we might use this vacancy to fill more than one post.*****

ROLE PURPOSE:

The Education Project Manager (PM) - ECHO is accountable for the effective leadership of staff within their Programme Unit, and responsible for the quality delivery of all assigned Projects ensuring they are delivered on time, within budget and with compliance. This includes oversight, coordination and support of implementing partners in line with SCI's partnership principles and approaches.

S/he is required to manage the full project cycle in line with SCI's Project Management Methodology (PMM), fairly assigning tasks within their Programme Unit to ensure that all project deliverables are completed and compliance requirements are met. This includes clear and timely coordination with all internal and external stakeholders, and advanced escalation of anticipated risks and challenges to the appropriate management level. S/he is also required to support and contribute to the development of concept notes and proposals in close coordination with the SCI Education Technical Advisor.

The post holder is accountable for the accurate budgeting, forecasting, monitoring and reporting of programme costs for their assigned Projects, ensuring spending is delivered in line with forecasts and anticipated over-/underspends are reprogrammed in line with contingency plans.

In the event of a humanitarian emergency, the role holder will be expected to work outside the normal role profile and be able to vary working hours accordingly.

SCOPE OF ROLE:

Reports to: Westbank Field Office Manager

Dotted Line (Technical/Functional Lead): Technical Advisors/Specialists relevant to the post holder's project portfolio

Staff reporting to this post: Programme Coordinator and Programme Officer

Budget Responsibilities: In line with scheme of delegation

Role Dimensions: The role is expected to foster relationships with a wide range of internal and external stakeholders including Country Office Programme Development & Quality team, advocacy colleagues, Ops colleagues, and local stakeholders and partners.

KEY AREAS OF ACCOUNTABILITY:

Key Area 1: Programme Identification and Design

- Actively support the Programme Development & Quality (PDQ) team in the development of new Education Programmes and proposals, including active participation in design workshops.
- Inform the design of new Projects through recommendations based on field-based learnings and operational feasibility.
- Support MEAL in the collection and analysis of design data, as led and requested by PDQ
- Contribute to Country Office and Programme strategies and annual plans.
- Contribute to the development of local partnerships with LNGOs and governments.
- Support development of the Project and Award Risk Tool (PART) for new Projects.
- Lead development of Detailed Implementation Plans (DIPs) during the design phase in coordination with implementing partners and relevant TAs.

Key Area 2: Programme Planning and Implementation

Planning

- Manage and deliver the ECHO Project as well as other Education Projects in line with Project Management Methodologies (PMM), ensuring relevant tools and procedures are developed and regularly updated
- Ensure Detailed Implementation Plans (DIP), phased budgets, procurement plans, MEAL plans and HR plans are developed and updated and shared on timely basis, as per PMM procedures and tools.
- Ensure Project information and planning tools are inputted and regularly updated on the PRIME system, once it becomes active.
- Ensure relevant Project data is inputted into the MEAL System and kept updated

Set-Up

- Lead engagement with all relevant stakeholders, ensuring Education Project objectives and approaches are defined, understood, and roles, responsibilities and timelines are clear
- Lead development of Project Charters and Authority Matrices
- Lead Initial Planning and Kick Off meetings for assigned Projects

Implementation

- Ensure overall management and close supervision of assigned Education Projects, allocating tasks within the Programme Unit to ensure activities are delivered on time, within budget and

with compliance.

- Schedule and oversee regular field and partner visits amongst the Programme Unit to verify project activities are implemented with quality and according to design and targets.
- Monitor Programme costs in Project budgets, ensuring spending is in line with forecasts and variances are identified and reprogrammed in good time.
- Ensure safeguarding protocols are established and monitored, ensuring initiatives to strengthen safe programming.
- Actively anticipate, analyse and mitigate Project risks, escalating where appropriate.
- Ensure participation of children and communities, particularly those most vulnerable or at-risk, in all stages of the programme cycle, as safe and appropriate.
- Build and maintain relationships with key stakeholders including: UN agencies, NGOs, relevant government departments and community-based organizations, and ensure adequate information flow.
- Ensure Projects are compliant with donor conditions, and SCI's Policies and Procedures.

Project Close Out

- Lead on the achievement of the exit and sustainability plan for Projects in partnership with key stakeholders
- Lead project close out activities, including the disposal/handover of project assets in coordination with Supply Chain.
- Lead the development of timely and high-quality reports, in coordination with PDQ and relevant staff from different functions. These should be concise, results-based and demonstrate progress against agreed indicators.

Advocacy, Campaigns, Communications & Media

- Support the development and implementation of SC's Advocacy Strategy for education, contributing operational and programmatic evidence where required to support campaigns
- Coordinate with ACCM team on the implementation of programmatic Advocacy, Campaigns, Communications and Media activities related to assigned Projects

Key Area 3: Programme Learning and Adapting

- Implement Programme monitoring activities in line with Project MEAL Plans and SCI Quality Benchmarks
- Support MEAL with the implementation and monitoring of accountability mechanisms
- Adapt Programmes in line with results, community feedback and changes in the operating environment.
- Coordinate regularly with Technical Advisors/Specialists, adjusting approaches in line with their feedback on quality and design issues.
- Document lessons learned, best practices and case studies at Project and Programme levels relevant to the post holder's portfolio, and disseminate to relevant stakeholders, ensuring these are informing Programme adaptations and the design of new Projects.

Key Area 4: Staff management and development

- Ensure that all staff fulfil their responsibilities according to their job description, and have clearly defined and SMART annual objectives that are regularly evaluated.
- Ensure individual and Programme Unit work plans are developed and regularly updated
- Fairly assign tasks across the Programme Unit, balancing work loads and monitoring stress.
- Establish a team culture of learning, creativity and innovation within the Programme Unit,

ensuring staff remain valued, supported and motivated.

- Actively identify and propose appropriate professional development opportunities for staff, that are in line with agreed development goals and succession planning, where relevant
- Organize and deliver regular on-the-job trainings, coaching and mentoring for staff and partners.
- Monitor staff coverage and make timely recommendations for the scale up or scale down of the Programme Unit, in accordance with current and projected funding.

Key Area 5: Partnerships

- Lead the completion of partner assessments in line with the Partner Assessment Tools (PAT)
- Ensure all communication with implementing partners is enabling in nature, and in line with SCI's Partnership Principles, including mutual benefit, transparency, accountability and Independence.
- Mentor and support implementing partners, delivering direct support and/or training as necessary
- Proactively consult and engage implementing partners in decision making relevant to shared Projects.
- Support partner mapping and selection processes and provide evidence from the field regarding the partners quality and performance when applicable.

Key Area 5: Emergency Preparedness and Response Management

- Contribute to the development of SCI's Emergency Preparedness Plan (EPP) in the area of education in emergency, and lead implementation of Preparedness Actions within the Programme Unit
- Ensure contingency plans are developed for each Project against the highest-rated risks as per the EPP. Ensure these plans are pre-agreed with management and relevant SC Members for swift activation.
- Respond to emergencies in line with the Core Humanitarian Standard and under the direction of the appointed Response Team Leader, reassigning tasks as required within the Programme Unit.

In order to be successful, you will bring/have:

QUALIFICATIONS

- Master's degree in Education, International Relations, Developmental studies or similar field, or 5 years of work experience in Education Project Management

EXPERIENCE AND SKILLS

Essential

- At least +5 years of work experience delivering humanitarian and/or development projects, with minimum 3 years of management experience.
- Previous experience working in Education programmes in a humanitarian or development context.
- Knowledge and work experience with education sector Stakeholders both nationals and internationals. Demonstrate knowledge of key education standards and familiarity with Minimum standards and conflict sensitive education
- Previous experience in managing and implementing awards funded by institutional donors

with medium to high level of compliance requirements e.g. ECHO, SIDA, USAID, NORAD

- Previous experience working in volatile/complex operating environments and in-depth knowledge of the challenges facing children in Palestine.
- Proven record of success in delivering the full project management cycle, including workplans, DIP, MEAL plans, supply chain, finance and HR processes.
- Proven leadership skills, and experience of managing staff.
- Experience working alongside national partners in line with equitable partnership principles
- Accomplished in networking, influencing and delivering results with key stakeholders.
- Excellent written and spoken English
- Ability to function effectively under stressful conditions such as heavy workloads and deadlines.
- Excellent Microsoft Office applications skills (Excel, Word, Power point, Emails, Skype, Web researchers

We offer a competitive package in the context of the sector**. This role is offered on the basis of national terms and conditions.**

Save the Children promotes a diverse and inclusive work environment, women and people with different abilities are strongly encouraged to apply.

The Organisation

Save the Children works in development and humanitarian contexts with children and partners to help families, communities, and governments identify and use innovations to ensure all children survive, learn and are protected.

We employ approximately 25,000 people across the globe and work on the ground in over 100 countries to help children affected by crises, or those that need better healthcare, education and child protection. We also campaign and advocate at the highest levels to realize the right of children and to ensure their voices are heard.

We are working towards three breakthroughs in how the world treats children by 2030:

- No child dies from preventable causes before their 5th birthday
- All children learn from a quality basic education and that,
- Violence against children is no longer tolerated

We know that great people make a great organization, and that our employees play a crucial role in helping us achieve our ambitions for children. We value our people and offer a meaningful and rewarding career, along with a collaborative and inclusive environment where ambition, creativity, and integrity are highly valued.

How to apply

Application Information:

Please attach a copy of your CV and cover letter with your application, and include details of your current remuneration and salary expectations. A copy of the full role profile can be found at [Education Project Manager – ECHO](#).

We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.

All employees are expected to carry out their duties in accordance with our global anti-harassment policy.