

Terms of Reference

Consultant for Program Support: Proposal Development, Communications and Reporting (National)

TERRE DES HOMMES FOUNDATION

Terre des hommes Foundation (Tdh) is the leading Swiss organization for children's aid, committed to bringing meaningful and lasting change to the lives of children, especially those exposed to risk. Tdh strives for the effective application of children's rights as defined by the UN Convention on the Rights of the Child and other relevant human rights instruments. Tdh is impartial and independent and supports vulnerable children and their families, regardless of their ethnic background, gender, religion, or political affiliation.

Tdh is present in the Middle East and North Africa (MENA) region since 1973. The three programs – health, migration, and access to justice – work in an integrated way with the transversal sectors, WASH, and child protection, and are adjusted to development and humanitarian contexts using a nexus approach. Tdh uses systems-strengthening strategies for sustainability and to promote social cohesion – the peaceful coexistence of diverse groups or host communities with displaced populations – and is adapted to population needs in prolonged crises.

OBJECTIVE

Tdh is seeking to recruit a qualified technical expert to support ongoing programmatic tasks, in coordination with the Program Coordination team. The consultant will work under the supervision of the Deputy Country Director for Programs (DCR-P) and in liaison with the Operations Manager, Child Protection and Education Technical Coordinator, and Access 2 Justice Technical Coordinator. Specific deliverables under the consultancy include:

- Support on the drafting and revision of Child Protection/Gender Justice proposals, in liaison with the A2J and CP technical coordinators
- Support on the consolidation, revision, and finalization of Tdh monthly, interim and final donor reports, in liaison with the Operations Manager (Including review and consolidation of relevant annexes as per donor guidelines)
- Development of communication materials related to ongoing CP, Education, and A2J programming, including drafting, revision, and Arabic translation.

ACTIVITIES TO BE CONSIDERED AND COST:

The consultancy is expected to include the following components:

Task	Number of days (estimation)
Orientation and Induction	1 Day
Donor A Final Report Revision 1 Report	3 Days
Donor B Interim Report Revision 2 Reports	3 Days
Donor C-E Monthly Report Revision	2 Days

4 Reports	
Support to Proposal Development and Revision	7 Days
Development of Communication Materials	6 Days
Total	22 Days
Potential cost for consultancy days only	USD1800,00

PROFILE:

- University degree in social sciences, human rights, international development, or equivalent
- At least 5 years' relevant experience in project design, proposal writing, communication, and donor reporting mechanisms.
- Demonstrated expertise/ knowledge of humanitarian and/or development contexts
- Excellent English and Arabic communication (quality writing and presentation skills)
- Ability to produce high-quality programmatic products, meet deadlines and respond to requests and feedback provided timely and appropriately
- Respect for institutional values, processes, and rules
- Proficiency in computer tools (Word, Excel, PPT, Share drive, etc)
- A well organized and detail-oriented individual

ADDITIONAL NOTES:

- The selected candidate is expected to work on-site, at Tdh's offices located in Ankawa, Erbil
- The selected candidate is expected to adhere to the Tdh working schedule (Sunday – Thursday, 8:30 – 5:00 pm)
- The proposed dates for the consultancy are 1-31 January 2022

HOW TO APPLY:

Interested consultants that meet the requirements should submit an expression of interest, which should include the following:

- Updated CV
- Cover letter including the consultant's suitability for the assignment and current contact information.
- 1 writing sample (Report or proposal, with sensitive information redacted)
- CVs are processed on a rolling basis and interested candidates are highly recommended to apply as soon as possible
- Payment will be made upon completion of the deliverable.
- • Application will be accepted on a rolling basis.
- All the requested documents should be submitted to the irq.tenders@tdh.ch under the subject "**Consultant for Program Support**".

GLOBAL CODE OF CONDUCT:

The post holder complies with Tdh Global Code of Conduct, which includes the Child Safeguarding Policy and Policy on the Prevention of Sexual Exploitation and Abuse, Safety Policy, and Anti-Fraud and Corruption Policy.

S/he abides by these standards and reports any breach or suspected breach observed in the framework of this policy during his/her professional activities.