



## **Terms of Reference**

### **Senior Technical Adviser: Civil Society Development and Community Driven Reconstruction**

#### **Governance & Rights Technical Unit**

**Salary: £37,258 - £44,306 if based in the UK (other locations have different salary ranges)**

#### **BACKGROUND:**

The International Rescue Committee (IRC) provides relief, rehabilitation and post-conflict reconstruction support to victims of oppression and violent conflict around the world. IRC has worked for over seven decades and today is involved in over 20 conflict zones around the world. Our programs are focused on achieving long term solutions for people affected by conflict. The IRC is committed to a culture of bold leadership and innovation in all aspects of our work, creative partnerships and thorough accountability to those we serve.

The Governance and Rights (G&R) technical unit provides support to IRC programs working on protection, rule of law, community and local governance, and civil society development. G&R works alongside the other technical units in the IRC, namely health, children, youth protection and development, gender based violence, economic recovery, and research evaluation and learning. Technical units are responsible for the development of policy and practice, technical support to field programs, new business development, and serves as the quality assurance agents for the agency.

#### **SCOPE OF WORK:**

The Senior Technical Adviser for Civil Society Development (CSD) and Community Driven Reconstruction (CDR) is responsible for providing vision and leadership on IRC's CSD/CDR work, including providing direct technical assistance to IRC field programs, providing guidance in the development of policies, strategies, and tools, contributing to research, evaluation and learning, and expanding the funding base for governance programs.

The post holder will be based in Nairobi, and expected to travel 30% - 40% during the year.

#### **ESSENTIAL JOB FUNCTIONS:**

##### **I. POLICY, TOOLS AND TECHNICAL SUPPORT**

- Lead on the development of the IRC strategy, policies and technical guidelines in CSD and CDR.
- Provide technical assistance to IRC's Country Programs which manage civil society development and community driven reconstruction programs in the field. Technical assistance includes country level strategic support with program design, new business development, advocacy policies, monitoring and evaluation, and field staff recruitment and development.
- Effectively represent IRC both externally and internally on CSD and CDR

- Lead technical staff on the improvement of the monitoring and evaluation of IRC CSD/CDR programs, including the documentation of program effectiveness and impact.
- Lead on the development and delivery of appropriate training packages and methodologies for field and, where appropriate, office based staff.
- Lead on the analysis and documentation of lessons learned for CSD and CDR.
- Contribute to the body of global knowledge and promote evidence-based programming through initiating and supporting rigorous field research, partnering with academic researchers when required, and disseminating findings. This will be conducted in collaboration with IRC's Research, Evaluation and Learning unit.
- Cultivate and maintain partnerships for joint programming, research, tool development and funding purposes. This includes developing partnerships with, and building capacity of, local community based groups, civil society organizations, government bodies, as well as working with donors, UN agencies, INGOs and academics to develop innovative programming responses in the field and to support collaborative and joint efforts.

## II. COORDINATION

- Contribute to the coordination of CSD/CDR activities with other IRC sectoral teams (including education, youth and livelihoods, protection, gender based violence, emergency response, health, and economic recovery) and promote cross-sectoral collaboration and integrated programming.
- Participate in relevant inter-agency networks and working and advocacy groups, and collaborate with UN, academic institutions and others in elaborating policies on CSD and CDR programs.
- Liaise extensively with donors in the field and at HQ, to further IRC's fundraising and advocacy efforts on areas of mutual concern and interest.
- Work with the Director of the G&R unit and the Development Department to secure funding from private donors and foundations.

## **REQUIREMENTS:**

- Proven experience working on civil society development and community driven reconstruction/development program;
- CSD/CDR program management experience (field level)
- Experience building linkages between civil society organizations and local government institutions;
- Proven leadership, strategic thinking and supervisory skills;
- Demonstrated experience in design, management and evaluation of programs, policy development, analysis of data, proposal and report writing;
- Experience of working with INGOs, UN, other International Development Organizations with relevant work experience in conflict and/or post conflict countries;
- Successful experience in advocating and negotiating with donors, including UN, governments, foundations and private donors;
- Prior work experience with coordinating and undertaking independent field travel to conduct assessments, provide technical advisory support and review programs;
- Excellent writing and editing skills, successful experience in proposal development and drafting;
- Strong organizational skills: Ability to coordinate and manage a diverse array of responsibilities;
- Demonstrated ability to handle sensitive situations diplomatically and possess strong communication skills;
- Flexible work attitude: the ability to travel for extended periods in challenging environments and work under difficult circumstances;
- Post-graduate degree in international development, political science or governance studies, human rights, law or other relevant subject;
- Experience in Asia and Middle East a plus

**To apply:**

Please apply online at [www.theircuk.org/jobs](http://www.theircuk.org/jobs)

**Deadline for applications: 5pm 1<sup>st</sup> March 2009**

**Note: Only applicants with the right to work in the UK will be considered.**