**Terms Of Reference**

**Humanitarian Advisor (Consultant)**

**Introduction**

Norwegian Refugee Council (NRC) is looking for a full-time consultant to serve in the role of INGO Forum Humanitarian Advisor in Myanmar. The Humanitarian Advisor will facilitate and strengthen humanitarian coordination amongst its 120+ INGO members, in accordance with the Forum’s strategic framework and member priorities. The Humanitarian Advisor is a senior position and reports to the INGO Forum Director. S/He is responsible for strategic direction, and facilitation of coordination among humanitarian INGO members as well as with key external stakeholders such as local and national NGOs, United Nations and donors. The coordination entails ensuring effective information exchange and analysis, representation, strengthening inter-agency coordination and response and support to humanitarian advocacy on common positions and agreed interests.

**Key Responsibilities:**

1) Support the INGO Forum’s humanitarian work, encompassing facilitation of meetings and processes to agree common messages, drafting policy briefs and reports, and engagement with external stakeholders (including the UN/OCHA), amongst other areas. This includes review and strengthening of the Forum’s Humanitarian Work-stream and leading the roll out of new changes proposed and adopted.

2) Together with the Forum Director, Policy Manager and sub-national programme managers, strengthen the Forum's work on humanitarian access and bureaucratic and administrative impediments (BAI) with members and across relevant stakeholders and working groups.

3) Retain an overview of, and suggest ways to proactively respond to, key developments in Myanmar such as significant political, humanitarian or development issues, with a particular focus on the areas identified within the INGO Forum’s strategic priorities and sub-national contexts.

4) Work alongside the Director and Policy Manager, to ensure that key learnings around the Humanitarian response are extracted from different INGO Forum processes and incorporated into policy briefs, reports and key messages.

5) Support and advise INGO Forum members at the national and sub-national level on strengthening their collective humanitarian response capacity across locations by facilitating open information sharing, build shared contextual understanding, identify appropriate response strategies and workarounds to key operational challenges including humanitarian access, operational response, funding gaps, safety and security support, engagement with diverse stakeholders etc.

7) Together with the Forum Director and Policy Manager and with support from the three sub-national programme managers, ensure that the INGO representatives on key humanitarian coordination and decision-making bodies like Humanitarian Country Team, Area Humanitarian Country Team (HCT,AHCT) etc are fully oriented on their roles and responsibilities and prepared to optimally use these spaces to raise key issues and advocacy messages on behalf of INGOs, including through trainings, information sessions, preparatory meetings etc.

8) Regularly participate in ICCG and key cluster/ working group meetings (protection, cash working group etc) and ensure that key information is channeled to Forum members and Secretariat staff to enhance their collective response capacity.

9) Along with the Forum’s Director and Policy Manager and with support from other Secretariat staff, organise regular/ ad-hoc meetings with key humanitarian stakeholders including INGOs, local partners, UN, donors, other humanitarian networks such as ICVA, Interaction, APRRN, ADSP and others, to facilitate information exchange, share good practices and lessons learnt and disseminate advocacy messages on key humanitarian priorities.

10) In collaboration with the Forum’s Localisation Advisor and sub-national Programme Managers, support and enhance outreach, coordination and capacity sharing with local humanitarian responders and networks, including HCT and AHCT representatives and AHCT Co-Chairs.

**About the Role**

The key areas of work for the Adviser will include:

• Internal coordination with INGO Forum members, including the facilitation of meetings, information sharing, and contributing to common positions, key messages and communication products based on member needs and priorities.

• External coordination, with an emphasis on UN agencies and local and national organisations to strengthen the INGO Forum’s collective voice and positioning, including through in-person meetings where possible.

• Attend meetings as a representative of the INGO Forum as agreed with the Director and when requested, including inter-agency meetings such as ICCG, donor meetings and external networks.

• Support the Secretariat with writing meeting notes, ad hoc communication and updates.

• Support the organisation of INGO Forum humanitarian coordination meetings and ensure documentation of regular INGO Forum members’ meetings, as well as other relevant events and meetings.

• Provide support across all areas of the INGO Forum’s work: sub-national coordination, partnerships/localisation, safety and security, etc. and support members and their partners on access issues, providing analysis of the impact these challenges have on operations.

• Provide mentorship and guidance to the INGO Forum Secretariat staff members.

**Key tasks and activities**

The following tasks and activities will be undertaken:

• Develop a plan of engagement for work with INGO Forum Secretariat staff, Forum members and their partners, and external stakeholders in relation to the Forum’s humanitarian work.

• Meet regularly with the Forum’s senior staff to ensure this plan is being implemented in a timely and efficient way.

• Ad hoc advice to the INGO Forum Secretariat on areas relevant to the Forum’s Strategic Priorities.

**Main outputs**

The main output of this consultancy will be:

* Facilitation of the INGO Forum’s Humanitarian Workstream and associated meetings.
* Enable and facilitate effective INGO representation in key humanitarian coordination/decision-making bodies at national and sub-national level, including through HCT/AHCT preparatory meetings; trainings and information sessions; developing common positions and messages.
* Key support and advice to the INGO Forum Secretariat team on humanitarian and policy activities, and support to the Forum’s Programme team in the conduct of its day-to-day work.
* Any other relevant tasks that fall within the scope of these ToRs, as discussed and agreed with the INGO Forum Director.

**Critical interfaces**

Relevant interfaces for this position are:

• INGO Forum Secretariat

• INGO Forum members

• Relevant UN agencies

• Local and national NGOs/CSOs

• Other external stakeholders including donors, regional networks, researchers, etc.

**Required Experience and Skills**

The key skills and capacities required for this consultancy include:

• 7-9 years’ work experience in complex and fragile environments. Experience in the field of humanitarian programming/coordination, development, human rights, policy research and analysis or related field is an advantage. Experience and/or solid understanding of the context of Myanmar is essential.

• Strong coordination background with CSOs, NGOs, INGOs and/or UN.

• Strong analytical skills and demonstrated ability in writing briefing papers, reports and other information products.

• Strong ability to work within and lead a diverse team. Excellent ability to provide guidance and support to programme staff in the areas of localisation and partnerships.

• Flexible and able to multi-task and improvise.

• Excellent computer literacy. Competencies for online presentation and design preferred.

• Excellent knowledge of English-written and verbal. Knowledge of Myanmar language is desirable.

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**Application Process and requirements**

Application must include the following:

* Cover Letter
* CV with three professional references.
* For further queries on the ToR, please email to: [director@ingoforum.org](mailto:director@ingoforum.org)

**Application Closing Date**: 17 January 2025

Application shall be submitted to: [mm.tender.general@nrc.no](mailto:mm.tender.general@nrc.no) and CC [director@ingoforum.org](mailto:director@ingoforum.org)