**Annex 1: Terms of reference**

**TERMS OF REFERENCE**

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| **General Information** | |
| Title: | Compliance and fundraising consultant, to support NCA’s operations in DRC, and potentially to Mali and Burundi |
| Reporting to: | NCA Country Director in DRC or Mali or Burundi |
| Office location: | Desk based (homebased) |
| Time frame: | April 2020 – April 2022. |

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| **Background/Context (max 200 words)** |
| NCA is a Norwegian, non-governmental faith-based organization working in more than 20 countries around the world, including DRC, Mali and Burundi. NCA works both long-term and in emergency contexts, and with advocacy. NCA is also partner based organization, working with both secular partners, different faith actors and religious networks. Our head office (HO) is in Oslo, Norway.  NCA has been present in the DRC since 1994. We work in North and South Kivu provinces within the thematic areas of Gender Based Violence (GBV) and Water, Sanitation and Hygiene (WASH). We recently finalized our new strategic plan for 2020 to 2024, where we in addition to GBV and WASH also will be working on Fighting Inequalities (FI) linked to governance of natural resources. NCA works both long term and in emergencies in eastern DRC. This creates a special dynamic with a mix of long term and short-term funding agreements that require a quick turn-around capacity and constantly identifying new fundraising opportunities.  NCA will need continued fundraising support over the next couple of years in the DRC, to develop good quality proposals to a wide range of non-Norwegian donors, like the UN agencies and the CBPF, ECHO, US donor agencies and other bilateral donors.  In addition, NCA in DRC needs support to quality assure and develop donor reports, including planning and preparing assessments and evaluations, and analysing collected data.  According to available funding, this call may also cover the response to similar needs in NCA’s country offices in Burundi and Mali. |

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| **Specific objectives of mission (objectives, scope and deliverables) Max 7 or less.** | |
| Objective 1 | Drafting and writing funding proposals from scratch in close dialogue with NCA/DRC office, in both French and English. |
| Objective 2 | Compliance / quality assurance of donor reports and monitoring and evaluation plans and TdR for evaluations and assessments. |

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| **Roles and responsibilities (specific tasks, coordination etc...)** |
| **Objective 1: Drafting and writing funding proposals from scratch in close dialogue with NCA DRC or Mali or Burundi offices, in both French and English.**  This includes:   * Taking the lead in the process of developing and writing proposals when designated to do so, under the supervision of the PM and CD. * In charge of gathering updated and relevant information on different topics, within the thematic areas of WASH, GBV and Fighting Inquality. * Ensure that the funding opportunity is aligned with NCA policiess and in accordance with the applicable strategic plan for 2020 – 2024. * Organising regular Skype or Teams meetings with the relevant staff at the NCA office. * Have weekly briefings with NCA’ country director and, when necessary, the SMT in DRC.   **Objective 2: Compliance / quality assurance of donor reports and monitoring and evaluation procedures.**   * Assist the PM in quality assuring and provide assistance (writing) and input to donor reports. (UNICEF, UN Hum Fund, MFA, Norad, SDC, etc). * Suggest input to PMER and cross cutting issues (Gender, Protection, Sustainability, Environment and other) in proposals and reports. * Support the PMER to design baseline study for start-up of projects in line with NCA guidelines. Contribute to the analysis of data, and finalization of baseline report. |

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| **Personal requirements** |
| 1. Must be bilingual / fluent in English and French, both spoken and written. 2. Must have in-country experience from the DRC, and preferably eastern DRC. 3. Good knowledge of the thematic areas in which NCA works (WASH, GBV, FI) 4. Excellent knowledge of cross-cutting issues like gender, conflict sensitivity, environment etc. 5. Documented positive results from previous proposals previously submitted. 6. Easy going and self-starter, must take initiative and be proactive. 7. Culturally sensitive and experience of working in a multi-cultural group. |