

TERMS OF REFERENCE - AHPSU SHORT TERM ADVISOR

Position Summary

Purpose: Engagement to support development of an Anticipatory Action Fund action learning trial

Location: Australia / Remote (possible travel to Melbourne and Canberra) and regional travel (Pacific / Timor-Leste)

Dates: periodic inputs January – June 2023

Input Days: 15 – 30 days

ARF Category / Maximum Daily Rate: TBC

Engagement Manager: Craig Nightingale – AHPSU Operations Manager

Background

The Australian Humanitarian Partnership (AHP) is a ten-year (2017-2026) partnership between the Australian Government (the Department of Foreign Affairs and Trade, DFAT) and six Australian NGOs (CANDO, CARE, Oxfam, Plan, Save the Children and World Vision). AHP includes a long-term preparedness and resilience program – Disaster READY - implemented by AHP partners and their local networks in Fiji, Vanuatu, the Solomon Islands, Papua New Guinea and Timor-Leste as well as humanitarian responses to crises across the globe.

DFAT established a Support Unit (AHPSU), managed by Alinea-International, to support grants management, monitoring, evaluation and learning and communications for the AHP program.

DFAT has provided AUD 1.8m for the partnership to conduct an action learning trial of Anticipatory Action (AA) in selected Disaster READY countries. The AHPSU has outlined a broad approach to the design of the fund and the grant application process and is now seeking to engage an advisor to provide technical support in the development of the grant application process and to support partners design their applications.

Role and Responsibilities

- Provide technical support to the AHPSU for the design of the AA fund. This includes:
 - the scope of funding;
 - prioritisation of AA activities;
 - expectations around the use of regional and national disaster early warning systems, regional and national forecasting systems and community/local early warning systems in the development of AA triggers;
 - AA program governance; and
 - monitoring, evaluation and learning approaches.
- Provide technical support for the design of the AHP AA Expression of Interest process. Work with the AHPSU in briefing partners on the AA fund design and the EOI process (remote – no travel required)
- Provide technical support on review of EOI submissions
- Provide technical support to the AHPSU in development of AA proposal development process
- Potential travel to 3 – 5 selected countries to support AHP partners to develop AA proposals. This may include technical inputs to the Country Coordination teams and / or individual partners as required.
- Technical review of proposals (as part of DFAT-led assessment committee)

Indicative Consultancy Inputs

Task	Indicative Days	Indicative Timeframe
Support the AHPSU to develop EOI process, including partner briefings	2 – 5 days	Jan – Feb 2023
Review of EOI submissions	1 – 2 days	March 2023
Support the AHPSU to develop the Proposal process	1 – 3 days	March - April 2023
Provide technical support to partners to develop AA proposals, including travel to 3-5 countries	6 – 15 days	April – June 2023
Review of proposals	1 – 2 days	June 2023
Contingency	0 – 3 days	
Total	Up to 30 days	

Milestones and Payments

This is a flexible engagement and the number of days for each assignment will be agreed in advance. The consultant may invoice every 5 days of inputs, monthly or as agreed with the engagement manager.

Qualifications and Experience

Required skills, qualifications and experience

- Academic degree in International Development, Humanitarian Action, or a related field.
- Demonstrated experience in disaster risk management, including response, preparedness and disaster risk reduction and a knowledge of humanitarian standards (CHS, Sphere, Code of Conduct).
- Demonstrated understanding of Anticipatory Action processes, programming and implementation
- Direct experience in the design of Anticipatory Action programs or similar humanitarian approaches
- Demonstrated experience working with humanitarian non-government organisations in international contexts, including abiding by their child protection and prevention of sexual harassment, exploitation and abuse policies
- Demonstrated experience in the design of grants programs.
- Strong facilitation and training skills.
- Excellent analytical/problem-solving skills and detail-orientation
- Highly developed self-management, and communication skills, including advanced English writing skills;
- Proven record of communicating with a range of stakeholders - beneficiaries, NGOs, local organisations, donors etc.

Desirable skills, qualifications and experience

- Demonstrated experience of working in the Pacific and Timor-Leste.
- Knowledge of DFAT funding mechanisms, including for humanitarian responses

Application Process

Please submit a resume (max 3 pages) and cover letter (max 2 pages) to ap-recruitment@alineainternational.com by COB Wednesday 18th January. For any questions please contact Craig Nightingale at craig.nightingale@ahpsu.com

The cover letter must include i) a summary of your skills and experience against the criteria above ii) an outline of how you would deliver against the key responsibilities and iii) your expected daily rate with reference to the Advisor Remuneration Framework (<https://www.dfat.gov.au/about-us/publications/adviser-remuneration-framework>) iv) three recent references v) any other logistical considerations, including availability and travel requirements.