
Scope of Work

Title and name of person initiating the request:

Maya Chehade - PM

Suggested position: Humanitarian Support

Advisor

Location(s): Kinshasa with extensive travels in

DRC

Date of request: 18/04/2018

Dates of proposed intervention: 09/04/2018 -

10/10/2018

Number of days: 135 days



Humanitarian Support Advisor – National/Kinshasa

ELAN RDC is looking to hire a short term consultant to provide expertise in the humanitarian sector and promote discussion and cooperation between the humanitarian and private sector. The consultant will work closely with the Markets in Crisis Advisor to further develop the initiatives that will allow ELAN to facilitate Private Sector / Humanitarian Actors cooperation in order to find sustainable private solutions to humanitarian problems.

BACKGROUND

ÉLAN RDC is a private sector development programme that aims to increase the incomes of over a million low-income men and women in the DRC by 2020. ELAN RDC is implemented by the consultancy firm Adam Smith International and funded by the UK government as part of its private sector development strategy in the DRC.

We aim to build a more efficient and inclusive economy for the DRC. We provide international expertise and market insight to businesses, financial institutions and industry associations, supporting them to innovate and grow.

We follow a "*market systems development*" approach (also known as the "*Making Markets Work for the Poor*" (M4P) approach), which seeks to develop and promote sustainable and scalable solutions to systemic constraints in markets that prevent poor producers and consumers from benefiting from their participation in them.

SECTOR AND INTERVENTIONS

The humanitarian support advisor will have a cross-sector role, supporting teams and partners across all of ELAN's sectors and regions, in order to promote synergies between the private sector and humanitarian sector.

OBJECTIVES

Drawing on his/her expertise and experience in the humanitarian sector, the Humanitarian Support Advisor will support the MIC advisor in the implementation of the Private Sector / Humanitarian Actor pipeline. He or she will be reporting to the Markets in Crisis advisor, and the PTM (Provincial Technical Manager).

The advisor plays a critical role within the Markets in Crisis interventions to build dialogue and cooperation between the humanitarian and private sectors with the aim to encourage the implementation of market oriented sustainable solutions to humanitarian objective and facilitate the capture of that market by the private sector.

The humanitarian advisor will demonstrate their prowess as a team player, as well as one who is dually capable of working independently. He or she will be responsible of disseminating knowledge by writing reports and findings on the interventions.

SCOPE OF WORK

The consultant will be responsible for the following technical inputs:

- Facilitate communication between ELAN and Humanitarian Actors in Kinshasa
- Coordinate with the Markets in Crisis Advisor to Promote Private sector / Humanitarian cooperation through:
 - Report on humanitarian activities conducted in all ELAN sectors
 - Production of 5 one page communications on market oriented humanitarian activities in DRC (through interviews with humanitarian actors)
 - Organizing Private Sector/Humanitarian Actor Workshops, in Kinshasa or other sites deemed relevant, around ELAN Sectors (e.g. (Agriculture | RE | Transport | WASH) in order to facilitate dialogue between the two communities to find market solutions to humanitarian objectives
 - Organizing a Workshop for Donors on using the Market for Humanitarian Objectives: How to thing in a Market Oriented what - Who Does, Who pays?
 - Setting up a humanitarian/private sector coordination platform to ensure continuity of the dialogue after ELAN:
 - Set up a soft coordination platform for Refugee Finance in coordination with OCHA
 - Identify an Existing online Space / Stakeholder to use for a forum and/or for publication to promote communication by private sector on success stories and lessons learnt in working with the humanitarian sector. This platform will be used to communicate with the humanitarian sector (newsletter, forum, etc.).
 - Identifying other opportunities to strengthen humanitarian / private cooperation and bridge the dialogue gap

SKILLS & EXPERIENCE REQUIRED

- Bachelor degree in political science, human rights law, development or equivalent required;
- 3 years of experience required in the humanitarian sector or emergency response;
- Management experience;
- DRC experience required;
- Excellent analytical and team-working skills;
- Excellent reporting skills;
- A proactive and transparent approach to research, collaboration and communication;
- Oral and written fluency in French and English. Fluency in local languages (Lingala, Swahili, Kikongo, Tshiluba) desirable.

REPORTING & MANAGEMENT

The consultant will report to: the Market in Crisis Advisor on technical issues; the Project Management Team on all contractual and financial matters; and the Operations Team on all operational and security-related matters.

TIMING & DURATION

- The consultant is expected to provide a **maximum total Level of Effort of [132 days]**.
- The assignment will begin on 09 April 2018 and expire on 10 October 2018.
- Dates listed below are illustrative and will be adjusted as necessary.

DELIVERABLES

| Deliverables | Deadlines | Progress update |
|---|-------------|-----------------|
| 1. 5 Sector Communications on market oriented humanitarian activities | August 2018 | |
| 2. Sector workshops | Tbc | |
| 3. Donor workshop | Tbc | |
| 4. Coordination Solution | August 2018 | |