

## JOB ADVERTISEMENT

<b>Job Title:</b>	<b>DEVELOPMENT CONSULTANT (M/F/D)</b>
<b>Location:</b>	<b>Home Based and Sanaa, Yemen</b>
<b>Contract term:</b>	<b>up to 20 days</b>
<b>Estimated Start Date</b>	<b>March 30, 2020</b>

### Purpose of Assignment:

The consultancy has two purposes:

1. to develop and facilitate a proposal for BMZ (Federal Ministry for Economic Cooperation and Development, Germany) funding in combination of a long-existing GFFO-funded (German Federal Foreign Office) health project in the north of Yemen in partnership with ADRA Yemen.
2. to consult ADRA Germany and ADRA Yemen in terms of organizational development to prepare and be fit for the humanitarian-development Nexus and development projects in general.

### About ADRA Yemen:

Since 1995, as an international non-governmental organization, ADRA Yemen has been committed to immediate humanitarian relief to support those in urgent need and protect people's dignity, while co-creating longer term opportunities for sustainable growth and fulfilling people's potential. ADRA Yemen endeavors to respond to humanitarian crises and build resilience; promote inclusive and sustainable growth; co-construct effective governance and support the building of civil society worldwide by investing in people and their potential. With a team of more than 1,500 national workers and 9 international staff, ADRA Yemen is active in 15 Governorates and implements more than 20 projects per year. Its programs are supported by GFFO, USAID, OFDA, The Japan Platform, DANIDA, German Federal Foreign Office, SIDA, UNOCHA, WHO and DFID.

### Scope of Work:

- › Prepare the consultancy, including desk review of documents, reports, proposals, concepts available and relevant to the two purposes of the consultancy.
- › Support the development of a proposal for ADRA Yemen health program for the BMZ together with the ADRA Yemen team and ADRA Germany team.
- › Support the development of a strong and feasible budget as per the proposal development and in accordance to the BMZ regulations.
- › Facilitate and support ADRA Yemen team in collecting relevant information for the proposal and budget development.
- › Participate in the development of the M&E plan and design which includes tools and systems for the new BMZ project in accordance to the set-out guidelines and expectations by BMZ.
- › Conduct a short organizational needs assessment regarding developing ADRA Yemen to work along the humanitarian-development nexus.
- › Suggest strategic steps to develop the organization for future development projects, in-line with strengths and requirements by BMZ.
- › Develop a road map matrix for the organizational development, including milestones to be achieved.

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### Work schedule:

The anticipated duration of the contract is **20 working days, starting on March 30, 2020 and ending on May 31, 2020**. The consultant will work in close coordination with ADRA Yemen and ADRA Germany based in both Sana'a and place of residence/ home based. It is expected that in the first month, s/he will be visiting Sana'a.

### Deliverables:

The consultant is expected to deliver the following key outputs, in collaboration with the ADRA Yemen and ADRA Germany technical staff

- › The finalized **proposal for BMZ** funding with its main scope being in Health to complement the on-going health program funded by GFFO based on the concept already developed. The proposal should be as per the BMZ mandate and strategic plans that clearly pictures the nexus approach from the on-going lifesaving health intervention funded by GFFO.
- › The finalized clear and feasible **log frame** in line with proposed activities, outputs and objectives that clearly indicates measurable targets and indicators.
- › Inputs to the **M&E plan** and structure.
- › **Basic assessment** of the ADRA Yemen structure and an **organizational development roadmap** (2 pager) to support ADRA in the successful development and execution of a strategy in the field of Humanitarian - Development Nexus.
- › Any other requirement by BMZ to ensure that a robust and dynamic proposal is developed.

### Payment schedule:

Payments by will be delivery-based. Any deliverable not meeting the required specifications will have to be reworked and resubmitted at no additional cost to ADRA. The proposed payment schedule for this assignment is a 40% payment at the beginning of the assignment and 60% of the payment upon submission of the proposal with all the indicated satisfactory deliverables shared and agreed upon. Based on the written proposal, budget, log frame and M&E design and satisfactory performance, payments will be certified by the supervisor both in ADRA Yemen and Germany.

### Type of supervision that will be provided:

The consultant will work under supervision of the ADRA Yemen Program Specialist and ADRA Germany Program Coordinator. The supervisors will have frequent interactions with the consultant at various stages of the proposal development; agree on the process and clarify the deliverables; provide feedback and comments on the developed products; and track the progress made by the consultant. The supervisors will evaluate the consultant's work and certify delivery of work.

### Place of work and official travel involved:

The consultant will work home based with one visit to ADRA Yemen. The consultant is responsible for bringing his/her own IT equipment. ADRA Yemen &/or Germany will reimburse &/or book and pay one economy-fare round trip from the consultant's home country to Yemen.

Official travel might be required to the target locations of Saada and Al Jawf but only if government travel permit is approved. ADRA Germany will reimburse the consultant for out-of-pocket expenses associated with such travel according to the German per diem regulation. The payment will be feasible only after the consultant obtains and shared satisfactory receipts or any other proper documentation to the finance office through the supervisor for reimbursement.

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### Qualifications and specialized knowledge/experience required:

- › Advanced university degree (Master) in social sciences, health sciences, medicine, international development or a related discipline.
- › Minimum five years of work experience in developing award-winning proposals.
- › Previous work experience with BMZ.
- › Work experience in Yemen &/or Middle East region will be considered an asset.
- › Technical knowledge of health programs.
- › Technical knowledge of organizational development tools and methods.
- › Knowledge and experience in both, humanitarian and development sectors.

### Personal/organizational Competencies:

- › A high level of organizational and coordination skills.
- › High level of attention to detail.
- › Excellent writing skills in proposals.
- › An excellent command of the English language – both written and oral. German language an added advantage.
- › Ability to produce quality work within a deadline and under pressure.
- › Highly developed communication skills.
- › Conflict sensitivity, intercultural competencies, resilience in conflict-affected regions.

### How to apply:

Qualified candidates are kindly requested to submit their application by email to **Liliana Wadelnour, Program Coordinator ADRA Germany** ([liliana.wadelnour@adra.de](mailto:liliana.wadelnour@adra.de)) in English Language.

### The application should include:

- › A cover letter addressing the selection criteria above
- › Applicant's CV, highlighting experience relevant to this evaluation
- › A sample proposal from a prior assignment with content directly relevant to this assignment
- › Technical draft proposal and timeline illustrating the applicant's understanding of the TOR and plan to implement them
- › Financial proposal: Cost estimates for services rendered including daily consultancy fees
- › Contact details of at least two references from among recent employers or clients

The consultant must adhere to humanitarian principles, ADRA Protection Policy and ethical values of ADRA.

**Application deadline: March 22, 2020**