

VOICE Consultancy

Terms of Reference

About VOICE: Founded in 1992, VOICE (Voluntary Organisations in Cooperation in Emergencies) is the network of 88 European NGOs promoting principled and people-centred humanitarian aid. Collectively, VOICE aims to improve the quality and effectiveness of humanitarian aid of the European Union and its Member States. The network promotes the added value of NGOs as key humanitarian actors.

Objectives of the Consultancy:

Organise a network survey on the impact of EU sanctions and counter-terrorism legislation for NGOs working in humanitarian aid; and a webinar to present and exchange around the main findings from the survey.

Background

VOICE has engaged on the issue of counter-terrorism and EU sanctions ('restrictive measures') regimes at policy level for several years now. Through different events and initiatives, the network has raised awareness towards its members and EU decision makers on the potential negative impact those regulations (may) have on principled humanitarian aid. Reports from these events can be read [here](#).

Of significant importance was the 2-day workshop organised in November 2019 in Brussels. This workshop gathered NGOs, external experts, European Member States and EU institutions' representatives to discuss the evolving approach in the EU to sanctions and restrictive measures, and their unintended impact on the delivery of humanitarian aid.

Key recommendations from the workshop report include:

- ✓ Non-governmental organisations (NGOs) need to develop awareness and in-depth understanding across their own organisation, from the senior management level to the field staff level, and partners when relevant, on the impact of counter-terrorism legislation and sanctions regimes on principled humanitarian assistance.
- ✓ NGOs need to understand the counter-terrorism (CT) and sanctions frameworks in order to identify where the different restrictive measures come from. This is key in order to advocate towards policy-makers/regulators at European Union (EU) Member States, United Nations Security Council (UNSC) and EU levels.
- ✓ The humanitarian community must engage at national level, given Member States' respective roles at UN, EU and domestic levels in defining CT measures and sanctions regimes, and in granting exemptions and derogations.
- ✓ EU Member States should harmonise their interpretation and implementation of CT measures and granting of licenses to allow humanitarian agencies to operate in contexts that are affected by those. Procedures to gain exceptions/derogations/licenses/authorisations should be clarified and made accessible to ensure timely humanitarian response.
- ✓ As regular reviews of restrictive measures are undertaken, the humanitarian community, supported by the donors, should monitor the negative impacts of sanctions and CT measures at field level, and highlight these impacts to policy makers.
- ✓ Greater attention is needed to highlight and address the negative consequences of bank de-risking. Dialogue and consultation between all stakeholders – policymakers, donors, humanitarian actors and banks – are required to foster a mutual understanding.

As highlighted in the executive summary of its report, the workshop emphasized:

- The importance of ensuring a solid understanding of the decision-making process and architecture in which sanctions and CT measures are agreed, particularly to allow humanitarian actors to understand how to seek to obtain exemptions/exceptions/licensing and authorisations for humanitarian action
- That donors/regulators want more information and 'evidence' from humanitarians on the impacts of CT measures

The present consultancy aims at making progress around these issues. The survey will particularly look at providing relevant data / state of play around the some of the main recommendations mentioned above.

Purpose of the consultancy

VOICE is seeking a consultant to prepare and organise a survey and a webinar for VOICE members in order to:

- Capture members' experience; including evidence on the impact of EU restrictive measures / cases studies / good practices when confronted with EU sanction and restrictive measures.
- Assess the degree of understanding of the EU restrictive measures framework and internal policies/procedures to cope / mitigate the risks.
- Map the existence of individual / collective work and dialogue at national (or other) level

To that end the consultant will work with the support of VOICE programme coordinator to:

- Develop a comprehensive survey to be disseminated to all VOICE members on the issue of the impact of CT and sanction regimes on principled humanitarian aid.
- Make sure at least 50% of VOICE members fill in the survey in the given timeframe.
- Follow-up with relevant members (at least 10) with online / phone conversation
- Out of the results from the survey and subsequent interviews, develop an analysis, capturing main findings and relevant good practices to be shared with the wider community.
- On that basis prepare a report and presentation for the VOICE Secretariat and the VOICE membership.
- Co-facilitate with the VOICE programme coordinator a webinar to present the outcome of the survey and launch a conversation around the 2-3 main areas of key interest revealed by the analysis.

Outputs

1. Preparatory documents: survey, interview guidance, webinar preparatory documents
2. Report with main findings from the survey; analysis, good practices, and case studies (max 12 pages)

Expected timeline:

- Inception phase: meeting with VOICE Secretariat mid August
- Launch of the survey by end of August
- Review / analysis from the survey and follow-up interviews: September – October
- Draft report and preparation for webinar : mid November
- Webinar: mid - end November
- Final Report by end the year

Costs

Compensation will be competitive and in accordance with the experience of the consultant. It is expected to cover approximately 12 consultancy days and communications and travel costs incurred following VOICE policy.

Management and Reporting

The work of the consultant will be supervised by the VOICE programme coordinator. Regular exchange/progress reports via phone or physical meetings will be scheduled.

The consultant's report will be reviewed by VOICE. VOICE will conduct the final editorial review of the report and the consultant will then complete the final report.

Consultant requirements:

- Strong analytical and research experience, demonstrated by relevant previous analysis
- Proven understanding and knowledge on the issue of EU restrictive measures
- Experience in the humanitarian/development sector preferably with NGOs
- Experience in advocacy is an asset; knowledge of the EU is an added value
- Good communication skills
- Ability to work quickly and deliver products in line with agreed timeframes, ensuring strong communication with VOICE team
- Excellent English writing skills

Application process

Please send CV, motivation letter and brief proposal (no longer than 3 pages) outlining the process for conducting this work, the methodology, timeframe, budget and overall rate associated.

These documents should be submitted to programme@voiceeu.org by **9th of August 2020**.