Consultancy
Terms of Reference

About VOICE: Founded in 1992, VOICE (Voluntary Organisations in Cooperation in Emergencies) is the network of 85 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 2-day workshop on the impact of EU sanctions and counter-terrorism legislation for NGOs working in humanitarian aid with ECHO funding.

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 among its members and towards EU decision makers on the potential negative impact those regulations (may) have on principled humanitarian aid. Reports from these events can be read here.

However, the broader political agenda legitimately places a high priority on counter-terrorism and is underscored by the EU integrated approach driven by the EU Global Strategy. This makes it difficult for humanitarian actors to be heard at the highest level. Lately the EU has increased its legislative work around the issue of money laundering and counter-terrorism aligning with an international agenda.

Over the last 12 months, the European Commission has included a specific requirement obliging UN agencies to vet recipients of funds against EU sanction lists (relevant clauses: 6a(2) onwards) in the framework agreement with international organisations. In the same vein, the Practical Guide (known as PRAG) which applies for DEVCO, NEAR and EU trust funds funding specifies that:

“The obligation to ensure compliance with the EU restrictive measures applies:
• to the EU institutions and bodies and to all EU contracting partners;
• not only at the initial distribution of funds but also down to the level of final beneficiary “.
And adds: “Likewise, grant beneficiaries and contractors must ensure that there is no detection of subcontractors, natural persons (including participants to workshops and/or trainings and recipients of financial support to third parties), in the lists of EU restrictive measures.” (article 2.4)

VOICE members, and more broadly ECHO NGO partners are concerned about these developments. As DG ECHO is revising its Framework Partnership Agreement for working with NGOs, concerns are being raised regarding the potential introduction of similar text in the next FPA and the impact this may have on humanitarian operations implemented by NGO partners.

Purpose of the consultancy
VOICE is seeking a consultant to prepare and organise a 2-day workshop in Brussels in order to:
- Raise awareness among its members of this potential risk and exchange experiences and good practices among NGOs
- Put forward an NGO perspective and expertise on the issue to the relevant EC services with the aim of preventing such requirements being added to the next FPA.

To that end the consultant will work with the support of VOICE programme coordinator to
- Develop a comprehensive bibliography on the issue of the impact of CT and sanction regimes on principled humanitarian aid.
- On that basis prepare relevant background documents for participants to the workshop (and wider VOICE membership)
- Identify relevant experts (externally including within the academic and NGO community and within the network) to intervene in the workshop as well as relevant EC stakeholders (within ECHO, EC Service for Foreign Policy Instruments etc).
- Support the organisation of the logistics for the workshop (prepare save the date, invitation, reach out to identified speakers, support booking of venue etc.)
- Co-facilitate the workshop together with the VOICE programme coordinator
- Draft the final report of the workshop as an advocacy tool to further raise awareness towards EU decision makers

Outputs
1. Preparatory documents for the workshop (concept, agenda, background document for participants)
2. Report of the workshop in the shape of an advocacy paper (max 5 pages)

Expected timeline:
- Inception phase: meeting with VOICE Secretariat mid-October
- Desk review and preparation for the workshop: by end of November
- Workshop: end of November / early December
- Report by end of the year

Costs/ Compensation
Compensation will be competitive and in accordance with the experience of the consultant. It is expected to cover approximately 10 consultancy days and communication and travel costs incurred following VOICE policy. (incl. the 2 days of workshop)

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 the VOICE secretariat. 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 experience in workshop design and facilitation;
- 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 the 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@ngovoice.org by 17 October, cob.