



## **Candidate Brief**

### **Senior Governance Advisor – West Africa**

**January 2018**



Dear Candidate,

Thank you very much for the interest you have shown in our position of Senior Governance Advisor.

We are looking for someone who will **oversee our Governance work in West and Central Africa**, accompanying national advisors and providing quality control during the programme implementation. The focus for this role will be on developing, testing and scaling up innovative approaches /models; supporting the gathering of high quality data and evidences to input to the global MEAL and research agenda; contribute to the design of fundraising proposal; and represent the team in the region by engaging with senior decision-makers and peers to influence policy, promote CARE's work, and develop new partnerships.

Our successful candidate will have an in-depth understanding of Inclusive Governance key concepts and expertise in applying these to international development programmes in West and Central Africa. We are also looking for someone who has strong project and budget management skills (including M+E) and will have experience of liaising with donors. Proven team working and high quality writing and communication skills are essential. Fluency in English is required and the ability to operate in a French speaking context is desirable.

We hope after reading this brief, you feel you have the right skills and experience- if so, we would encourage you to make an application.

**Gaia Gozzo**  
**Head of Inclusive Governance**

## **Background Information**

### **CARE International – a global organisation fighting global poverty**

CARE International operates in more than 90 countries around the world. We run poverty-fighting programmes and deliver life-saving aid in 79 developing countries. This work is supported by global policy and advocacy work, fundraising, and programme management provided by CARE offices in countries like the USA and the UK.

### **CARE International UK**

CARE International UK was founded in 1985 and we are one of 14 full members of the global CARE International federation. We employ 120 staff and generate around £50 million a year for CARE's poverty-fighting work.

As well as supporting CARE's [humanitarian](#) and [development work](#) around the world, CARE International UK provides specific expertise in the areas of [women's economic empowerment](#), inclusive [governance](#), humanitarian response (particularly [shelter](#), and gender in emergencies), and [engaging with the private sector](#). We also play a key role in CARE's work engaging with and influencing [policy-makers and decision-makers](#) to tackle the structural causes of poverty and social injustice.

CARE's programmes are implemented through [CARE country offices](#) which are supported with technical assistance and programme management by CARE members (including CARE International UK). We work in partnership with local organisations to deliver many of our programmes.

CARE is non-religious and non-political, allowing us to deliver humanitarian and development assistance to anyone in need regardless of race, gender, ethnicity, age, religion, political view or sexual orientation.

You can find out more about our current strategy [here](#)



## **Background to the job/the team**

### **Team overview**

CARE International is one of the world's leading multi-mandate aid agencies, fighting poverty and injustice in over 80 countries around the world and helping 65 million people each year to find routes out of poverty. CARE International's work is guided by its **Global 2020 Programme Strategy which identifies promoting inclusive governance (IG) as one of three core pillars to CARE approach** alongside strengthening gender equality and women's voice and resilience.

The identification of inclusive governance as a core programmatic approach opens up exciting opportunities for CARE International's **Inclusive Governance Hub**. The IG Hub is hosted by CARE International UK and it has been assigned responsibility for supporting and facilitating the integration of Inclusive Governance across the confederation. This leadership of CARE's governance agenda involves playing **two main roles**:

1. To support and facilitate the integration of IG across all of CARE's programming; and
2. To position CARE as a global leader in the governance field.

The **functions** below are designed to deliver these two roles.

1. Thought leadership
2. Coordinating technical assistance and capacity strengthening
3. Supporting Monitoring, Evaluation & Impact assessment
4. Facilitating, generating and connecting Knowledge, learning and research
5. Enabling a strategic approach to IG resource mobilization and partnerships
6. Coordinating efforts around IG global visibility, within and beyond CARE

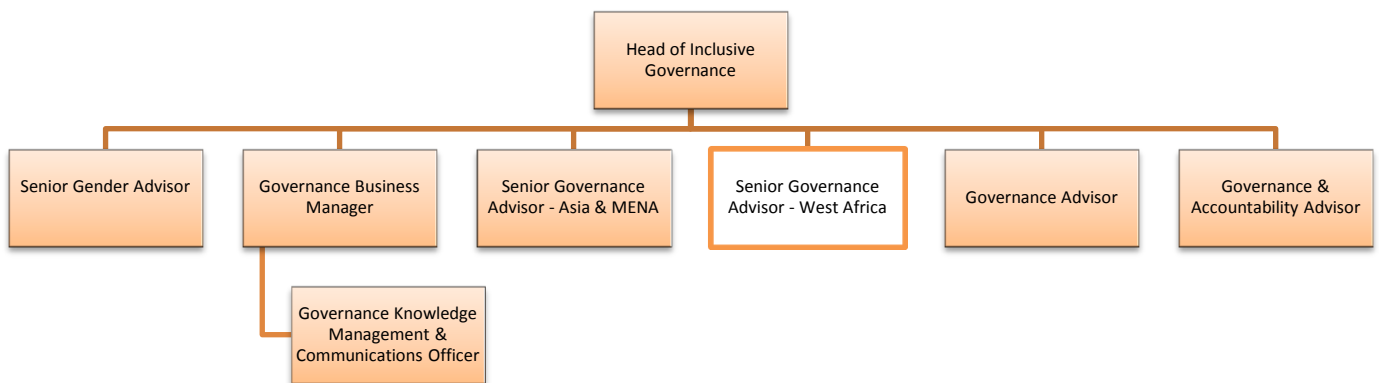
The IG Hub is made up of the following positions:

1. IG Head– for Senior leadership
2. IG Business Manager – to support resource mobilization and partnership
3. IG M&EL and Research advisor – to lead on the M&EAL and Research functions;
4. IG Knowledge Management Officer – to lead on knowledge generation and sharing, and in profiling internally and externally IG programming;
5. Gender Senior Advisor (30% Level of Effort ) – to lead on Women's Voice and Political Leadership;
6. Senior IG Advisor West and Central Africa, based in West or Central Africa
7. IG Advisor East and Southern Africa, based in Nairobi, Kenya
8. Senior Asia and MENA advisor, based in Asia from September 2017

IG Hub is hosted and based in the CARE UK office in London, with exception of the regional advisors based in the respective regions. However, CARE's IG Hub is embracing a more "diffuse leadership and network approach", going beyond the traditional model of having a "team of experts" based in

the North. Care’s IG Hub is moving toward coordinating and facilitating an “expand IG network” that brings together IG experts sitting in different teams and locations across the CARE confederation, and possibly even partners in the future. For the future, with exception of the Head of the Hub, all other positions could be based in other locations.

## Organogram



## Job Description

### Overview

**Post Title:** Senior Governance Advisor – West and Central Africa

**Directorate:** Programme and Policy

**Team:** Inclusive Governance Team

**Responsible to:** Head of Inclusive Governance

**Accountable to:** Programme and Policy Director

**Base Location:** Ghana or Ivory Coast, with some flexibility to consider other countries in West and Central Africa, where CARE has an office

**The appointment will be under the terms and conditions and contract of employment of the local CARE office where the successful candidate is based** (ie Ghana or Ivory Coast, with some flexibility to consider other countries in West and Central Africa, where CARE has an office)

**Line Management Responsibility:** No staff report to this post. The Senior Advisor may at times be responsible for supervising volunteers, consultants, and colleagues on specific pieces of work.

**Budgetary Responsibility:** The Senior Advisor may have some budgetary responsibility linked to specific short team assignment. Furthermore s/he will be responsible for making a significant contribution to the team's cost recovery targets.

## Key External and Internal Contacts and Relationships

External Contacts	Internal Contacts
<ul style="list-style-type: none"> <li>• Governance advisors and other relevant staff in DFID, USAID, EC and other Institutional donors in the region</li> <li>• Southern CSOs, partnering and/or coordinating with CARE COs</li> <li>• Counterparts in other NGOs and other peer organisations</li> <li>• Other CIUK partners including institutional and private donors</li> <li>• Representatives of universities and research institutes</li> <li>• For-profit and not-for-profit consultancies and companies</li> <li>• Relevant networks, CSOs national or regional platform, national or regional advocacy spaces.</li> </ul>	<p>CIUK</p> <ul style="list-style-type: none"> <li>• Other members of the inclusive governance team</li> <li>• Programme Management team – Africa region</li> <li>• Institutional Partnership Team</li> <li>• Advocacy team</li> <li>• WEE team – value chain leads</li> <li>• Humanitarian team</li> <li>• Other CIUK PD team</li> <li>• Finance team</li> </ul> <p>CARE International</p> <ul style="list-style-type: none"> <li>• RMUs – RD, DRD programme and Fundraising directors</li> <li>• CARE Country offices in West and Central Africa – CDs, ACDs and IG technical staff</li> <li>• Counterparts from other CARE International members</li> <li>• CUSA Competitive Business Unit (CBU) and other CUSA Funding leads</li> <li>• Strategy 2020 outcomes areas leads and other leads (approach and roles)</li> <li>• Relevant Campaigns and Communications colleagues</li> </ul>

The above list is provided for guidance only and is not an exhaustive list of all the contacts with whom the post holder may be required to liaise.

## **Job Summary and key responsibilities**

The regional advisors are embedded in COs and RMUs and play a regional role, working closely with national advisors and other IG experts implementing IG programming in the region. In general, the

experience of locating regional advisors in regions has been positive, drawing more significantly on local context, and overall promoting closer work with COs and very importantly with their partners.

The Senior West and Central Africa Governance Advisor will **oversee our Governance work in West and Central Africa, and the francophone countries in the Caribbean region**, with an emphasis on consolidating work in COs in the current IG portfolio and expanding to new ones.

The post-holder will focus on the function 2 “Coordinating technical assistance and capacity strengthening”, by supporting the integration of IG in country offices programming. The post-holder will also contribute to the other team functions, by supporting other team members to develop our portfolio, ensure effective impact measurement, generate and share research and learning within CARE and with our external partners.

Beyond the management of the West and Central Africa portfolio, the Senior Advisor is expected to play a **broader leadership role** on designated specific sub-thematic areas or functions, and provide overall management to major initiatives with minimal supervision.

## **Main Areas of Responsibility**

### **1. Coordinating technical assistance and capacity strengthening**

*The Senior Advisor provides technical assistance to country IG programming, with a focus on developing, testing and scaling up innovative approaches/models, and providing quality control during the programme implementation. Furthermore the senior advisor supervises, supports and provides technical backstop and quality control to designated major technical pieces of work, including flagship inclusive governance projects and other initiatives in her-his region. More in specific, the senior advisor will:*

- Manage the inclusive governance portfolio in West and Central Africa and provide high level technical assistance to country offices with little supervision.
- Support proposals/bids development (remotely and in country);
- Integrating the governance approach and IG models within existing programming (including the design of field manuals, strategy documents, tools);
- Support IG context analysis (Political Economy analysis, Conflict analysis, power analysis etc.);
- Provide training on IG and IG models;
- Provide support on devising an IG strategy.
- Stay abreast of current debates and practice related to inclusive governance and ensure that this informs our own work in the region.



## **2. Facilitating, generating and connecting Knowledge, learning and research**

*Learning and Research is a significant component of the inclusive governance team agenda and we constantly strive to make sure we learn from what we do. The Senior Advisor will be responsible to contribute to IG global research agenda, by leading (i) the identification of opportunities for research and learning in his-her region, and (i) the generation of designated pieces, managing the relations with research partners from the design of the TORs to the launch of the final product. More in specific, the senior advisor will:*

- Contribute to the generation of conceptual frameworks, guidelines, manuals, tools etc., with information and evidences coming from the region;
- Draw on innovative regional programming, to generate learning products and support the wider IG global team to capture and share learning, also through supporting South-South exchange;
- Contribute to CARE's global IG research agenda, by managing and/or generating research, and support regional COs to produce quality research aligned to the global research agenda.
- Produce at least one piece of research every year, by leading on the generation of the designated piece, managing the relations with research partners from the design of the TORs to the launch of the final product.
- Facilitate the establishment of research partnerships, in the global South;

## **3. Enabling a strategic approach to IG resource mobilization and partnerships**

*The Senior Advisor supports the design of designated country , regional and/or global proposals, including commercial tenders. S-he will also lead and/or contribute to the preparation of documents that can better position CARE's inclusive governance work with donors (e. g. team capacity statements, team tool kits, fact sheets, case studies for show casing governance work). The Senior advisor has the responsibility to contribute to a significant share (beyond 60%) of the Inclusive Governance team cost recovery annual target. More in specific, the senior advisor will:*

- Contribute to meeting annual team cost-recovery targets, by taking responsibility for cost recovery between 60% and 70% of his/her time.
- In collaboration and with the support of the inclusive governance business manager, CIUK fundraising staff in PMT, the Institutional Partnership Team and the RMU fundraising focal point, the West Africa advisor will contribute to the development and implementation of a donors engagement strategy and the building of a solid IG pipeline/portfolio in the region.
- Adopt an entrepreneurial approach in contributing to building a strong IG portfolio, by identifying fundraising opportunities.
- Support the development of project proposals to institutional donors, foundations, and companies in association with country offices, inclusive governance business manager, CIUK' fundraising staff, CARE USA CBU and other CIM and RMUs fundraising staff/teams.
- Lead the development of the IG component in major global and or regional proposals, managing the input from involved COs and leading on the relation with the PFMU team and external partners.

- Contribute to organisational efforts to raise awareness about CARE’s work in inclusive governance, including leading the preparation of documents that can better position CARE’s governance work with donors (team capacity statement and the team tool kit to show case governance work).

#### **4. Supporting Monitoring, Evaluation & Impact assessment**

*The impact and outcomes of the global CARE 2020 Program Strategy will be measured through tracking progress against 25 global impact indicators, including two additional indicators measuring progress against the gender equality and inclusive governance components of the approach. The IG Hub will work with the CI MEL Group to build capacities across the system to collect better quality data, also by piloting fit-for-purpose (outcome mapping/harvesting) and cutting-edge methodologies. The Senior Advisor supports the global MEAL function by building capacities and contributing with high quality data and evidences generated by the regions. More in specific, the senior advisor will:*

- Contribute to the generation of sound impact evidences, by supporting the establishment of sound M&E system and practices in the region, and the take up of innovative M&E and evaluation methodologies.
- Contribute to the “IG Progress Report” with relevant examples, data and evidences coming from the region.
- Build the regional/country capacities to collect information against the two global indicators and supplementary indicators, and against the IG marker.
- Lead on initiatives piloting cutting edge methodologies (e.g. Contribution Tracing, Outcome Mapping etc.) in the region.

#### **5. Coordinating efforts around IG global visibility, within and beyond CARE**

*With the increased visibility of the inclusive governance work, there are more demands for representation in internal and external spaces. The senior advisor represents the inclusive governance team in West and Central Africa and is in charge with developing and maintaining effective relationship with senior staff in COs, RMUs, partners and donors’ offices. The Senior Advisor will engage with senior decision-makers and peers to influence policy, promote CARE’s work, and develop new partnerships. More in specific, the senior advisor will:*

- Lead or contribute to the development of organisational policy and advocacy positions on relevant governance issues.
- Promote CARE’s governance activities and learning by representing the team in West and Central Africa events and spaces, report launches, receptions, and by hosting visits and UK advocacy tours from country office staff.
- Build contacts with relevant networks, CSOs, research institutions and other relevant actors in the region.

## **Other consideration**

- *Any additional duties as may be reasonably required by a senior technical advisor within the scope of the above.*
- *This document forms part of the post holder's contractual terms and conditions of employment.*
- *The document is not an exhaustive list of core elements of the role. This job description is a working document and may be amended from time to time by mutual agreement.*

## Person Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Education &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>• Master level of education in a relevant field or equivalent experience.</li> </ul>	
<b>Skills &amp; Expertise</b>	<ul style="list-style-type: none"> <li>• Sound strategic thinking and leadership in establishing and/or developing partnerships and portfolio.</li> <li>• Strong negotiation and influencing skills – with a proven ability to operate in complex institutional/organizational settings.</li> <li>• In-depth understanding of key concepts in inclusive governance and expertise in applying these in international development programmes in West and Central Africa.</li> <li>• Excellent understanding of principles and familiarity with approaches of local participatory development, social accountability, NGOs - forward accountability, women political empowerment, and Political Economy Analysis.</li> <li>• Ability to train and building capacities of governance specialist colleagues, providing mentoring and ad hoc support</li> <li>• Ability to confidently communicate to a variety of audiences, from senior technical staff in high level fora to no specialist audiences.</li> <li>• Ability to lead on the production of high quality publications, by authoring research pieces or managing research partners, authoring and other learning or communications products (e.g. policy briefs, blogs, etc.)</li> <li>• Basic qualitative and quantitative research design and analysis skills.</li> <li>• The ability to spot strategic funding and partnership opportunities and design effective engagement plans for funding success.</li> </ul>	Speaking French would be a plus.
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Strong track record in providing technical assistance to the design and implementation of governance projects/programmes, including social accountability approaches</li> <li>• Proven track record of achieving significant fundraising and cost recovery targets from range of funders</li> <li>• Experience in working in different contexts and with different sectorial programming</li> </ul>	<ul style="list-style-type: none"> <li>• Sound experience in working with a technical governance team</li> </ul>

	<ul style="list-style-type: none"><li>• Monitoring &amp; evaluation of projects/programmes including demonstration of impact.</li><li>• Experience in leading and contributing to the generation of pieces of research, learning and other high quality programmatic publications</li><li>• Experience in leading and supporting proposal design, including of global major submission</li><li>• Experience in representing an institution in high level programmatic and policy spaces</li></ul>	
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For further information please visit

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