



**TERMS OF REFERENCE**  
**Regional Representative**

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| <b>Organization</b>  | <a href="#">NEAR</a> (Network for Empowered Aid Response)<br>(Hosted by <a href="#">Adeso</a> – African Development Solutions) |
| <b>Position(s)</b>   | Regional Representative – MENA   |
| <b>Reporting To</b>  | NEAR Executive Director  |
| <b>Working With</b>  | NEAR’s Leadership Council (i.e. Board of Directors); NEAR Secretariat  |
| <b>Duty Station</b>  | Home Based (although the Regional Representative should be based in MENA)  |
| <b>Duration</b>      | 12 months, with the possibility of extension   |
| <b>Starting Date</b> | As soon as possible  |

**ABOUT NEAR**

NEAR (Network for Empowered Aid Response) is a movement of Global South civil society organizations with a bold ambition – to reshape the top-down humanitarian and development system to one that is locally driven and owned, and is built around equitable, dignified and accountable partnerships. NEAR’s vision is a world where local communities have the resources and agency to address the challenges that impact them. NEAR is currently hosted by Adeso, an African based international development and humanitarian organization. Adeso and NEAR both aspire to prevent and overcome situations that adversely affect community well-being by: Influencing policy change and enacting systemic change through innovative solutions led by local and national actors.

**POSITION SUMMARY**

NEAR is currently recruiting for two additional Regional Representative positions. One will represent Sub-Saharan Africa, and the other will serve the Middle East and North Africa (MENA). They will join a team of two existing Regional Representatives, who currently represent Latin America and the Caribbean, and Asia and the Pacific. The purpose of the position is to ensure increased engagement and coordination with NEAR members in MENA, while working closely on coordination and advocacy with national and regional networks, NGO forums, consortiums, and international NGOs (INGOs). Each Regional Representative will also be a thematic lead within NEAR, focused on Policy Influencing, Innovative Financing, and South-to-South Learning and Exchange.

**POSITION PURPOSE**

The Regional Representative will serve as a coordinator for NEAR members and set the direction and focus of NEAR’s work in MENA. The Representative works with a diverse membership and engages between NEAR, its members, allies, like-minded organisations, and partners in NEAR’s focus areas, in order to strengthen principled and effective humanitarian action.

**SPECIFIC ROLES AND RESPONSIBILITIES**

***Member Support/Engagement***

- Increase engagement of NEAR members in NEAR programming at the country, regional and global level;
- Strengthen the capacities of local and national NGOs (L/NNGOs) in the region to engage in the humanitarian system;
- Represent NEAR in regional bodies, and promote engagement of NEAR members;
- Respond to L/NNGO queries for information and advice;
- Facilitate members’ engagement with and contribution to NEAR’s South-to-South learning platform;
- Encourage member engagement in important events in line with the NEAR priorities;

- Facilitate and organize meetings, workshops, webinars, discussions and debates for members/NGO Fora in the region to exchange experiences and information;
- Develop and maintain relationship with NEAR's members and allies at a number of levels; in the region and at country levels;
- Lead the implementation of NEAR's membership expansion strategy and develop work plans for new member recruitment and retention.

#### ***Influencing/Advocacy***

- Ensure a strong and multi-faceted L/NNGO voice from the region is reflected in key debates and decision-making forums in the region and at global levels that affect humanitarian action;
- Work with NEAR members in developing and implementing advocacy strategies;
- Bring LNNGOs perspectives throughout Policy Influence, Financing and South to South Learning and Exchange initiatives;
- Support members in the region to contribute to and influence the humanitarian policies and practices of key regional and international actors.
- Work with international partners including INGOs, donors, and UN agencies to implement and operationalize genuine localization initiatives;
- Facilitate increased L/NNGO access to important stakeholders, including multilateral partners (e.g. UN agencies and the World Bank), INGOs, Governments, donors, regional bodies, the private sector;
- Contribute to NEAR's efforts to operationalize the Grand Bargain localisation workstream.

#### ***Programmatic***

- In alignment with NEAR Strategy and in collaboration with the NEAR Secretariat and members, be a part of designing programmes (log frames, work plans, budgets and any other relevant documents);
- Producing, sharing and exchanging information, analyses and learning opportunities for members in the region;
- Contribute to the NEAR Newsletter with regular updates on achievements and opportunities in the region;
- With support from the Membership Coordinator, maintain national and regional mailing lists of members and partners, and communicate regularly;
- Help to advance NEAR's work on innovative local finance in the region;
- Organise face-to-face or online learning events tailored for the region;
- Monitor, analyse and keep abreast of the latest humanitarian policy development specific to the region.

#### ***Other***

- Identify and help prepare funding opportunities in line with NEAR strategy and support work to pursue these by NEAR Senior Management.

#### **QUALIFICATIONS & EXPERIENCE**

- Advanced Degree in International Development, International Relations, Business, or its equivalent in relevant field.
- Knowledge of the international humanitarian sector including the major current humanitarian policy issues and trends (especially related to NEAR's strategic priorities);
- Experience leading or supporting networks and managing diverse relationships;
- Knowledge of the major humanitarian settings in the region;
- Demonstrated experience in engaging with political, humanitarian and development actors in the region, including those outside the UN and NGO sectors;
- Preferred experience working with national/regional-level NGO Networks/Fora;
- Excellent people management skills and good communicator;
- Able to work effectively in a multicultural environment;
- Proven ability to work in a team;



- Highly organized and self-motivated;
- Ability to work under high pressure and prioritize tasks;
- High standard of written and spoken English a must. Fluency in Arabic for the MENA position is strongly preferred.

#### APPLICATION PROCESS

All applications should be sent to [jobs@near.ngo](mailto:jobs@near.ngo) by **31 March 2021** with “**Regional Representative - MENA**” (depending on which position you are applying for) on the subject line. The selection committee will review all applications as they arrive.

Each application package should include the following:

- Cover letter with the applicant’s current contact information. The letter should be no longer than one page
- CV (including detailed work experience, education/degrees, and details of similar assignments)
- Two Professional References, with complete contact information

**All applicants must meet the minimum requirements described above. Only short-listed candidates will be contacted. Adeso is an equal opportunity employer.**