



## Association of International NGOs in Nepal

### VACANCY ANNOUNCEMENT 27 May 2022

#### Policy Advisor

The Association of International NGOs (AIN), formed by INGOs working in Nepal in September 1996, is an important network in the development sector of Nepal. AIN's aim and objective clearly states that it has to stay abreast of Government policies, systems, strategies and procedures. AIN Members are continually improving systems towards increased accountability, transparency and diversity and in the process, they are engaging & coordinating with other development & Humanitarian Actors, including Government Bodies, NGO Federations and the Donors.

**Objectives & Scope:** The main objective of the Policy Advisor is to provide guidance, knowledge and service to the AIN Secretariat, Steering Committee (SC) and its member organizations in dealing with issues related to INGO operating space in Nepal, including but not limited to:

- Laws, policies and regulations that affect INGO and civil society operating space
- Government consultations and liaise on issues related to operating space
- Key donor policies with regard to operating space
- Relationships with ministries, Social Welfare Council, elected officials, and other government agencies that influence INGO operating space
- Issues related to principles and international standards on INGO and civil society operating space operating

For the process of application and detailed Terms of Reference, please visit our website [www.ain.org.np](http://www.ain.org.np) Applicants should send their CV together with the names and contact details of two references, a short paper (500 words) on how they propose to implement AIN Advocacy Plan and its objectives based on background and job description. Applications could be sent through email: [reshma@ain.org.np](mailto:reshma@ain.org.np)

**Application deadline:** 10 June 2022. Only short-listed candidates will be invited for test and interviews. Applications received after the closing date will not be considered.

# Terms of Reference (ToR)

## AIN Policy Advisor

### A. Background

The Association of International NGOs (AIN), an informal network of INGOs working in Nepal in September 1996, is an important network in the development sector of Nepal. AIN has come together to promote mutual understanding, exchange information, share experiences and learning of our work in Nepal for more effective collaboration. AIN's aim and objective clearly states that it has to stay abreast of Government policies, systems, strategies and procedures. AIN Members are continually improving systems towards increased accountability, transparency and diversity and in the process, they are engaging & coordinating with another development & humanitarian actors, including government bodies, NGO federation and the donors.

### B. Objectives & Scope

The main objective of the AIN Policy Advisor is to provide guidance, knowledge and service to the AIN Secretariat, Steering Committee (SC) and its member organizations related with INGO operating space in Nepal, including but not limited to:

- Laws, policies, and regulations that affect INGO and civil society operating space
- Government consultations and liaise on the policy related issues
- Key donor policies regarding operating space
- Relationships with different ministries, Social Welfare Council (SWC), elected representatives and other government agencies that influence INGO operating space
- Issues related to principles and international standards on INGO and civil society operating space operating

Priorities will be set by the AIN Steering Committee (SC) and all work outputs must be approved by the SC before release/action.

This ToR is developed to take on professional service with the aim to facilitate the AIN and its member organizations in dealing with above issues.

### C. Key Responsibilities and Tasks

#### *Summary of the Key Roles*

1. Ensure effective advocacy of AIN and lead the provision of policy advisory services for CSOs working space as required.
2. Advising necessary guidance related to policies, regulations, act and collaborate substantively with federal, provincial, local, public, private, and other related stakeholder to introduce necessary CSO friendly policies.
3. Advise and update AIN with new policies, rules, regulations, procedures by the Government relating to the INGO operation in Nepal. Provide awareness of contextual developments and trends in Nepal regarding civil society operational space, especially in law and policy that have impact of INGOs operation in Nepal.
4. Support AIN member organizations to deal with operational hurdles namely: understanding government regulations impacting member INGOs, clarifying about new policies and requirements, support in resolving common concerns related to INGOs. To provide policy level guidance and facilitation at policy and Ministry level to common issues related to GA, PA, PFAC, other regulations related to INGOs.
5. With the support of the Operational Space Policy Working Group (IOSP WG), design advocacy and lobbying strategies on major operational space issues, including identification of key stakeholders.

6. Support the SC in meetings and consultations with stakeholders on civil society/ INGOs operational space issues.
7. Coordination and collaboration with NGO Federations and other associated CSOs networks and stakeholder.
8. Analyzing and advising of the political, social, and economic situation in the country.
9. Participation in the work of the different AIN Working Groups' activities.
10. Prepare policy briefs and advise AIN Chairperson and AIN SC on important policy matters related to AIN and Civil Society issues.
11. Brief AIN Chairperson and support in preparation for any important meetings.
12. Support AIN Secretariat, AIN SC and AIN Chair as requested by AIN Chairperson on policy related issues and matters related to AIN to organize any meetings, facilitate meetings to solve contentious issues.
13. Provide support to AIN SC and Secretariat to plan and organize meetings, events, policy dialogues, development dialogues or development summit.

### ***Coordination and Communications***

1. Support and coordinate the INGO Operational Space Policy Working Group (IOSP WG) of AIN members.
2. Support the AIN Secretariat to continue to develop a meaningful communications mechanism/system to respond to AIN member organization needs in relation to policy issues.
3. Work with AIN Communications Working Group to Support AIN's media relations so that the role, contribution and issues of I/NGOs is better represented and misconceptions ,misunderstanding, misperceptions and wrong information are avoided or corrected.
4. Coordination and collaboration with NGO Federations and other associated CSOs networks and stakeholder.
5. Provide advice and support in content creation for AIN website and social media and AIN/WG publications.

### **D. Timeframe**

The advisory/ consultancy assignment will start with effect from **15 June 2022** and ends on **31 Dec 2022**. The contract can be extended further based on the performance and need. The Consultant will work **15 days per month i.e., 105 hours** under this ToR.

### **E. Reporting**

The Consultant will work closely with and report to the Chairperson of AIN. S/he will need to coordinate with the other members of the AIN Steering Committee (SC) and AIN officials.

### **F. Consultant Profile/Competency**

- Minimum Masters-in Laws/Arts/Sociology/Development Studies/ International Relation etc.
- At least 8-10 year's work experience in development/humanitarian sector or related field
- Understanding of internal and external development trends, government regulations and general policy climate in Nepal
- Sound understanding of Nepali laws and regulations related to international organizations, legal background/experience desirable
- Excellent analytical and writing skills preferably in English and Nepali

- Ability to develop a holistic and need-based communications, visibility, and publicity strategy in relation to policy issues in Nepal.
- Excellent and proven writing skills of policy, position, discussion papers, both English and Nepali
- Excellent presentation and communication skills
- Translation skills Nepali to English and vice versa
- Ability to collaborate and coordinate with governments agencies and CSO in Nepal