



Consultancy Terms of Reference

CHS Alliance “Governing Well” project support

Consultancy purpose : To support the CHS Alliance in delivering the “Governing Well” project

Reports to: Project Manager of the CHS Alliance Initiative to Cultivate Caring, Compassionate Aid Organisations (CCCAO)

Timeframe: The consultant(s) will be expected to be available for up to 12 days through March 2022

Background: As a follow-up to learning published in the 2020 “Working Well” and 2021 “Leading Well” reports, this “Governing Well” project will map how current CHS Alliance members’ governing boards (trustees) are addressing issues of organisational culture and staff well-being, highlight some good practices, and recommend five ways boards can more systematically support organisations to cultivate cultures and support staff in meeting the CHS commitments to affected people.

Role and responsibilities:

Over the course of February and March, the consultant(s) will play a support role in carrying out the following:

- a literature review
- survey
- interviews
- focus group conversations
- analysis
- report writing/ editing

Person specifications:

- Knowledge of the humanitarian sector and CHS
- Excellent organisational / communication skills
- Good writing skills
- Previous relevant experience
- Familiarity with an online working environment (e.g. Office 365, MS Teams, Zoom)
- Flexibility in availability (i.e. some weeks may require more time than others)
- All consultants need to abide by the CHS Alliance Code of conduct, safeguarding policy and data protection policy.¹

¹ These policies will be shared for signature with the successful candidate



Administrative support / logistics:

The consultancy will be home based. Support from the Secretariat shall be discussed beforehand with the Project Manager and HR.

How to apply:

Interested candidates should submit their applications by email to:

recruitment@chsalliance.org

Applications shall include a **CV, a brief proposal for the consultancy work, including fees, and a sample of previous writing work**. If you charge VAT, please make sure this is clearly reflected in the fees you share with us.

Please mention **your name and the title of the consultancy in the subject line**

Deadline for applications: 3 February 2022

Important information:

The person shall be registered as a consultant in their country or work for a consulting firm. We will require two references from consultants. We would also like to draw your attention on [our complaints mechanism](#) which can be used by our consultants or to report complaints about our consultants.