



**Increasing Impact Through Collective Action**

We believe people in crisis have the right to assistance  
We believe, in the right conditions, CVA is the best way of supporting people in crisis  
We believe CVA offers dignity, choice and the right to self determination  
We believe in collective action

**Role Title**

**Regional Representative**  
**West and Central Africa**

**Role Purpose**

The Regional Representative maintains and develops a thriving network, creating impact by convening, facilitating and harnessing diverse voices, representing, advocating and influencing for action, in service of CaLP’s vision and goals. The role plays a pivotal part in furthering CaLP’s strategic aims and really delivering on our commitments to members and the wider humanitarian community.

**CaLP Purpose**

CaLP is a dynamic global network of over 90 organisations engaged in the critical areas of policy, practice and research in humanitarian cash and voucher assistance (CVA) and financial assistance more broadly. Collectively, CaLP members deliver the vast majority of humanitarian CVA worldwide.

We envision a future where people are enabled to overcome crises with dignity, by exercising choice and their right to self-determination.

The purpose of the CaLP network is to maximise the potential that humanitarian CVA can bring to people in contexts of crisis, as one component of broader financial assistance. To do this we catalyse the power, knowledge and capacities of our diverse global network, alongside other local, national, regional and global actors, all of whom are seeking to secure better outcomes for people living in crisis contexts. Our role as a collective is to generate alignment in the approaches and actions of those within and across our network, in order to help optimise the quality and scale of humanitarian CVA.

What makes CaLP unique is its diversity. CaLP members currently include local and international non-governmental organisations, United Nations agencies, the Red Cross/Crescent Movement, donors, specialist social innovation, technology and financial services companies, researchers and academics, and individual practitioners.

As a CaLP team, we work with and for the CaLP network – keeping our vision front and centre. Working impartially, we engage with the network to generate evidence, we facilitate dialogue, we challenge and question, we draw together good practices and promote their uptake. We play a key role in creating the impetus and means for thought leadership and convene network members to generate futures-thinking

<p>agendas. We mobilise the membership and the wider network to look for collective solutions to collective problems.</p>	
<p><b>How we aim to work as the CaLP team</b></p>	
<p>We strive to work collaboratively with the network and as a team. All of us, in some way, influence, communicate, manage knowledge, share learning and administer to get things done.</p> <p>We work as one team and in many sub teams, we also create task teams to drive forward specific activities and then disband them when the job is done. Many teams are largely self-organising, agreeing ways of working that make sense for the task at hand with devolved decision-making that gives us space to act to meet our own responsibilities.</p> <p>This way of working can take time to get used to, it's not perfect and we're constantly seeking to strengthen it. This fluidity and team work brings huge benefits, in that it allows us to remain agile, explore, learn as we go, adapt further and get better at what we do, in service of our goals.</p>	
Management support line:	<p>Two, line relationships:</p> <p>Head of Network Development supports your performance and development as a staff member; the Director supports your focus on the priorities of the region and the ambitions of CaLP overall.</p>
Management support for:	<p>Deputy Regional Representative, Regional Programme Coordinator, Operations Support Officer/Administrative Assistant</p>
Budget responsibility:	<p>Equivalent to circa 1M GBP per annum</p>
Key Accountabilities:	<ul style="list-style-type: none"> <li>• Share whole team leadership as senior manager</li> <li>• Provide management support for and foster personal development of team members</li> <li>• Strategically lead CaLP's work in the region and lead on some thematic initiatives with global reach.</li> <li>• Accountable for network development in the region – fostering the development of a vibrant network and driving strategic opportunities, increasing impact through collective action.</li> <li>• Accountable for the regional programme portfolio.</li> <li>• Establish and maintain spheres of influence among CVA actors and beyond, including engagement with donors, IFIs and regional bodies.</li> <li>• Establish and strengthen strategic relationships, partnerships and alliances within the network and amplify conversations beyond, within and beyond the region.</li> <li>• Convene members and others to identify key issues, and explore the implications of emerging trends and issues.</li> <li>• Lead on policy engagement in the region.</li> <li>• Coordinating with the Donor Relations Manager, develop regionally based fundraising opportunities and lead/contribute to new proposal development for CaLP as a whole (in time, exploring options re more networked funding).</li> <li>• Manage donor relationships on the programmatic/technical level and oversee grant management, with support/advice from the Donor Relations Manager.</li> </ul>

	<ul style="list-style-type: none"> <li>• Manage hosting relationships at the regional level.</li> <li>• Facilitate network interactions at the regional level to generate evidence and learning and foster collective agreements.</li> <li>• Facilitate, engage with, mobilise and help grow the membership.</li> <li>• Enable working group development, provide support, governance and facilitation; co-create events.</li> <li>• Utilise social media to horizon scan, engage and promote CaLP's work.</li> <li>• Ensure extensive cross-fertilization of ideas across all aspects of CaLP's work.</li> </ul>
Essential Technical Skills, Experience & Knowledge	<ul style="list-style-type: none"> <li>• Senior management experience, including strategy development, planning, delivery, and representation in an aid context.</li> <li>• Master's degree or equivalent qualification in an appropriate technical field, or equivalent level of professional experience.</li> <li>• Experience and professionalism in networking to engage and influence with senior actors across the humanitarian system.</li> <li>• Understanding of Cash and Voucher Assistance (CVA) in a humanitarian context in the region, and associated opportunities, complexities and politics.</li> <li>• Understanding of the international humanitarian system at regional and global levels, and linkages with government bodies, including current debates.</li> <li>• Highly proactive and pragmatic leadership, problem solving and delivery, able to identify high impact priorities, allocate resources and achieve significant results with limited support.</li> <li>• Experience in one or more of CaLP's strategic focus areas.</li> <li>• Detailed understanding of the regional/countries' contexts.</li> <li>• Strong project management and people management skills.</li> <li>• Financial management and compliance management experience and skills.</li> <li>• Excellent communication skills, including in written and spoken English.</li> <li>• Strong decision maker who operates with integrity.</li> <li>• Experience with major humanitarian donor grant management and reporting procedures.</li> <li>• Sensitivity to cultural differences and the ability to work in a wide variety of cultural contexts and individual team members.</li> <li>• Fluency in French and English, verbal and written</li> </ul>
Desirable attributes	<ul style="list-style-type: none"> <li>• Experience of leading inter-agency initiatives.</li> <li>• Experience of working in a virtual network or remote team</li> <li>• Fluency in Arabic or Spanish</li> </ul>
<p>Role profiles are living documents, and aren't an exhaustive list of things to do. The role may require other reasonable duties. As with everything, flexibility is the name of the game.</p>	

Last updated: 22 March 2021