



The Irish Association
of Non-Governmental
Development Organisations

Terms of Reference

Advocacy Officer Consultancy

April 2021

1. Background

Dóchas is the Irish Association of Non-Governmental Development Organisations. It provides a forum for consultation, collaboration and co-operation between its members, and helps them speak with a single voice on global development and justice issues. Our vision is a world where poverty and marginalisation are unacceptable and where every person has the right to live a life of dignity. Further information is available at www.dochas.ie.

2. Purpose

In the Dóchas (interim) Strategic plan, a key focus is to strengthen the voice of the sector to ensure a strong political commitment in Ireland to international development. We do that through effective political engagement with all political parties, including campaigning to ensure consistent support for Official Overseas Assistance (ODA) and the implementation of the Sustainable Development Goals.

Ireland has yet to reach the international target of spending 0.7% of its GNI on ODA, and yet it is central to the Government's international development policy, [A Better World](#). Nor does Ireland have a clear path to achieving the SDGs both at home and abroad by 2030.

Dóchas aims to influence Government and politicians in relation to development and humanitarian policy by promoting the importance of our members' work and policy priorities, as well as sharing stories from partner countries about the effectiveness of aid.

3. Scope of the role

Dóchas is looking to hire an advocacy consultant who will support our political engagement programme. He/she will have an excellent understanding of the Irish political landscape to advance our policy priorities and in particular support the implementation of our Official Development Assistance (ODA) campaign.

As the Advocacy Officer you will contribute political analysis, identify policy influencing opportunities and engage with the decision-making processes in Ireland and at the EU level. You will work closely with policy and public engagement colleagues to ensure an ambitious, coherent and politically astute approach.

The post-holder needs to be dynamic, confident and efficient, capable of building relationships in a primarily remote environment with politicians of all parties, their staff, officials and civil

servants. He/she also need to be generous with the sharing of knowledge, advocacy expertise, and contacts while working in a collaborative environment.

Key duties include:

- Contribute to the development of the Dóchas ODA advocacy strategy, working closely with the Head of Policy and the Dochas team
- Provide high quality political analysis
- Identify, build and strengthen relationships with TDs, Senators, MEPs and advisors that result in political champions for international development and humanitarian action
- Identify opportunities for Dóchas and its members to engage with political actors and advance key asks

4. Consultant Specifications

The person hired to undertake this consultancy should possess the following qualifications and skills:

- At least 2 years of experience in an advocacy or public affairs role with demonstrable success in managing relationships with Oireachtas from different parties.
- Understanding of the Irish political systems (including the roles of TDs and Senators; the range of activity that can undertake in Leinster House to influence Government policy; the role of Joint Committees).
- An understanding of international development and humanitarian aid programs, policies and practice.
- An ability to learn quickly about new development issues and clearly convey this information to others.
- Experience of media work or ability to write clearly and succinctly, for a range of audiences, from lengthy formal submissions to short articles or blogs.
- Experience in representing organisations, networking, and working in coalitions.
- Excellent written and verbal communication skills in English.
- Experience of project management including; monitoring and evaluation; reporting; budget tracking.

Desirable criteria

- Experience working in a developing country.
- A postgraduate qualification in international development, politics, or a related field.
- Experience of working in and with civil society coalitions

5. Duration and terms

This consultancy will (ideally) start in May for a period of 6-months. It is expected to be part-time (2 to 3 days a week) but that is open to negotiation. It will be carried out remotely in the short term in line with government guidance. Working arrangements and the rate will be dependent on the experience of the successful candidate.

6. Confidentiality and Data Protection

A normal duty of confidentiality is expected in relation to Dóchas business, both during and after this consultancy. All documents (e.g. records, reports, plans, policies, papers, files)

relating to work carried out in the course of this consultancy with Dóchas will remain the property of Dóchas at all times. The consultant will not retain copies of such records.

The consultant will not at any time either during the period covered by this contract or after its termination make use of or communicate to any unauthorised person/body any confidential information about Dóchas which may have obtained during the course of this consultancy. On termination of this contract by either party the consultant will deliver to Dóchas all records, documents, equipment, etc. in their possession or control relating in any way to this consultancy with Dóchas.

Confidentiality relating to Dóchas data and processes not in the public domain will be respected by the consultant.

7. Application process

We encourage applications from all backgrounds, communities and sectors, and we are committed to equality and diversity within our team and network.

Please submit a CV and 1-page cover letter demonstrating your suitability for the role to the Dóchas Head of Programme and Policy, louise@dochas.ie by 12 April cob.