

## CONSULTANT ROLE DESCRIPTION

August 2024

### **About Global Humanitarian Consulting (GHC)**

Founded in 2020, GHC is a UK-based consulting agency providing a wide range of technical services to humanitarian partners worldwide. We represent over 130 experts bringing up to 35 years of experience with numerous organisations across all regions. We specialise in business development, strategy, evaluation, programme management, and project cycle management in all humanitarian sectors. We cover all geographic regions and sub-regions, with significant depth across the nexus between humanitarian action, development, and peace. All our consultants are fluent in English, and 60% are proficient in at least one other language, with a high rate of proficiency in French, Spanish, and Arabic.

In 2023 and 2024, we have:

- Coordinated and written dozens of proposals to bilateral, multilateral and foundation donors worth hundreds of millions of dollars.
- Designed and delivered complex programme evaluations and baseline assessments in countries like Nigeria, Syria, and Ukraine.
- Researched, workshopped and designed country strategies, programme strategies and business development strategies throughout MENA and sub-saharan Africa.
- Developed systems, tools, and guidelines in remote management (Myanmar) and business development (Kenya).

### **Our process**

We seek out quality, experience, and diversity so that our clients have fast access to the best available talent for the assignment. By managing the search, vet and onboarding stages for consultants across a significant range of technical profiles and specialist areas, GHC reduces the cost and risk involved in engaging ad hoc freelancers or managing an in-house roster. We match the consultants to the requirements of the Terms of Reference, design the scope of work and methodology, and facilitate the contracting process. We then support both client and consultant throughout to ensure a successful assignment.

### **Are you right for GHC?**

We recruit two kinds of consultants:

- **Subject Matter Experts:** These are highly qualified deep technical experts in one or more humanitarian sectors or related academic fields. SMEs provide technical assistance and specialist knowledge to help our clients better understand their design challenges.
- **Service Specialists:** These people are masters of a particular business process or service, such as proposal development, strategy design, monitoring and evaluation, or research. These specialists help our clients address quality and impact challenges.

### **Minimum requirements**

- An undergraduate degree in a field relevant to humanitarian or development issues, or an undergraduate degree in an unrelated field supported by excellent 'on the job' learning in your specialist area.
- At least five years' employment in a humanitarian organisation/s, in a role that reflects your chosen specialism.
- Field experience in the humanitarian and development sectors in multiple countries.
- Native or fluent with excellent written and verbal skills in English.
- Excellent command of project management tools.
- An independent, process driven working style.
- Ability to work independently and in remote modality.

### **We get excited about...**

- People who are already consulting or freelancing in their field.
- People who can do a few things extremely well, rather than people who can do most things at a generalist level.
- That said, we love specialists in business development and project management who have broad experience across a range of technical sectors.
- People who also have career experience in the UN system or working for donor organisations.
- People who are also native or fluent with excellent written and verbal skills in Arabic, French, or Spanish, and other languages from programming countries.

### **What can you expect from GHC?**

- **Extensive job opportunities.** Gain access to our extensive pipeline of work opportunities, many of which are not widely advertised. These roles are exciting, varied, and interesting, providing a unique edge in your career.
- **Administration and bidding.** We take care of all the administrative and bid work, including applications, contracting, and negotiations. Focus on your expertise while we handle the rest.
- **Teaming opportunities.** Collaborate with other consultants who possess complementary skills. We team you up to respond to requests for proposals for major assignments, ensuring a comprehensive approach to client needs.
- **Continuous support.** Receive ongoing technical and peer support throughout your assignments. Our team is here to ensure your success from start to finish.
- **Flexible rates.** You set your rate range, and we handle client negotiations to ensure the best value for everyone.

### **How do I apply?**

For more information on our work, please visit [www.gh-consulting.co.uk](http://www.gh-consulting.co.uk). To apply to join the GHC roster, please go to [www.gh-consulting.co.uk/contact-10](http://www.gh-consulting.co.uk/contact-10).

Once submitted, we will review your application and invite successful candidates to interview. During this interview we are assessing two things:

1. the depth/breadth of your subject knowledge; and
2. your ability to drive a clear, structured process that ensures a concise, tangible, and valuable outputs.

If your interview is successful, please note you will be asked to submit some identification and recent professional written samples in each of your native or fluent languages. **We will only contact references after a successful interview.**

We try to respond to everyone, but due to the considerable number of applications please consider your application unsuccessful if we have not responded within eight weeks.

Thank you!

**The GHC Team.**