

TERMS OF REFERENCES



Title: **External Relations and Partnership Volunteer**

Status: Unpaid Internship

Working hours: Negotiable, 3-5 days a week for 3-6 months

Location: Optional (one of ACORD's offices or partly from home)

Agency for Cooperation and Research in Development (ACORD) is a Pan-African organization with over 40 years of experience supporting development objectives by addressing the root causes of poverty and exclusion. ACORD seeks to go beyond addressing the consequences of poverty by understanding, challenging and changing the conditions that cause poverty and exclusion. ACORD believes that people have a right to a just and equal society and are committed to making that right a reality for people on the margins of African societies. We work in common cause with people who are poor and have been denied their rights to understand, challenge and change these conditions. We work in alliance with organisations worldwide to achieve these aims.

ACORD's priority areas of work include: Resilient livelihoods; Rights and responsibility promotion; and conflict and peace building. We currently have ongoing programmes in 13 countries in East and Horn, Southern, Central and West Africa, including in both Anglophone and Francophone countries.

DUTIES AND RESPONSIBILITIES:

Primary responsibilities include support for a variety of short- and long-term research and analysis activities, briefings, presentations, and provide support to ACORD's Programme Development, Funding and Partnership team.

- Monitor global topics and trends, as well as competitor programs relevant for ACORD's main areas of work.
- Research, identify major policy issues affecting ACORD and assess the impact of such policies on the organisation by providing analysis and recommendations;
- Research potential partners and stakeholders, including NGOs, Embassies, UN agencies, Government bodies, private development companies, think tanks, academic institutions etc. to support partnership development/ consortium building with ACORD at organisational level
- Analyse UN, Government and other stakeholder mission and priorities and highlight areas of overlap with ACORD and recommend areas for partnership
- Assist in the development of systems for managing various stakeholder assets
- Writing, editing correspondence to support relationships with stakeholders
- Develop power point presentations and graphic support materials to communicate ACORD messages and to support external relations/ partnership strategies
- Contact stakeholders and coordinate meetings
- Attend relevant meetings and take notes
- Coordinate and contribute to special projects as needed
- Other duties as assigned

QUALIFICATIONS AND SKILLS:

- Poise, professionalism and experience working in an organisation desired
- Excellent organisational skills, attention to detail and ability to meet deadlines.
- Demonstrated interviewing, writing, and researching skills.
- Ability to write concise description of programs and policy issues.
- Superior research skills including the ability to conduct searches from secondary resources and information using internet search engines.
- Strong computer skills, including Excel and database management plus experience creating high-quality charts, tables and graphs and do process mapping.
- Ability to balance multiple deadlines and complete tasks assigned on short but reasonable notice.
- Ability to work independently, to take initiative, and exercise reasonable judgment.
- A commitment to ACORD's mission and vision.
- Graduate Level Coursework preferred

TO APPLY:

Please send **cover letter, resume and a three to five page writing sample** via: Email with "**External Relations and Partnerships Intern**" in the subject line of the email) to recruit@acordinternational.org

Interviews will be scheduled on a rolling basis. Early application is strongly encouraged. The position will remain open until filled. Applicants will be contacted directly to schedule an interview.

ACORD is an equal opportunity employer and does not discriminate on the basis of race, ethnicity, national origin, political affiliation, religion, gender, disability, and/or sexual orientation.