
Livelihood Policy Lead

Job Title:	Livelihood Policy Lead
Reports To:	Executive Director
Number of Direct Subordinates:	None
Location:	Silver Spring, MD
Special Considerations:	Also reports to Director Handicap International Federation Inclusion Unit

Background

Handicap International (HI) Federation is an international humanitarian organization that works to improve the living conditions of people living in disabling situations in post-conflict or low-income countries. Founded in France in 1982, the HI Federation now has more than 3,350 personnel working in nearly 60 countries. Eight national associations, based in France, Switzerland, Belgium, Germany, Luxembourg, Great Britain, Canada and the United States, provide overall support for the field programs, which are implemented through HI Federation headquarters in Lyon, France and Brussels, Belgium.

HI Federation's programs reduce and address the consequences of disabling accidents and diseases; clear landmines and unexploded ordnance and prevent mine-related accidents through education; respond fast and effectively to natural and civil disasters in order to limit serious and permanent injustices and to assist survivors with social and economic reintegration; and advocate for the universal recognition of the rights of people with disabilities through national planning and advocacy, and for the elimination of landmines and cluster munitions, and a halt of the use of explosive weapons in populated areas.

Handicap International, a 501(c)3 organization with an independent Board of Directors, is a constituent member of the HI Federation. Handicap International has offices in Silver Spring, MD. The mission is to support the work of the HI Federation by administering grants and contracts, raising awareness of the needs among the populations we serve, mobilizing private and public financial support, representing Handicap International with national, international bilateral and multilateral institutions based in the U.S., facilitating the recruitment of personnel, and raising the organization's profile. Handicap International also engages in education programs with the general public and advocates for U.S. accession to the landmine and cluster munitions treaties, as well as the Convention on the Rights of Persons with Disabilities. The organization raises approximately \$16 million per year in the U.S., of which 90 percent derives from grants and cooperative agreements with the U.S. Government. The organization conducts active outreach to the U.S. public through digital and other media.

Purpose of the Job

The Livelihood Policy Lead is a member of the senior management team and reports to the Executive Director of Handicap International, as well as to the Director of the Handicap International Federation Inclusion Unit. The Livelihood Policy Lead also works closely with the Executive Director of Handicap International (Canada). In the livelihood technical area, and in the respect of HI mandate, policies and technical positioning, the Livelihood Policy Lead provides technical support and engages in communication and advocacy to develop and expand the HI's profile and impact through:

- Contributing to influencing donor and stakeholder policies, practices and budget priorities to improve inclusion of persons with disabilities and vulnerable persons in livelihoods and income generation projects in international development
- Developing adapted offers for technical assistance on inclusion and expanding HI's capacity to collaborate with mainstream humanitarian and development stakeholders in livelihood work;
- Promoting HI's livelihood technical positioning, approaches, know-how and expertise in the relevant networks with the objective to develop strong and clear pre-teaming agreements (consortium oriented) with a limited number of major partners.
- Providing technical expertise and capacity building to Handicap International staff in the U.S. and Canada.

This is a full-time, non-exempt position based in Silver Spring, MD. The successful candidate will travel internationally up to 20 percent of the year, including to Canada, France and Belgium, as well as to other countries, primarily in the Americas.

Key Areas of Responsibility

1. Definition of HI Technical Assistance Offers

Support the definition and promotion of Handicap International expertise and added value in inclusive livelihoods

In line with the Federal strategy and technical unit's strategic orientations and plan of action:

- a) Identify, analyse and monitor the evolutions of livelihood stakeholders' positioning including Mainstream NGOs, research institutes and universities, donors, private sector, civil society and identify trends and opportunities for HI's technical assistance on inclusive livelihoods.
- b) In close collaboration with livelihood technical advisors and HI staff, review the key learning, recommendations and added value of HI experience and define key targets for collaboration and technical assistance.
- c) Define the technical assistance offer to mainstream and non-specialist stakeholders; following HI general approaches and methodologies such as the access to services framework, the twin-track approach, personalised support and coaching for change method.
- d) Identify the required partnerships with disabled people's organizations and other NGOs and civil society organization alliances to take part in the strategic advocacy channels and specific frameworks to raise HI's profile and credibility in inclusive livelihoods.
- e) Develop communication and support materials with the support of communications division and specialists, based on inclusion technical assistance generic offers and special resources and skills developed by the livelihood sector.

2. Technical Communication and Policy Influence

Influence donors and major stakeholders to ensure inclusion is in their political and budgetary agenda and that HI is their natural partner

- a) Define and enforce a communication and advocacy strategy to promote HI's technical assistance in livelihoods, including to advise mainstream stakeholders and donors to fulfil the SDG obligations of 'leaving no one behind'

- b) Influence international cooperation stakeholders' policies and priorities so that they better reflect and include the inclusive livelihood sector priorities in their guidance frameworks, budgets and calls for proposals.
- c) Participate in donor trends analysis on livelihood funding opportunities and propose influence tactics.
- d) Ensure strategic integration of disability-disaggregated data collection mechanisms in livelihoods.
- e) In close collaboration with other staff in the U.S. , Canada and elsewhere throughout the HI Federation, identify opportunities for fundraising, strategic alliances and/or consortia to develop and expand technical assistance in livelihoods
- f) Ensure active follow-up of innovations and developments and monitor evolutions in donors' policies and stakeholder practices.
- g) Ensure regular linkages and coordination with the HI Federation staff for institutional advocacy on selected events/ work

3. Coordination of Technical Assistance

Facilitate the definition, mobilization, and delivery of direct technical assistance in inclusive livelihoods for the U.S.- and Canadian-based stakeholders

- a) Support other staff in the development of new major proposals in response to specific tenders, calls or public procurement offers in the U.S. or Canada regarding inclusive livelihoods and income generation.
- b) Provide technical support and assistance in response to external requests in the U.S. and Canada concerning inclusive livelihoods, in close coordination with other departments
- c) Develop and maintain a roster of technical experts and consultants in U.S. and Canada who could be able to provide technical assistance in inclusive livelihoods in line with quality standards defined by HI; mobilize this network in response to requests from the HI Federation.
- d) Support the livelihood TA and concerned programs with technical assistance to U.S./Canada-based international NGOs, Ministries or donors, including through direct policy advice or regular exchange with consultants mobilized to provide this support
- e) Contribute actively to the definition of the Technical Unit's strategic orientations, action plans, meetings, and to the development of the HI Federal strategy around livelihoods.
- f) In close coordination with the Support to Civil Society Unit, capitalize on public policy influence work, DPO capacity development needs, and opportunities for further advocacy.

4. National Association Support

Build the staff capacity at HI National Associations in the U.S. and Canada around inclusive livelihoods, income generation and other key HI technical knowledge areas.

Qualifications

- 5-7 years of experience in livelihoods and economic development in an international context
- Some experience of inclusive economic development focusing on excluded groups, vulnerable people and/or persons with disabilities

- Bachelor's degree in business, economics, international development or a related field required; Master's Degree preferred
- Knowledge of U.S. and Canadian funding sources, particularly governmental, for livelihoods and economic development programs
- Prior experience as a member or member organization-representative within economic networks like the SEEP Network
- Strong analytical, organizational, and problem solving skills
- Excellent written and oral communications skills, including in Microsoft Word, Excel, PowerPoint, and other communication software
- Fluent, professional written and spoken English
- French language competency preferred, Spanish is a plus

People with disabilities are strongly encouraged to apply.

Mandatory: Pre-existing authorization to work in the U.S. required.

Salary commensurate with experience. Excellent benefits.

Please send a cover letter, resume/CV, and salary history as attachments to recruitcomms@handicap-international.us

Please submit your application with the subject line: "Livelihood Policy Lead"