

**SOLICITATION FOR A
GENERAL COORDINATOR,
CATHOLIC RESPONSE FOR EMERGENCIES ALLIANCE
NOVEMBER 2025
SOLICITATION_ICMCHQ_CY25_11g**

Background

On behalf of the Steering Committee of the Catholic Response for Emergencies (CR4E) Alliance, ICMC is seeking a consultant to serve as the General Coordinator for the Alliance's activities.

The CR4E Alliance was established in October 2025 as a collaborative platform bringing together Catholic-inspired organizations and institutions addressing global emergencies through humanitarian and pastoral care programs, with the aim to strengthen collaboration and maximize impact, by:

1. Amplifying Local Church voices in response strategies;
2. Strengthening data collection for Church-led emergency responses and advocacy;
3. Strengthening coordination and information sharing to optimize responses;
4. Building synergies between humanitarian and pastoral responses;
5. Improving emergency-related capacity sharing at the local level.

Scope of Work

FUNCTION	General Coordinator, CR4E Alliance
LOCATION	Rome (preferred) or remote with regular travel to Rome
REPORTS TO	Administrative: Secretary General, International Catholic Migration Commission (ICMC) Strategic: CR4E Steering Committee
KEY WORKING RELATIONSHIPS	Alliance Members' Technical Focal Points ICMC Support Staff
TYPE OF CONTRACT	Consultancy
STARTING DATE	February 1, 2026
END DATE	January 31, 2027, with the possibility of extension

Under the guidance of the CR4E Steering Committee, and in collaboration with relevant CR4E Members' staff, the General Coordinator will be responsible for the following deliverables:

	Objectives	Key Deliverables
1	Strengthen Strategic Planning & Coordination	• Annual and operational work plans aligned with CR4E mission and emergency priorities. • Defined timelines, deliverables, and regular monitoring system with mid-year and annual reviews. • Steering Committee meetings organized and facilitated; agendas, background docs, and minutes produced including follow up of action points and strategic priorities.

		• Mid-year and annual progress reports summarizing achievements, challenges, and lessons learned, using data to demonstrate impact and inform planning.
2	Enhanced Member Engagement & External Collaboration	• Member engagement strategy ensuring active participation across all CR4E members, including targeted outreach to underrepresented members. • Regular communication updates, feedback loops, and outreach to underrepresented members. • Inclusion of relevant Catholic actors external to CR4E (institutions, congregations, affiliates) in emergency response planning and implementation as appropriate. • Branding guidelines for the CR4E Alliance initiative • CR4E represented in media, events, and external forums, communicating collective impact and value.
3	Advance Collective Advocacy	• Coordinated member input into joint policy positions, statements, and advocacy campaigns. • Appropriate engagement with humanitarian coordination and donor platforms to highlight Catholic roles. • Periodic analysis of emerging humanitarian trends with actionable recommendations for Alliance advocacy and positioning.
4	Facilitate Technical Groups & Emergency Coordination	• Technical Groups supported with strategic and logistical facilitation for priority emergencies/themes. • Documented outputs integrated into wider Alliance activities. • Systematic inclusion of Local Church authorities in emergency coordination processes. • Compilation and maintenance of a database encompassing financial and programmatic data on Church-led response.
5	Improve Data Management & Knowledge Sharing	• Functional system for qualitative and quantitative data collection, analysis, and dissemination on Church-led responses. • Regular analytical reports and situation briefs for decision-making and donor engagement. • Capacity-sharing framework developed and implemented among CR4E members and Local Church responders. • At least one annual learning or mentoring initiative and one peer-exchange activity conducted to strengthen local Church emergency-response capacities, with documented outcomes and participant feedback. • Documented best practices promoting humanitarian principles, protection, and accountability.

6	Ensure Financial Stewardship & Accountability	• Annual CR4E budget and expenditure tracking system maintained. • Financial reports compliant with donor and internal standards. • Database of financial and programmatic data on Church-led responses updated regularly.
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C. Timeline

The consultancy should be carried out and completed within a **12-month period**. A detailed work plan will be finalized with the selected consultant. An illustrative timeline is as follows:

Phase	Estimated Duration
Strategic Planning & Coordination	Months 1–3 (initial planning cycle) and ongoing annual review
Member Engagement & External Collaboration	Months 2–12 (continuous engagement)
Advocacy	Months 3–12 (recurring quarterly activities)
Technical Group Facilitation & Emergency Coordination	As emergencies arise (ad-hoc but ongoing)
Data Management & Knowledge Sharing	System setup: Months 1–4 Implementation: Months 5–12
Financial Oversight & Reporting	Ongoing with reporting quarterly and at Month 12 (Annual)

Minimum Qualifications

1. Familiarity with the Catholic Church's structure and values.
2. University degree in a relevant field (e.g., Human Sciences, International Development, Law, Theology)
3. Minimum of 10 years proven experience in the international aid sector including experience with emergency response. Field experience is a plus.
4. Experience in managing programs, including financial and MEAL aspects.
5. Proven ability in networking, coordination, partnership-building, and stakeholder engagement.
6. Demonstrated organizational and communication skills.
7. Ability to work in English and French / Spanish (required); Italian a plus.

All applicants must be willing to sign both a non-disclosure agreement (NDA) and a copy of the ICMC Code of Conduct (Annex II) if successful.

Submission of Applications

1. Content of applications: (a) Cover letter (b) CV (c) Three professional references (d) Two professional writing samples relevant to this solicitation (preferably in English).

2. Mechanics of application: Applications must be submitted by email with PDF attachments. All mails must have as a subject line “Solicitation_ICMCHQ_CY25_11g-Application”. Mails must be sent to info@icmc.net. Submissions must be in English and received by **November 30, 2025, at 11 pm GMT+1** (Geneva time). Late applications will not be considered.
3. All information submitted in response to this Solicitation will be held in strict confidence.

Review Process and Standards

1. Factors that CR4E’s Evaluation Panel will consider in evaluating each application for shortlisting, and the weight that will be assigned to them, include:
 - (a) Responsiveness of CV and Cover Letter to the solicitation (50%)
 - (b) Quality and relevance of writing samples (30%)
 - (c) Quality of professional references (20%)
2. ICMC reserves the right to reject all submissions when in the interest of the Commission.
3. Shortlisted applicants can expect to receive an invitation for an interview by December 8, 2025. Unfortunately, due to the volume of applications, only candidates who are shortlisted will be notified.

ICMC upholds the highest ethical standards, including management of fraud and bribery violations. Known violations of these standards which are related to this RFP should be reported to staffcomplaints@icmc.net.

ANNEX I: SUPPLIER / SERVICE PROVIDER CODE OF CONDUCT

The [International Catholic Migration Commission \(ICMC\)](#) has committed to the principles of responsible sourcing and we expect our suppliers and service providers to fully follow the applicable contractual obligations to include ICMC terms & conditions, local and relevant/otherwise applicable laws and to adhere to internationally recognized environmental, social, and corporate governance standards. We also expect our suppliers to implement these standards with their suppliers and subcontractors, as inspired by the [United Nations Global Compact initiative](#), the [United Nations Guiding Principles and Human Rights](#), the [International Labour Organization's Declaration on Fundamental Principles and Rights at Work](#), [ETI Base Code](#), and applicable [ICMC' Policies, Procedures and Standards](#).

1) SOCIAL

- Prohibit all forms of harassment, sexual harassment, exploitation and abuse, including sexual exploitation and abuse, and trafficking in persons.¹ All sexual activity with a child, defined as person under the age of 18 years, is considered sexual abuse regardless of local age of consent.
- Have mechanisms in place to actively prevent, address, and respond to harassment, sexual harassment, exploitation and abuse, including sexual exploitation and abuse, and trafficking in persons.
- Support the protection of internationally proclaimed human rights and prohibit forced, bonded, and involuntary labor and child labor.
- Do not recruit or employ children under the age of 15 years. Do not recruit or employ children under 18 years for work that is mentally or physically dangerous or interferes with schooling.
- Treat employees with dignity and respect and supply a workplace that is safe and hygienic, complies with national laws, and is free from discrimination on the basis of race, gender, age, religion, sexuality, culture or disability.
- Provide accessible and confidential reporting mechanisms for employees and other stakeholders to report concerns or suspicions of any forms of harassment, abuse and exploitation described above and potentially unlawful practices by management or employees.
- Commit to protecting reporters or whistleblowers from retaliation.
- Uphold the freedom of association and the right to collective bargaining as set out within applicable laws.
- Ensure wages and working hours meet national legal standards.

2) GOVERNANCE

- Abide by all applicable national and international trade laws and regulations including but not limited to antitrust, trade controls, and sanction regimes.
- Consider business integrity as the basis of business relationships.
- Prohibit all types of bribery, corruption, money laundering and terrorism financing
- Forbid gifts to private or public officials that aim to influence business decisions or otherwise encourage them to act contrary to their obligations.
- Respect the privacy and confidential information of all your employees and business

¹ Refer to ICMC's Policy to [Prevent and Respond to Sexual Harassment, Exploitation and Abuse](#) for definitions

partners as well as protect data and intellectual property from misuse.

- Have data protection and managements standards in place that address data collection, safeguarding, sanitation and disposal in accordance with applicable laws and regulation.
- Implement a proper Compliance Management policy and procedure, which facilitate compliance with applicable laws, regulations, and standards.
- Keep its independence and disclose any conflict of interest
- Respect the confidentiality of all documents drafted, received or delivered
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3) ENVIRONMENT

- Follow all applicable environmental, health and safety regulations.
- Promote the safe and environmentally sound development, manufacturing, transport, use and disposal of your products.
- Ensure by using proper management policies and procedures that product quality and safety meet the applicable requirements.
- Protect your employees' and neighbors' life and health, as well as the public at large against hazards inherent in your processes and products.
- Use resources efficiently, apply energy-efficient and environmentally friendly technologies and reduce waste, as well as emissions to air, water, and soil.

Because ICMC is a recipient of numerous grants or contracts provided by governmental, public, and private donors, all suppliers and service providers are hereby notified that other donor-specific compliance measures may be included in the legal instrument through which goods or services are procured.

ICMC reserves the right to conduct due diligence audits or assessments to ensure your compliance and will take reasonable steps to investigate or otherwise take appropriate action to address concerns. ICMC reserves the right to terminate any relationship for non-adherence to the above-mentioned requirements.

Should you have any concerns or suspicions of any forms of harassment, abuse and exploitation described above and in ICMC' Safeguarding Policy, illegal or improper conduct, ICMC requires you to report through staffcomplaints@icmc.net .

Ensuring the principles of sustainable development in our supply chain is important to ICMC. We hope that as our partner you show your commitment via compliance with your own code of conduct or company policies that embrace these standards.

In accepting business from ICMC in the form of a purchase order, contract, or agreement, you are implicitly accepting your organization's roles and responsibilities outlined in this document.