

Committee for Development Cooperation

Call for Expressions of Interest

Deadline: 23 May 2023

The Australian Council for International Development (ACFID) Board calls for expressions of interest for appointed NGO representatives to the **Committee for Development Cooperation (CDC)**.

About the CDC:



Established in 1975, the Committee for Development Cooperation (CDC) is a joint Department of Foreign Affairs and Trade (DFAT) /NGO advisory body that provides advice and guidance on the DFAT accreditation process for Australian NGOs, the Australian NGO Cooperation Program (ANCP), and other funding streams involving Australian NGOs.

The CDC is made up of eight members – four from the Australian NGO sector, representing the accredited Australian NGO sector and NGO’s seeking accreditation, and four from DFAT. ACFID and DFAT provide secretarial support. Australian NGO sector elected representatives to the CDC sit as individuals on the Committee and represent NGOs in general, rather than representing a specific agency or organisation.

More information about the CDC can be found on the [ACFID website](https://acfid.asn.au/about/our-partnerships/partnerships-with-government/).The CDC Terms of Reference can be found on the [DFAT website](https://www.dfat.gov.au/aid/who-we-work-with/ngos/cdc/Pages/committee-for-development-cooperation-terms-of-reference).

About the vacancies:

CDC elections and appointment processes are organised through the CDC Secretariat every two years. Re-election of members is possible without limitation. This vacancy is for one appointed NGO representative, to serve on the Committee from **1 July 2023, until 30 June 2025**. This representative will be appointed by the ACFID Board in June 2023. *Reappointment by the ACFID Board is possible at the end of the term.*

The role of the CDC is crucial in relation to the continuous improvement of accreditation, acting as both an advisory and consultative body for professional development of the Australian NGO community. The CDC meets a minimum of three times per year, either in-person or face-to-face . Meeting dates are set for subsequent meetings at the close of each meeting. Committee members are expected to dedicate up to 12 days per year advancing CDC activities (up to three days per quarter).

**Please note** that NGO CDC members are not paid for their attendance at CDC meetings, however they are reimbursed for their travel expenses. NGO CDC members may be engaged by the CDC or by DFAT to undertake specific tasks where their NGO experience and relationship with the NGO community is utilised, and on these occasions payment is made at an agreed NGO consultant’s rate.

Selection Criteria:

In line with the importance of effective and qualified NGO representation on the CDC, the ACFID Board is seeking to appoint a candidate who meets the following skills/criteria:

* Current or recent responsibility for ANCP funding and accreditation processes within an ANCP organisation, and close experience with this process;
* Understanding of DFAT NGO policy, funding mechanisms and processes;
* Interest in and capacity to undertake substantial pre-reading of accreditation assessments prior to meetings;
* Commitment to consult with and inform ACFID members when/as required in the lead up to and after CDC meetings.

Representatives of agencies who are not currently on the CDC are encouraged to apply.

Requirements:

Your expression of interest for the position should include:

* *a completed nomination form, with endorsing signature from manager* (See below);
* *your curriculum vitae;*
* *a short statement addressing the four criteria above.*

As secretariat to the CDC, ACFID will manage the appointment process. The successful applicant will be determined by the ACFID Board, with a view to complimenting the breadth of skillset on the CDC and ensuring inclusive representation of ANCP agencies. Board members will be emailed a summary of nominee profiles and information regarding the voting procedures prior to the June 2023 Board meeting.

Gender and Diversity Approach:

Representatives and potential representatives to the CDC are treated solely based on their merits, abilities and potential regardless of gender, ethnicity or national origin, age, socio‑economic background, disability, religious or political beliefs, family circumstances, sexual orientation or other irrelevant distinction.

Deadlines:

EOIs/ nominations are due by 5pm **Tuesday 23 May 2023.** Please send your completed nomination form, curriculum vitae and a short statement addressing the selection criteria by email to Emily Moreton, CDC Secretariat at: [emoreton@acfid.asn.au](mailto:emoreton@acfid.asn.au)

**Please direct any queries about the position to:**

Emily Moreton

CDC Secretariat, ACFID Standards and Code Lead

E: [emoreton@acfid.asn.au](mailto:emoreton@acfid.asn.au?subject=CDC%20Nomination)

P: 02 8123 2237

Committee for Development Cooperation

EOI/Nomination form – due 23 May 2023

The Australian Council for International Development (ACFID) calls for nominations for elected NGO representatives to the **Committee for Development Cooperation (CDC)**.

Nominations require endorsement from line managers. Candidates can either self-nominate or accept nomination from another party.

**PERSON NOMINATED**:

Name: Click or tap here to enter text.

Position: Click or tap here to enter text.

Organisation:Click or tap here to enter text.

**NOMINATED BY** *(if not self-nominated)*:

Name: Click or tap here to enter text.

Position: Click or tap here to enter text.

Signature:Click or tap here to enter text.

**ENDORSEMENT:**

Name: Click or tap here to enter text.

Position: Click or tap here to enter text.

Organisation:Click or tap here to enter text.

**SIGNATURE OF ENDORSER**: Click or tap here to enter text.

Date: Click or tap to enter a date.

**SIGNATURE OF PERSON NOMINATED**: Click or tap here to enter text.

Date: Click or tap to enter a date.