

Committee for Development Cooperation

Call for Expressions of Interest

June 2024

The Australian Council for International Development (ACFID) Board calls for nominations for one appointed NGO representative to the **Committee for Development Cooperation (CDC)**.

About the vacancies:

This vacancy is for **one ACFID Board appointed representative** to serve on the Committee for a **two-year term**, ending in June 2026. Reappointment by the ACFID Board is possible at the end of the term.

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 NGOs 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.

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**. 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. When NGO CDC members undertake such tasks, payment is made at an agreed NGO consultant's rate.

More information about the CDC can be found on the [ACFID website](#). The CDC Terms of Reference can be found on the [DFAT website](#).

Who should nominate/be nominated:

In line with the importance of effective and qualified NGO representation on the CDC, the successful candidate will meet the following criteria:

- Understanding of and experience engaging with DFAT NGO policy, funding mechanisms and processes;
- Current or recent responsibility for ANCP funding and accreditation processes within an ANCP organisation, and close experience with this process;
- Interest in and capacity to undertake substantial pre-reading of accreditation assessments prior to most 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 your line manager*
- *your curriculum vitae*
- *a short statement addressing the four criteria above. (max 1 page)*

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 provided with the CV and statements from all nominees.

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:

Expression of interest are due by **5pm Friday 5 July 2024**. Please send your completed nomination form (see below), curriculum vitae and a short statement addressing the selection criteria by email to Alan Hewson, CDC Secretariat at: ahewson@acfid.asn.au.

Please direct any queries about the position to:

Alan Hewson
CDC Secretariat, ACFID Policy and Partnerships Lead
E: ahewson@acfid.asn.au
P: 02 8123 221

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Nomination form – June 2024

The Australian Council for International Development (ACFID) calls for nominations for one Board appointed NGO representative to the **Committee for Development Cooperation (CDC)**.

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

Email to Alan Hewson ahewson@acfid.asn.au along with your CV and a short statement addressing the selection criteria by **5 July 2024**.

PERSON NOMINATED:

(name, position and organisation)

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

(name, position and signature of person nominating the candidate)

ENDORSEMENT:

(name, position and organisation of endorser)

SIGNATURE: _____

(signature of endorser)

AGREEMENT: _____

(signature of person nominated)