



Terms of Reference (TOR) for The Reporting and Documentation Specialist

Title of the assignment: Reporting and Documentation Specialist

Contract Type: Consultancy

Duration: Six Months – extendable subject to performance and availability of funds.

Location: Port Sudan (with up to 30% field travel)

Reporting Line: Head of Programmes.

Background

Islamic Relief Worldwide (IRW) is a leading international humanitarian organization working in over 40 countries. Islamic Relief has been active in Sudan since 1984, responding to crises with both emergency aid and long-term development. Operating in seven states, Islamic Relief delivers emergency relief and development programs across multiple sectors, including food security, livelihoods, health, nutrition, WASH, Shelter-NFI, and protection support for the people in need.

Objective of the Assignment:

The Reporting and Documentation Specialist will support the Programmes Department in producing high-quality reports, maintaining documentation systems, and ensuring compliance with donor and internal reporting requirements. The consultant will also contribute to proposal development and support data analysis for programmatic decision-making.

Key Responsibilities

- Draft and finalize internal and external reports (monthly, quarterly, interim, final, situation updates, donor report).
- Ensure timely submission of all reports with attention to coherence, formatting, and data quality.
- Compile and analyze progress data from field teams; identify gaps and flag issues to the Head of Programmes.
- Maintain a standardized digital filing system for project documentation.
- Liaise with project teams to gather inputs and ensure consistent use of reporting templates.
- Support donor compliance by reviewing documentation against MoUs and partnership agreements.
- Assist in drafting concept notes and proposals for local and international donors.
- Facilitate reporting to government entities and UN platforms.
- Conduct capacity-building sessions for staff on reporting and documentation standards.

Qualifications and Experience

- Bachelor's degree in social sciences or related field.
- Minimum 3 years of experience in the development sector.
- Strong analytical and writing skills with attention to detail.
- Proficiency in MS Office and data visualization tools.
- Ability to work independently and coordinate across departments.
- Familiarity with donor reporting standards and humanitarian project cycles.

Application Submission:

Interested candidates are invited to submit their updated CV along with experience certificate to both of the following email addresses:

lrw.Sudanprocurement@gmail.com

Please use the subject line: Reporting and Documentation Specialist.

Applicants should also include three professional references, each with the following details:

- Full Name
- Position/Title
- Email Address
- Phone Number
- Organization/company

Applicants are required to complete the attached screening form and submit a copy of their passport.

Only shortlisted applicants will be contacted for Oral interview.