

Terms of Reference

Position Title: Student Volunteer – **Nexus Convergence Platform Support**

Location: Canada-based - (In-person or remote-based)

Duration: 6 months - part-time – (2-3 hours/2-3 days per week)

Number of Volunteers: 4 (Four) Volunteers

Supervisor: Rano MANSUROVA – Acted Canada Representative

Department: Acted Canada – Nexus Convergence Initiative

Background:

The Nexus Convergence Platform is an emerging initiative led by Acted Canada to foster collaboration across humanitarian, development, and peacebuilding actors. It aims to promote integrated approaches and innovative partnerships to address complex global challenges.

To support the operationalization of the platform, Acted Canada is engaging student volunteers to assist with Nexus Convergence concept development, fundraising outreach, and event coordination.

Objectives:

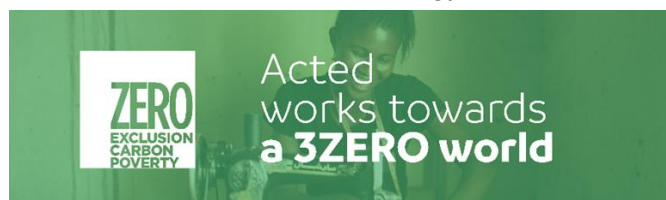
The volunteer will contribute to the development and promotion of the Nexus Convergence Platform by supporting strategic planning, resource mobilization, and logistical coordination of related activities.

Key Responsibilities:

- (i) Assist in finalizing the Nexus Convergence Concept Note and related strategic documents.
- (ii) Support outreach to potential donors, including private foundations and corporate partners.
- (iii) Help organize Convergence, including logistical planning, communications, and documentation.
- (iv) Contribute to the development of promotional materials and digital content.
- (v) Maintain coordination with Acted Canada staff and external stakeholders involved in the platform (members of the multisectoral Nexus Working Group)

Expected Deliverables:

- a) Finalized concept note and supporting documents.
- b) A list of potential donors and an outreach strategy.





- c) Nexus Convergence agenda and logistical checklists.
- d) Communication materials (e.g., flyers, social media posts, presentations).

Qualifications:

- a) Currently enrolled in or recently graduated from a university program (e.g., International Relations, Public Policy, Communications, Business, etc.).
- b) Strong organizational and writing skills.
- c) Interest in nexus programming, multi-stakeholder collaboration, and sustainable development.
- d) Ability to work independently and manage multiple tasks.
- e) Experience with event planning or fundraising is an asset.

Learning Opportunities:

- i) Gain experience in strategic planning and multi-sectoral coordination.
- ii) Learn about Nexus programming and Acted's global initiatives.
- iii) Build professional networks in the humanitarian and development sectors.

Conditions:

- i) This is an unpaid volunteer position.
- ii) Flexible working hours, with regular check-ins with the supervisor.

How to Apply:

- Get access to the Application Form through **QR code** below.
- Download and fill in the application form and send it to the contact below (e-mail address along with your CVs).
- Deadline for application collection is **[15th August 2025]**.

Contact:

- Najib Nabizad – Operations Manager
- Email: najibullah.nabizad@acted.org



Volunteer Application Form

