Consultancy: to support research on Women Mediators Across the Commonwealth and the writing of a case study report

Terms of Reference

1. Position Overview

Conciliation Resources requires an external consultant to complete the data collection and analysis of an end-line review of the Women Mediators in the Commonwealth (WMC) project.

**Position Title:** Consultant to support the research, writing and finalisation of a case study report on Women Mediators from Across the Commonwealth (WMC)

**Location:** Flexible, will require attendance on agreed occasions at the Conciliation Resources’ London office or to be able to conduct meetings via skype.

**Duration:** 6 March – 27 March 2020 (exact dates to be determined with the selected consultant)

**Reporting to:** Senior Adviser, Gender and Peacebuilding

2. Background

**Conciliation Resources**
Conciliation Resources is an independent organisation working with people in conflict to prevent violence and build peace, providing advice, support and practical resources. In addition, we take what we learn to government decision-makers and others working to end conflict, to improve peacebuilding policies and practice worldwide.

Conciliation Resources was established in 1994 and incorporated in 1996 as a company with charitable status. We currently have over 60 full and part-time staff members with a number based outside of the UK. In addition, we use a number of consultants and volunteers to support our work.

**The Women Mediators in the Commonwealth programme**
Women Mediators across the Commonwealth (WMC) is a network which connects women with a broad range of mediation knowledge and experience from across the 5 Commonwealth regions of Africa, Asia, the Americas, Europe and the Pacific. The network advocates for the increased recognition of women mediators, and their participation in peace processes within communities, regionally and internationally. It also provides opportunities for the members to learn from and support each other.

Coordinated by Conciliation Resources, the WMC network was launched in July 2018 and has almost 50 members from 21 different Commonwealth countries. WMC members have mediation experience ranging from mediating conflict at the community level, to formally mediating conflicts as part of official peace processes. Through a series of activities such as:
peer to peer learning and mentoring; mediation skills trainings and network development meetings; synergies through joint activities between other women mediator networks and relevant mediation bodies, and; advocacy work, the network brings together these experienced mediators from a range of diverse backgrounds for the valuable sharing of lessons learned and best practices. The network has been specifically created to be diverse and inclusive of young mediators as those who have many years of experience.

The WMC network is part of the Global Alliance of Women Mediators that was launched in September 2019 and includes Nordic Women Mediators Network, Mediterranean Women Mediators Network and Femwise.

3. **Scope of consultancy including objectives, key tasks and outputs**

We are seeking an external consultant to analyse qualitative data and produce a report based on approximately 10 – 15 case studies from Women Mediators Across the Commonwealth. These case studies will be used to highlight the good practices of women in mediation and to increase the visibility of women mediators operating across diverse spaces in communities, regionally and internationally.

The report will draw of the findings and analysis of reports from four WMC network meetings held in Malaysia (Feb. 2019), Nigeria (Mar. 2019), Australia (Aug. 2019) and the UK (Nov. 2019) and notes from case study interviews with WMC members in which the following questions were asked (2 key questions highlighted in bold):

- What are the definitions of mediation according to the WMC network?
- What spaces are WMC members operating in and what are the linkages between these spaces?
- What were the pathways into mediation for WMC members?
- **Where have women mediators made progress in mediation and what do WMC members see as the value of women in mediation?**
- What are the key barriers/ enablers for women mediators and what works to support women in the different mediation spaces?
- **What are the recommendations for increasing the participation of women in mediation at all levels and for the practical realisation of UNSCR 1325?**

The findings of this research will seek to uncover: the definitions of mediation that exist within the network and how these definitions fit into the wider peace process; the linkages between the different spaces of mediation and how these can be utilised and enhanced; the challenges and barriers WMC members have faced in their mediation work and the strategies they have utilised to progress in mediation, and; the pathways women have taken to reach their current positions in the mediation space in which they operate.

Over 10 interviews have already been carried out by the Senior Adviser, Gender and Peacebuilding, in conjunction with several members of the WMC team. It is anticipated that 2 or 3 further interviews may be required to be carried out by the Consultant, as advised, if deemed necessary to reduce any identified gaps.

The final case study report will provide a body of evidence of case studies to demonstrate how women have progressed in mediation and will also provide recommendations to an international policy audience on how UN Security Council Resolution 1325 (UNSCR 1325)
on women’s participation in peacebuilding can be practically realised. This year is the 20th anniversary of UNSCR 1325, adopted in 2000.

Objective
(a) To analyse data findings and produce a 12-page case study report to showcase and highlight where women have made progress in mediation and to increase the visibility of WMC members.
(b) To advocate to international policy makers on what must be done to ensure women’s meaningful participation in mediation in all spaces including within communities, regionally and globally within international spaces.

Key tasks
- Read and analyse findings from WMC interviews (10 - 15) and WMC meeting reports (4)
- Draw up a draft outline of the case study report including selected case studies and the identification of key messages to take to international policy makers. Case studies should be representative from across the WMC network and should showcase the diversity of the group and the different spaces in which the members operate.
- Conducting of additional 2-3 interviews, if required.
- Following consultation with the Senior Adviser, Gender and Peacebuilding, and in conjunction with the WMC team, submit a first draft of the report and recommendations identified.
- Following consultation with the Senior Adviser, Gender and Peacebuilding, and in conjunction with the WMC team, submit a second draft of the report and recommendations (if required)
- Following consultation with the Senior Adviser, Gender and Peacebuilding and in conjunction with the WMC team, submit a final draft of the report and recommendations.

Outputs
- 12 page written case study report, incorporating selected case studies (approx. up to 10), as agreed, including recommendations aimed at international policy makers on increasing women’s participation in mediation at all levels for the realisation of UNSCR 1325.

Resources available
- WMC network meeting reports from Malaysia, Nigeria, Australia and London and the Global Alliance of Women Mediators in New York.
- WMC member interview notes from Senior Adviser, Gender and Peacebuilding and the WMC team
- Background information from other organisations on WMC members including podcasts and short films.

4. Proposed timeline and deliverables
The following work plan provides a tentative overview of the timeframe expected deliverables. Once appointed the consultant would develop a more detailed schedule and workplan in consultation with the Senior Adviser, Gender and Peacebuilding and the Cross Regional Programme Director.
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<thead>
<tr>
<th>Key deliverable</th>
<th>Estimated no. of days</th>
<th>Proposed (latest) timeline</th>
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<tbody>
<tr>
<td>Consultancy contract signed</td>
<td>It is estimated this will take 10-12 working days in total.</td>
<td>9 March 2020</td>
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<tr>
<td>Review of all background documents, meeting reports and interview notes and</td>
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<td>analysis of content;</td>
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<td>Brief desk review and identification of any remaining gaps for consideration</td>
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<td>Submission of draft report outline and case studies selected with rationale</td>
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<td>13 March 2020</td>
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<td>Discussion on draft outline and selected case studies with Senior Gender</td>
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<td>Adviser and WMC Programme Director and WMC team</td>
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<td>Case study follow up and additional interviews as required, following draft</td>
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<td>outline discussions</td>
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<td>Submission of first draft report including written case studies selected and</td>
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<td>recommendations identified</td>
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<td>Discussion and feedback on first draft with Gender Adviser and WMC Programme</td>
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<td>Director</td>
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<td>Submission of second draft report and written case studies selected case</td>
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<td>studies with final recommendations (if required)</td>
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<td>Submission of final draft to incorporate any further revisions</td>
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<td>All report submissions to be in Microsoft Word format, 12 pt, Arial font.</td>
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<td>In addition to the deliverables outlined above, the consultant may be</td>
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<td>requested to attend a validation workshop in the second quarter of 2020.</td>
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<td>It is anticipated that this would require no more than an additional 2 days</td>
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<td>of work.</td>
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5. Administration and consultancy management

Reporting
The consultant will be contracted by Conciliation Resources and report to the Senior Adviser, Gender and Peacebuilding and will also liaise with the WMC Programme Manager and other members of the WMC team.

Invoicing
In addition to the requirements outlined in the consultancy agreement, please ensure your invoice is addressed to Conciliation Resources, 106 Burghley Road, London NW5 1AL, UK; and includes your transfer bank details.

Payment schedule
Payment will be provided on receipt of invoice and receipts as follows:

- 20% on contract signing
- 80% on receipt of final draft

Travel expenses
All agreed travel expenses related to this consultancy will be covered by Conciliation Resources on submission of the final invoice, travel expense summary and receipts, up to a maximum of £500.

6. Consultancy specifications

- Strong understanding and experience of women in mediation and global women mediator networks, including the different spaces in which women mediators operate (within community, regional and international spaces).

- Ability to analyse qualitative data to produce high-quality, concise and clear written outputs in English, with proven experience of writing case studies and reports for an international policy audience.

- Excellent knowledge and understanding of the challenges of women’s meaningful participation in peacebuilding and the development of global advocacy strategies in relation to UNSCR1325 on Women, Peace and Security.

- Strong understanding of women’s role in leadership and decision-making processes and the various barriers, pathways and entry points to reach such positions.

- Excellent communication and interpersonal skills with the ability to liaise and converse with people from a diverse range of cultures and backgrounds from across the 5 Commonwealth regions.

- Sound understanding of qualitative and participatory research methods and experience of conducting semi-structured interviews online.
Experience of employment by and/or engagement with local NGOS, INGOs and government/multilateral departments with a focus on women, peace and security in fragile and conflict affected contexts

Values of trust and confidentiality, along with a commitment to CR’s inclusive peacebuilding approach.

A sound understanding of industry safeguarding standards. The consultant will be required, at all times, to comply with Conciliation Resources safeguarding policy and code of conduct for the duration of the contract.

7. Application process

To apply for this consultancy, please submit a proposal, including:

i. short narrative (2-page maximum) detailing your availability and timelines to conduct this work and your suitability for and approach to delivering the consultancy requirements;

ii. an estimated budget, including estimated number of days to fulfil the consultancy, a proposed day rate (inclusive of VAT) and any other anticipated reasonable expenses.*

iii. your CV (2 A4 pages maximum)

* As a guide, we anticipate that this consultancy may require between 10 -12 days work. Consultants who have recently undertaken similar work on behalf of Conciliation Resources have been paid a day rate of between £250-£500, inclusive of all taxes. All relevant and chargeable expenses will be reimbursed against supporting original paperwork up to the maximum defined. We do not advance expenses to consultants.

All proposals should be emailed to the WMC email address WMCnetwork@c-r.org with the title ‘WMC research consultancy’.

The deadline for receipt of proposals is **09.00 BST (London) on 9th March 2020.** Please note: applications will be reviewed on a rolling basis and therefore early application is advised.