**Terms of Reference:**

Consultant for Advanced Peacebuilding Skills Course Delivery Methodology Development

1. **GENERAL**

**Position Title:** Consultancy – Advanced Peacebuilding Course Skills Delivery Methodology Development

**Location:** Flexible (remote)

**Duration:** 3 Months from July to October 2021

**Total days:** Up to 23 days spread over the course of the consultancy

**Reporting to:**  Papua New Guinea Project Manager

1. **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 70 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.

Conciliation Resources has worked in the Pacific region since 1994. The organisation first worked in Bougainville (as autonomous region of Papua New Guinea) in 2001, with the Bougainville Inter-Church Women’s Forum to develop a literacy toolkit to raise awareness of the conflict and how Bougainville residents could become involved in the peace process. In 2002 Conciliation Resources produced an Accord publication (Conciliation Resources’ flagship series), analysing the Bougainville peace process, the resultant peace agreement and the challenges ahead in implementing and consolidating peace.

The Nazareth Centre for Rehabilitation (NCFR), founded in 2001, focuses its programmes on peacebuilding, gender-based violence, the promotion of human rights and local community development. NCFR has a long history of promoting peace and reconciliation in Bougainville, including programmes for ex-combatant rehabilitation, community leader empowerment and trauma healing.

Throughout 2016-2019, NCFR (in partnership with Conciliation Resources) has led a wide range of peacebuilding training courses and community dialogue events with community leadership groups from across Bougainville (including with community leaders, church leaders, ex-combatants, women and youth leaders). This work has been successful in supporting community leadership to better understand, analyse and respond to post-conflict challenges and localised disputes in their communities, and collectively, has supported increased resilience within communities to manage emerging tensions and maintain stability.

As the Capacities for Peace programme has evolved since 2016, NCFR is being increasingly relied upon to respond to complex emerging peacebuilding issues and to provide support to a large network of community-based peacebuilding actors. This level of support requires continued investment in strengthening peacebuilding expertise and skills (including mediation, negotiation, facilitation and advocacy skills, conducting complex conflict analysis and employing adaptive programming).

1. **OBJECTIVE**

The overall objective of the consultancy is to develop the **delivery methodology for an advanced training (training of trainers) in mediation and negotiation, and facilitation skills** for NCFR. The course will equip NCFR staff and facilitation teams with the skills to better respond to complex and protracted conflict issues and add additional training elements to their own workshop training modules. These specific skills have been requested by NCFR staff and facilitators and by past community leaders workshop participants as skills that are needed to more effectively manage community conflict issues.

It is essential that the training incorporates indigenous Pacific approaches to peacebuilding and conflict resolution and takes into consideration context specific dynamics. The course curriculum and content will be developed and delivered by Conciliation Resources in partnership with a Pacific based peacebuilding organisation. The consultant will work closely with the course curriculum development and delivery team to ensure that the curriculum and the development of the delivery methodology and resources are compatible. Throughout the implementation of the training programme, the consultant will also provide accompaniment support to ensure effective delivery and a positive and engaging learning experience for participants. Coordination between the consultant and the course curriculum development and delivery team will be facilitated by a project steering committee.

Due to lack of reliable internet connectivity, this training cannot be delivered online. This consultancy will provide innovative design solutions for remote training delivery using a range of engaging mediums and participatory learning methodologies. The delivery methodology needs to reflect an understanding of safeguarding principles and risks, and ensure that the delivery methodology creates a safe learning environment for all participants. Participants may have some access to videoconferencing facilities however this will be limited and reliance on this medium should be minimal.

1. **SPECIFIC TASKS AND DELIVERABLES**

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| **Project/Activity**  *List of key activities to be carried* | **Deliverable**  *Specific deliverable/output related to each activity* | **Indicative Consultant Activities**  *Breakdown of tasks to conduct this activity and output* | **Days**  *Estimated work days* |
| 1. Inception report | Inception report – outlining the methodology used, tools, delivery approach and work plan | * Consult with the curriculum development and delivery team on needs * Write inception report outlining the delivery approach | 2 days |
| 1. Training delivery design | Develop delivery methodology, platform and resources | * In close collaboration with the curriculum development and delivery team, design the remote delivery model and map out resources needed * In close collaboration with the curriculum development and delivery team, identify and develop mediums for participatory learning, produce resources and deliverable learning inputs. * Work with the curriculum development and delivery team to ensure that delivery model design and resources are compatible with the learning objectives outlined in the curriculum. | 10 days |
| 1. Training delivery | Support training delivery | * Throughout the implementation of the training programme, provide accompaniment support to the curriculum development and delivery team, supporting the adaption of approach and methodologies as needed. | 10 days |
| 1. Monitoring, evaluation and learning | Contribute to project evaluation and learning | * Participate and contribute to debrief and feedback sessions with the curriculum development and delivery team to draw out learnings from the process and inform future programming. | 1 day |

1. **SUMMARY OF PROPOSED WORKING IN DAYS**

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| --- | --- |
| **Sub-project/ key activities** | **Total Days** |
| 1. Training delivery design and inception report | 12 |
| 2. Training delivery | 10 |
| 3. Monitoring, evaluation and learning | 1 |
| **TOTAL DAYS** | **23** |

**Invoicing**

In addition to the requirements outlined in the consultancy agreement (section 8), please ensure your invoice is addressed to Conciliation Resources, 106 Burghley Road, London NW5 1AL, UK; and includes your International transfer bank details.

**Reporting**

The consultant will report to Conciliation Resources’ Papua New Guinea Project Manager.

In the course of their work, the consultant must consider their own safety and the safety of others, ensuring they abide by the Safeguarding Policy and the Safety and Security Policy. In particular the consultant should consider how to ensure they do no harm during the course of the consultancy. If the consultant hears or sees anything that does not look right, they should raise a protection or safeguarding concern by emailing safeguarding@c-r.org.

The consultant must demonstrate a commitment to gender equality, diversity and inclusion, including a respect for diverse cultures and ways of working and adhere to CR's equality, diversity and inclusion policy.

1. **CONSULTANT SPECIFICATIONS** 
   * Experience in designing peacebuilding resources, preferably in the Pacific region.
   * Experience designing advanced skills (Training of the Trainer) courses
   * Experience facilitating effective adult learning programmes using a range of engaging mediums and resources.
   * Experience designing and implementing remote learning delivery models using participatory methodologies.
   * Knowledge of Pacific Islands peace and conflict issues.

## Application Process

To apply for this consultancy please submit:

* A technical proposal (5 A4 pages maximum) detailing suitability, experience and proposed approach
* A financial proposal

All proposals should be emailed to [aurecruitment@c-r.org](mailto:aurecruitment@c-r.org) by 25 June 2021.

Candidates will be informed by 26 July 2021.