

Terms of Reference

For an expert focusing on “supporting ZOA to integrate peace building and conflict sensitivity into the organization and projects”

1. Introduction and background

ZOA is an international organization working on relief and recovery in 15 (post) conflict countries in Africa, Asia and the Middle East. Peacebuilding is at the heart of the organization as ZOA is active in conflict and post conflict countries. The emphasis in the past however has been more on the technical sectors of WASH, Food Security and Education, whereby Peacebuilding was dealt with as a crosscutting theme. Peacebuilding has become a separate sector of work for ZOA in 2015 and a specific Peacebuilding Policy was developed in 2017.

See www.zoa-international.com/peacebuilding

PeaceNexus (see www.peacenexus.org) has supported ZOA in a first phase (mid 2015 – mid 2017) to strengthen its capacities in the area of:

1. Coherent programming on peacebuilding by:
 - a. developing 2 toolkits for 1. peacebuilding proposal development and 2. development of peacebuilding strategies
 - b. developing ZOA’s policy on peacebuilding including 4 focus areas for ZOA work
2. Learning culture and internal/external communication on peacebuilding by:
 - a. developing several peacebuilding leaflets for external communication, based on ZOA experiences
 - b. organizing 2 internal peacebuilding training workshops
3. ZOA to become more conflict sensitive by:
 - a. conducting light first-touch research internally for ZOA staff, to inform an awareness raising session on conflict sensitivity and its implications for staff composition and culture, and partnerships

While important results were achieved, both ZOA and PeaceNexus saw the need for a next phase of Organisational Development support (mid 2017 – mid 2019), building on the changes achieved in the first phase and focusing specifically on 2 objectives:

1. to build an increased peacebuilding portfolio within the next 2 years;
2. to secure increased internal mainstreaming of conflict sensitivity within the organization.

For this consultancy ZOA is looking for an expert to provide his/her expertise towards achieving both objectives.

4. Work plan and role of the consultant

ZOA has developed a draft activity plan for both objectives, which will be shared with the shortlisted candidates. This draft plan will be revised and fine-tuned at the start of the process together with the consultant.

Role of the consultant:

- Act as sparring partner to ZOA and especially to the ZOA’s peacebuilding advisor and management.
- Provide advice on how to embed the planned changes in the organization, how to work towards organizational development (uptake within the organization) rather than capacity development of some individuals within the organization

- Co-facilitate international workshops and other relevant events as required by the process (together with ZOA)
- Provide expertise on internal conflict sensitivity and assist in developing appropriate guidance, tools and approaches as catalyser for discussions on conflict sensitivity; and in that framework, where needed, assist in linking ZOA to other organizations;
- Provide advice on how to pursue the field testing of the peacebuilding proposal development toolkit and strategy development toolkit (developed under the first phase) in a way that will generate information and experience to be shared and used across ZOA . Note: ZOA will lead internally on this testing (ZOA peacebuilding advisor together with other ZOA country staff) in order to build institutional expertise, but the consultant will play a role in the overall process design and helping to establish appropriate ways to collect and share lessons learnt, and adapt tools where needed.
- Optional : Collate documentation of ZOA expertise on addressing water related conflicts

Time frame: October 2017 - June 2019

Consultancy days (total): up to 40 (proposed)

5. Deliverables of the consultant

The deliverables will be defined once the draft activity plan has been revised and fine-tuned.

Deliverables may include:

- Review and planning session for the current phase
- Monthly skype calls with ZOA for backstopping and coaching
- Facilitation of learning sessions during an international workshop
- Training/awareness package on conflict sensitivity and staffing/partners to be used within ZOA
- Documentation of ZOA best practices on addressing water related conflicts

6. Requirements

- Fluency in English, excellent verbal and written communication skills;
- Solid experience in organizational development (OD) support and accompanying complex change processes;
- Demonstrated expertise in peacebuilding programming and conflict sensitivity mainstreaming in large multi-mandate relief and rehabilitation NGOs (preferably with previous experience of working on staffing and partnerships);
- Proven mentoring and coaching capacities;
- Flexible attitude and availability as this OD process and necessary consultancy support cannot be planned at a detailed level from the start;
- Optional: expertise on interventions addressing water related conflicts

7. Recruitment process

The consultant will be selected in two phases:

- For the first phase, interested consultants are requested to send their CVs and motivation letter (*including an indication of their daily fee and experience with similar consultancies*), **by September 14th**, after which three candidates will be shortlisted;
- For the second phase, shortlisted candidates will be requested to submit their technical and financial offer (including their understanding of the assignment and proposed approach and associated costs) **by September 20th**. Shortlisted candidates will then be invited to the ZOA office in Apeldoorn (or by skype) preferably on **October 4** to present their approach, after which one candidate will be selected.

8. ZOA contact details

For more information about this consultancy you may contact Corita Corbijn, ZOA peacebuilding advisor, at c.corbijn@zoa.ngo. Interested consultants should send their CVs and motivation letter to this email address as well.