

Call for Tenders and Terms of Reference

Process support and facilitation of a participatory planning workshop

as part of the Civil Peace Service in Uganda

1. Introduction and Context

Since 1957, **EIRENE International Christian Peace Service e.V.** has been supporting partner organisations committed to non-violent civil conflict transformation and to socially just and environmentally sustainable change. Through its International Peace Cooperation (FriKo) programme, EIRENE supports **Civil Peace Service (CPS) programmes** in six regions across Africa and Latin America in collaboration with national partner organisations. In these regions, six coordinators are responsible for the CPS programmes on behalf of EIRENE.

The CPS operates along the entire cycle of conflict transformation: Early engagement to prevent the escalation of tensions into systemic violence; de-escalation and support for non-violent alternatives during active conflict phases; support for long-term reconciliation and dealing with a violent past to prevent the recurrence of conflict. CPS work is characterized by the following specific principles such as option for victims and survivors, partnerships, long-term commitment and global learning community.

In Uganda, EIRENE started its Civil Peace Service programme in partnership with four national organizations (ACFODE, ICSS, JESE and MACCO) in October 2025. Geographically the EIRENE CPS programme covers Wes Nile region and West Uganda and more particularly, the Bidibidi and Imvepi refugee settlement and host communities in West Nile and Kyaka II refugee settlement and host communities in Kyegegwa district in West Uganda. First, the partner organisations carried out baseline analysis in their respective areas and came up with strategic 3-year plans for CPS interventions. Annual plans for 2025 were based on the initial surveys. End of 2025 EIRENE coordination office organised reflection and planning workshop where a systemic conflict analysis was conducted taking into consideration the extreme changes of the context in refugee funding cuts. Some minor changes took place for 2026. However, it remains essential to make a thorough revision and reorientation of the outcomes and strategies based on the results of the systemic conflict analysis and fundamental change of the context.

2. Purpose and objective of the assignment

The purpose of this assignment is to facilitate a participatory strategic session to reflect on previous experiences, analyse the results of the systemic conflict analysis, and redefine the strategic goals and approaches for the CPS programme. The overall objective is to develop a more relevant CPS response to the changing context, in which each partner organisation contributes based on its specific profile and outreach.

To support this process, facilitation is sought for the preparation and implementation of a participatory planning workshop that actively engages programme partners ensuring that their perspectives, experiences, and priorities shape the adapted CPS programme.

The consultant will be in charge of the documentation of the results of the workshop, formulate a strategy document based on the discussions and the results, which will reflect the adapted outcomes, assumptions and process indicators for the programme.

This process builds on the partner workshop conducted at the end of last year, where key lessons from the current phase were jointly reflected upon and documented, and takes into account recent contextual developments in Uganda. Through an inclusive planning process, partners will jointly shape the future direction of the EIRENE-supported CPS programme, ensuring it is grounded in shared insights, responsive to the current context, and driven by their priorities and ownership.

3. Report to: EIRENE CPS Coordinator in Uganda

4. Scope of Work and Methodology

The consultant is expected to facilitate an inclusive, participatory, and learning-oriented process. The methodology should build on the critical reflection of the on-going Programme and it should ensure that the design is grounded in the current socio-political context of Uganda.

The assignment is envisaged to take place in May, June and August 2026, with an in-person workshop in Kampala, Uganda planned for the second week of June 2026.

Phase 1: Preparation

- Read and understand all project related documents such as the Programme Proposal, the baseline studies, the annual report, the outcomes of the reflection meeting of 2025, and any other relevant documents
- Have preparation calls with the CPS Coordinator and Programme Manager suggesting an initial workshop design
- Prepare and lead an online brainstorming and preparation call with the Coordination office, Programme Manager and the partner organisations
- Give specific assignment and tasks to the coordination office, Programme Manager and the partner organisations what they need to prepare before the workshop
- Prepare and deliver a final workshop agenda with detailed methodology

Phase 2: Workshop Facilitation

- Have a briefing meeting with the coordinator on site before the start of the workshop
- Conduct a participatory facilitation of the workshop as per previous design and agreement
- Attend to the concerns and necessary adjustments raised during the workshop
- Show agile leadership with cultural sensitivity and respectful attendance to the participants
- Have a debrief at the end of each day with a small team to see how far the objectives of the day have been covered and what adjustments need to be done for the next day(s)
- Have a thorough debrief with the CPS coordinator after the workshop on the objectives achieved, and any other aspects important for learning and next steps

Phase 3: Support for formulation of the adjusted strategic plan

- Prepare thorough documentation of the workshop results
- Submit a consolidated draft strategy paper as per agreed outline
- After receiving comments and suggestions submit a final version of the document

5. Required qualifications

To ensure the consultant can successfully facilitate the above-mentioned process, the following key qualification are required.

- In-depth knowledge of the Civil Peace Service as a program of German international peace work
- Very good knowledge of the methods and concepts of civil conflict transformation
- More than 10 years of experience in conducting multi-stakeholder planning and facilitation
- More than 10 years of experience in facilitating similar workshops and processes with good results
- Experience in systemic conflict analysis and theory of change (ToC)
- Proven ability of formulating project outcomes, assumptions and process indicators
- Proven knowledge and of trauma sensitivity and practical skills in guiding people with experience of war and violence through topics of displacement and peacebuilding
- Availability and flexibility throughout the timeframe of the assignment
- Fluency in written and spoken English and German
- Good knowledge of refugee contexts in Uganda, South Sudan, Congo is an advantage

6. Logistics and timing

EIRENE Coordination office will prepare the logistical aspects of the onsite visit: The venue, the transportation from the airport to the venue and back (if needed) . And all the necessary materials for the workshop. The hotel costs and meals (except dinner) during the workshop will be covered by the Coordination office. The workshop will take place 3 full days. The consultancy requires a total of **up to 12 working days**, allocated across three phases in a way that the assignment is conducted in a required quality. The assignment shall start no later than 25th of May, the onsite visit is planned from 8-12th of June. The final report is expected to be delivered no later than 1st of September 2026.

7. Confidentiality obligation

The moderator shall treat all information received in the course of the collaboration about the client, its cooperation partners, and employees as strictly confidential, insofar as this information is not already publicly known. The same applies to any knowledge of organizational processes that the moderator acquires in connection with the collaboration. The obligation of confidentiality shall continue to apply even after the end of the contract.

8. Submission of bids and selection

The bidders are requested to submit a concise proposal consisting of the following documents:

- **Technical Proposal** (max. 5 pages): outlining the bidder's understanding of the assignment and the proposed methodology,

- **Financial Proposal:** including a transparent budget with the proposed daily fee and any estimated travel and related costs and
- **CV and References of similar assignments successfully completed:** an updated CV highlighting relevant experience in line with the required qualifications, including a list of relevant assignments

These should be submitted in one pdf file not exceeding 8 MG with to hakobyan@eirene.org with the subject line “Application CPS Planning workshop” **no later than 11th of May**. Online or onsite interviews are planned for the 13th and 14th of May.

For further questions you can refer to Ada Hakobyan at hakobyan@eirene.org . For general information about EIRENE please visit our website at <http://www.eirene.org>