



Terms of Reference for the Facilitation of a CSO Learning Workshop and Development of a Policy Brief on Locally Led Peacebuilding Initiatives

GENERAL INFORMATION

Services/Work Description:	Individual consultant to facilitate a CSO learning workshop and develop a policy brief on locally led peacebuilding initiatives
Project/Program Title:	PBF-Funded CSO-Led Peacebuilding Project in the Lake Chad Basin Region
Duty Station:	Home Based
Expected Places of Travel:	Nigeria or Cameroon (September 9 to 11, 2025)
Duration:	10 days
Expected Start Date:	September 1, 2025
Reports to:	Executive Secretary through the Technical Director

Background

The Lake Chad region is one of the most protracted and complex conflict zones globally, impacting Cameroon, Chad, Niger, and Nigeria. This area has witnessed significant challenges, including ongoing violent conflicts, massive displacement, and serious security issues. Despite some positive developments, high levels of violence continue to adversely affect millions. In 2022, there were 1,200 recorded security incidents involving non-state armed groups (NSAGs), leading to approximately 3,800 deaths, marking a slight increase from 2021, which recorded 1,100 incidents with 4,000 deaths. After nearly 13 years of turmoil, the area is still characterized by widespread violence, with 11 million people in need of humanitarian assistance. During the 2023 lean season, 5.6 million people were projected to experience severe food insecurity, the highest rate in four years. Approximately 2.9 million people remain internally displaced, with 2.2 million in Nigeria alone, and around 276,000 have fled to neighbouring countries, particularly Niger, Chad, and Cameroon. Since the onset of the crisis, around 350,000 deaths, including both direct and indirect consequences, have been recorded in Nigeria and the broader region, further complicated by environmental factors such as floods and droughts.

The project on Promoting CSO-led Peacebuilding Initiatives in the Lake Chad Basin Sub-Region aims to address critical stability and peacebuilding needs within the Lake Chad Basin region. This initiative combines efforts from UNDP, the Lake Chad Basin Commission (LCBC), and civil society organizations (CSOs) to implement grassroots peacebuilding activities aligned with the Territorial Action Plans (TAPs) and spans four countries—Cameroon, Chad, Niger, and Nigeria. The initiative focuses on reinforcing the regional CSO platform, promoting dialogue, and enhancing community resilience against conflict. This approach fosters collaboration between civil society and state actors, supporting the implementation of the Regional Strategy on Stabilization, Recovery, and Resilience (RS SRR) of Boko Haram-affected areas. In October 2025, the LCBC signed a Letter of Agreement (LOA) with the UNDP regional office to support the implementation of certain activities within the regional component of the project.

Since its launch in 2024, the project has progressed significantly, having conducted calls for proposals in four countries that selected over 50 CSOs local CSOs across Cameroon, Niger,



Nigeria to implement community peacebuilding initiatives (both within the territory and cross-border). These selected organizations have collaborated with community-based organizations to empower local efforts, support the reintegration of internally displaced persons, advocate for women's rights, and encourage sustainable resource management. This peace-building initiative has supported the peaceful reintegration of internally displaced persons and raised awareness about women's rights and inclusive management of natural resources. It also supports livelihoods and environmental sustainability. Across the four countries, more than 100 members of local CSOs were also supported in developing grant funding proposals, gender mainstreaming, and project implementation. This has enhanced community resilience, social cohesion, and economic empowerment, particularly for women and youth across the region.

The project has reached these milestones by implementing targeted capacity-building measures at both regional and national levels, along with establishing a governing structure that aligns with its design. As a pilot project, monitoring and learning is key in order to identify lessons and recommendations for scaling up implementation. As such, the LCBC in collaboration with UNDP is organizing a regional CSO learning workshop, bringing together a cross section of CSO beneficiaries across the four countries. The workshop will also produce policy recommendations that will feed into a policy brief on locally led peacebuilding interventions.

LCBC is recruiting a consultant who will facilitate this learning workshop and produce the policy brief.

Scope of work

The consultant will work closely with LCBC and UNDP to design, facilitate and document a three-day lesson learnt and experience sharing workshop, and support documentation of case studies. He or she will produce a policy brief capturing the validated findings and actionable guidance and recommendations on locally led peacebuilding.

The specific tasks include, but are not limited to:

Learning workshop facilitation

- Inception & desk review
 - Review key project documents, evaluation reports, country case materials.
- Workshop design & facilitation
 - Co-develop agenda in consultation with LCBC/UNDP.
 - Prepare facilitator guide.
 - Facilitate sessions, manage breakout groups, guide synthesis.
 - Prepare guide (content) for documentation of case studies

Policy brief development

- Prepare a 4–6-page brief on locally led peacebuilding initiatives: lessons, enabling factors, policy guidance for government and partners, etc.
- Incorporate feedback from stakeholders and submit final deliverables.

Expected Outputs and Deliverables

Deliverable	Due



Inception report, desk review synthesis & draft workshop agenda	By 1 week of contract
Workshop facilitation guide and materials	1 week before workshop
Case study guide	3 days before workshop
Facilitation of three-day workshop	During workshop
Draft policy brief	2 weeks post-workshop
Final versions incorporating feedback	3 weeks post-workshop

Institutional arrangements

The consultant will be under the overall supervision of the Technical Director of the LCBC but will work in collaboration with the RS SRR coordination unit and the UNDP project team.

Logistical and administrative support

The consultancy will be home-based with travel to the learning workshop. LCBC will facilitate the consultant's travel to the learning workshop.

Duration of the work

The consultant is expected to work for 10 days over a one-month period in September.

Experience and qualifications

The successful candidate will be a professional with substantial experience in project implementation and coordination, including in engaging and communicating with diverse stakeholders.

- Master's degree in peacebuilding, conflict sensitivity, governance, development or related fields.
- Minimum 10 years of experience in project evaluations, peacebuilding consultancy, workshop facilitation
- Demonstrated experience in policy brief production for senior stakeholders.
- Experience in African context, ideally Lake Chad Basin or Sahel.
- Strong analytical, facilitation, and writing skills.
- Fluency in English and French preferred.

1. Education:

An advanced university degree (MA/PhD or equivalent) in peacebuilding, conflict sensitivity, governance, development or related OR a bachelor's degree in any of the aforementioned areas with an additional 2 years' professional experience.

2. Experience:



- Minimum 10 years of experience in project evaluations, peacebuilding consultancy, workshop facilitation or related field.
- Excellent political analysis and demonstrated experience in policy brief production for senior stakeholders.
- Experience in the African context, ideally in the Lake Chad Basin region.
- Strong analytical, facilitation, and writing skills.
- Aptitude to operate with high levels of autonomy and responsibility.
- Ability to travel extensively within the Lake Chad Basin region.
- Ability to communicate effectively with a variety of stakeholders.

3. Language:

Fluency in English and French preferred.

4. Computer Skills:

Excellent computer literacy and skills on MS Word, Excel, and PowerPoint.

This TOR is reviewed by:

Name: Manre Chirtau

Designation: Program and Location Manager

This TOR is approved by:

Name: Hycinth Banseka

Designation: Technical Director

Date Approval: 21-8-2025