

Terms of reference (ToR)

Consultancy for Women, Peace, Security and Climate Research Mentorship and Proofreading Consultant

1. Context

The assignment takes place in the framework of the following project

Summary of the project:	
Name of the lead implementing organisation:	elbarlament e.V.
Project title:	Women Taking the Lead
Project location:	Remote
Beneficiaries:	5 researchers
Project duration:	01.10.2024 – 31.03.2026

Elbarlament is a peacebuilding and democracy support organisation, with a special focus on empowering women and youth. We follow a unique approach that integrates conflict sensitivity, cultural awareness and intersectionality.

Elbarlament cooperates with parliaments, governments, civil society actors and international institutions, implementing projects and delivering consulting services in German, English, French and Arabic.

We believe in the transformative power of culture and the arts as well as inclusive dialogue, especially in contexts of state fragility. Through our work we aim to:

- Promote peaceful coexistence between all groups in society
- Foster democratic norms and practices
- Support dialogue between civil society and political decision makers
- Increase environmental awareness and contribute to mitigating climate change-related conflicts

We follow an integrated approach in supporting locally-owned reform agendas, combining arts-based tools for peacebuilding and civic education with more classical tools like technical assistance.

1. Background:

The "Women Taking the Lead" project aims to strengthen the capacity of public institutions in Iraq to implement the Women, Peace, and Security (WPS) agenda, focusing on the integration of policies responsive to the perspectives of women and men with regard to peacebuilding and governance.

The project includes a research grants component aimed at supporting members of the MENA Feminist Task Force (FTF) in producing high-quality studies on the intersection of equality between women and men, climate change, peace, and security. The research outputs will contribute to policy advocacy and will be presented at COP 2025 and other events.

To ensure the robustness and relevance of these research studies, elbarlament seeks to hire a Research and Proofreading Consultant with preferably expertise in climate-related research, methodologies sensitive to the needs of women and men, and policy advocacy. The consultant will provide targeted support throughout the research process, ensuring methodological rigor, coherence, and policy relevance.

2. Objective

The consultant will provide technical guidance and proofreading support to the research grant recipients to ensure high-quality research outputs. The consultant will:

- Support the research grantees in refining their research questions, methodologies, and analytical frameworks.
- Provide regular feedback on research progress and offer technical assistance.
- Review and proofread the final research reports, ensuring clarity, coherence, and policy relevance.
- Ensure that research outputs align with international best practices and are suitable for dissemination at COP 2025 and beyond.

3. Scope of Work

The consultant will be responsible for the following tasks:

Phase 1: Research Support & Guidance (May – September 2025)

- Conduct an initial review of the selected research proposals and provide tailored feedback.
- Hold one-on-one or group mentoring sessions with grantees to strengthen research design and methodologies.
- Offer guidance on data collection approaches, including desk reviews, key informant interviews, focus groups, and surveys.
- Monitor research progress and provide constructive feedback on interim drafts.

Phase 2: Research Review & Proofreading (September – October 2025)

- Conduct a thorough review of each research report, ensuring:
 - Logical structure and clarity in argumentation.

- Adherence to climate research frameworks that are sensitive to the needs of women and men.
- Coherence between findings, analysis, and recommendations.
- Proper referencing and adherence to academic or policy standards.
- Provide proofreading and editing services to enhance readability and professionalism.
- Finalize the research reports in collaboration with the grantees and elbarlament.

Phase 3: Preparation for Dissemination (October 2025)

- Provide recommendations on how to best present the research findings at COP 2025.
 - Contribute to the development of policy briefs or advocacy materials based on the research findings.
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- The consultancy should be delivered in Arabic.

4. Deliverables

The consultant will deliver:

- Feedback reports on selected research proposals (May 2025)
- Regular progress reviews and mentoring support (June – September 2025)
- Finalized and proofread research reports (October 2025)
- Recommendations for policy advocacy and COP 2025 presentation (October 2025)

5. Timeline

- **Start Date:** May 2025
- **End Date:** November 2025

6. Qualifications

The ideal consultant should have:

- Advanced degree in Climate Studies, Gender Studies, Human Rights, International Relations, or a related field.
- At least 3 years of experience in conducting and reviewing research on climate change, women and security.
- Strong understanding of climate governance, feminist research methodologies, and human rights-based research approaches.
- Experience mentoring or supervising research projects.
- Excellent proofreading and editing skills, with an ability to simplify complex research for wider audiences.
- Familiarity with COP processes and global climate negotiations is an asset.
- Fluency in Arabic English is required; English is an asset.

7. Reporting

The consultant will report to elbarlament e.V. and collaborate with project coordinators to align the training with project objectives.

8. Proposal Submission

Interested individuals or organizations should submit a detailed proposal including:

1. A CV detailing relevant experience.
2. A short cover letter outlining their approach to supporting research and their relevant expertise.
3. A financial proposal with a proposed daily rate.

9. Submission Deadline

Proposals should be submitted by **14 April 2025**. Kindly ensure that the email subject line includes '**Consultancy for Women, Peace, Security and Climate Research Mentorship and Proofreading Consultant**' for proper identification and processing.

10. Contact

For inquiries and submission of proposals, please contact Hanin Dabbagh at dabbagh@elbarlament.org and Womentakingthelead@elbarlament.org.