

Terms of reference (ToR)

Reference: Moderation of a Regional Conference on Gender and Peaceful Coexistence, January 2027 in Erbil, Iraq

Project: Women Taking the Lead

1. About elbarlament/Women Taking the Lead

Elbarlament is a peacebuilding and democracy support organisation focused on empowering women and youth. Its work centres on three thematic areas: Inclusive Political Participation; Women, Peace and Security (WPS); and the Gender–Climate–Security nexus. Through its projects, elbarlament supports public institutions and civil society actors in promoting peaceful coexistence, strengthening democratic practices, and developing integrated responses to climate-related challenges.

2. Background:

The Middle East and North Africa (MENA) region continue to face interconnected challenges affecting peace, reconciliation, and social cohesion. Protracted conflicts, displacement, political instability, climate-related pressures, and increasing competition over natural resources are exacerbating social tensions and placing additional strain on communities and institutions. While numerous civil society networks and platforms working on peacebuilding, reconciliation, gender equality, and social cohesion have emerged across the region, collaboration between them remains limited due to different contextual, thematic, and operational factors. Against this backdrop, there is a need for stronger regional cooperation and knowledge exchange among civil society actors promoting peaceful coexistence, inclusive dialogue, and sustainable peace. Strengthening collaboration among established networks across the region is therefore essential to connect and amplify local expertise, foster mutual learning, and develop coordinated responses to shared challenges that no single actor can address alone.

To support these efforts, elbarlament is organizing a Regional Conference on Peaceful Coexistence, to be held in **January 2027 in Erbil, Iraq**. The conference will bring together established civil society networks and platforms from across the MENA region with active engagement in peacebuilding, reconciliation, gender equality, and social cohesion. Through interactive discussions, peer learning, and networking activities, the conference aims to strengthen regional partnerships, facilitate the exchange of promising practices and experiences, identify opportunities for future collaboration, and encourage the development of joint initiatives that contribute to peaceful coexistence across the region.

3. Scope of Work

The Moderator will perform the following tasks:

Preparatory Online Sessions

- Conduct a detailed review and analysis of the network mapping and survey findings produced by elbarlament; complement and expand the mapping through additional desk research and proactive outreach to relevant networks and stakeholders to identify and engage additional actors; and develop the content, agendas, discussion guides, and facilitation materials for preparatory online sessions with small groups of network representatives.
- Facilitate 5-8 online preparatory sessions with participating networks for the Regional Conference on Gender and Peaceful Coexistence.

Conference

- Design the conference agenda, including session objectives, formats, methodologies, and facilitation approaches, in close coordination with elbarlament and co-moderator.
- Facilitate the Regional Conference in Erbil, including plenary sessions, panel discussions, and interactive group exercises, ensuring a coherent flow between sessions and alignment with the conference objectives.
- Foster inclusive, participatory, and action-oriented discussions, encouraging balanced participation, constructive dialogue, and meaningful exchange among diverse stakeholders and network representatives.
- Guide discussions towards concrete outcomes, manage time effectively, synthesize key insights, and document recommendations and agreed follow-up actions to inform the conference proceedings and subsequent regional cooperation.

Post-Event Responsibilities

- Prepare a comprehensive post-conference report summarizing the key discussions, outcomes, recommendations, and lessons learned, including reflections on the facilitation process and recommendations for future regional cooperation and network engagement.

All tasks will be conducted in close cooperation with elbarlament project management and a co-moderator for this event.

5. Qualifications

The ideal candidate should possess:

- **Facilitation Expertise:** Proven experience facilitating regional conferences, workshops, and multi-stakeholder dialogues, with the ability to foster inclusive participation and guide discussions towards concrete outcomes.
- **Knowledge of Peacebuilding and Regional Cooperation:** Demonstrated understanding of issues related to peaceful coexistence, peacebuilding, reconciliation, social cohesion, and civil society engagement in the MENA region.
- **Network Development and Collaboration:** Experience working with civil society networks and supporting partnership-building, knowledge exchange, and collaborative initiatives among diverse stakeholders.
- **Strong Communication Skills:** Excellent facilitation, moderation, and interpersonal skills, with the ability to engage participants from different cultural and professional backgrounds.
- **Language:** Fluency in English and Arabic .

6. How to apply:

Interested candidates are invited to submit a complete application package in one PDF file no later than **18 August 2026**. The application package should include:

- A **technical offer** consisting of an updated CV.
- A **financial offer** indicating the expected **daily professional fee**, inclusive of all applicable taxes.

Applications should be sent to: ali@elbarlament.org