



Terms of reference (ToR)

Reference: Moderation of elbarlament Second Regional Network Meeting 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 MENA region faces interconnected challenges related to conflict, political instability, resource scarcity, and climate change, which disproportionately affect women and girls. Strengthening cooperation between women peacebuilders, climate activists, civil society, and policymakers is essential to advancing gender-responsive climate action, peacebuilding, and collective advocacy under the Women, Peace and Security (WPS) and climate-security agendas.

Building on previous regional networking meetings and the establishment of the MENA Women and Gender Constituency (MENA WGC) in 2025, elbarlament will organize the Second Regional Networking Meeting in Erbil under the Women Taking the Lead (WTL) project, implemented as part of the SPACE Programme with funding from the German Government and support from GIZ. The two-day meeting will bring together approximately women and relevant stakeholders from Iraq and the wider MENA region. Day 1 will focus on strengthening the MENA WGC's organizational structure, strategic priorities, and coordination mechanisms,

while Day 2 will promote regional dialogue, women's leadership in climate governance, and collective advocacy on the WPS–climate-security nexus.

3. Scope of Work

The Consultant/Moderator will be responsible for facilitating the two-day regional networking meeting, ensuring meaningful dialogue, clear outcomes, and practical follow-up actions.

Pre-Event Responsibilities

- Coordinate with elbarlament to review the concept note, agenda, objectives, and expected outcomes.
- Develop facilitation methods, guiding questions, and interactive exercises for both days.
- Prepare participatory activities for MENA WGC's organizational development and strategic planning.
- Coordinate with the organizing team to ensure alignment between sessions and expected results.

Day 1: MENA WGC Organisational Development

- Facilitate agreement on the network's purpose, strategic priorities, membership, governance, and decision-making.
- Support the definition of roles, responsibilities, communication, coordination, and advocacy mechanisms.
- Facilitate the development of a first-year action plan with 3–5 concrete actions and assigned responsibilities.

Day 2: Regional Dialogue on WPS and Climate Security

- Moderate panels and discussions on the gender–climate–security nexus, women's leadership in climate governance, and peacebuilding.
- Encourage exchange among civil society, government, academia, climate activists, and international organizations.
- Identify opportunities for regional cooperation, policy engagement, and collective advocacy.
- Ensure inclusive participation, effective time management, and documentation of key messages and recommendations.

Post-Event Responsibilities

- Prepare a concise facilitation report summarizing the main discussions, key outcomes, decisions, recommendations, and agreed follow-up actions.
- Document the MENA WGC's agreed strategic priorities, governance arrangements, coordination mechanisms, and first-year action plan developed during Day 1.
- Summarize the key policy messages and opportunities for regional cooperation and collective advocacy emerging from Day 2.
- Provide practical recommendations to elbarlament and the MENA WGC on sustaining collaboration, strengthening the network, and following up on the meeting's outcomes.

5. Qualifications

The ideal candidate should possess:

- **Thematic Expertise:** Strong knowledge of WPS, climate security, gender equality, and peacebuilding, preferably in the MENA region.
- **Facilitation Experience:** Proven experience moderating regional meetings and multi-stakeholder dialogues.
- **Network Development:** Experience in organizational strengthening, governance, strategic planning, and coalition-building.
- **Advocacy and Climate Governance:** Understanding of collective advocacy, climate adaptation, and policy engagement.
- **Inclusive Facilitation:** Ability to facilitate gender-sensitive, conflict-sensitive, and participatory discussions.
- **Languages:** Fluency in Arabic and English.

6. How to Apply

Interested candidates should submit one PDF file by **23 October 2026**, including:

- **Technical offer:** Updated CV highlighting relevant experience.
- **Financial offer:** Expected daily professional fee, inclusive of applicable taxes.

Applications should be sent to dzay@elbarlament.org.