

Call for Application

Terms of Reference
Consultant - Voices of Peace (VoP) Facilitator and Advisor

Duration: March – October 2026

Contact point: Maria Karina Limpiado – Project manager – Advocacy

Background

The Voices of Peace (VoP) is a platform composed of civil society organizations (CSOs), peace advocates, faith-based groups, and Indigenous Peoples' organizations that are either from communities affected by, or actively working on issues related to, the GPH – CPP/NPA/NDF conflict. Originated from a series of regional and national community dialogues, the Voices of Peace emerged as a safe platform for independent civil society and wider community networks to analyze the root causes of the violence and transform the armed conflict.

forumZFD Philippines has supported Voices of Peace as its secretariat over the past years. As the platform continues to evolve, there is a need for structured facilitation, clearer governance, coordination mechanisms, particularly for the Steering Group, and more intentional design of VoP's regular sessions to ensure that the platform remains responsive, strategic, and member-driven.

To support this process, forumZFD seeks a consultant to act as the main facilitator of Voices of Peace and its Steering Group, and to provide advisory support on strengthening VoP's organizational profile, internal processes, and strategic direction as an advocacy platform.

Scope of Work

The consultant will serve as the main facilitator and advisor to Voices of Peace and its Steering Group. Key tasks include:

1. Review and Analysis of Existing VoP Documentation
 - 1.1. Review key Voices of Peace documents, including but not limited to
 - Organizational profile;
 - Systemic conflict analysis;
 - Strategic planning documents; and
 - Documentation from previous VoP and Steering Group sessions.
 - 1.2. This review will serve as the basis for session design, facilitation, and the formulation of recommendations.
2. Design of Quarterly Voices of Peace Sessions

- 2.1. Design two (2) quarterly Voices of Peace sessions during the assignment period;
 - 2.2. Ensure that the session designs respond to the needs, priorities, and dynamics of the VoP platform;
 - 2.3. Allocate sessions on strategic reflection and planning process for VoP's advocacy goals;
 - 2.4. Align session objectives with VoP's peacebuilding, advocacy, and strategic goals; and
 - 2.5. Coordinate closely with forumZFD and the Steering Group in the design process.
3. Steering Group Support and Facilitation
- 3.1. Lead and facilitate initial meetings of the Voices of Peace Steering Group;
 - 3.2. Support the Steering Group in clarifying roles, responsibilities, and ways of working;
 - 3.3. Provide advisory input to strengthen Steering Group coordination, decision-making, and communication with the broader VoP membership; and
 - 3.4. Facilitate Steering Group sessions as agreed with forumZFD.
4. Facilitation of Voices of Peace Sessions
- 4.1. Facilitate the designed quarterly VoP sessions using inclusive, participatory, and conflict-sensitive approaches;
 - 4.2. Ensure meaningful engagement of VoP members and encourage constructive dialogue; and
 - 4.3. Support reflection on lessons learned and emerging priorities during and after each session.
5. Final Report

The consultant will produce a final report that includes:

- Key observations from the VoP and Steering Group processes;
- Clear recommendations for strengthening the VoP platform - its governance, mechanisms and processes;
- Suggested priorities and possible directions for VoP as an advocacy platform; and
- Suggested next steps and priorities for Voices of Peace moving forward.

Deliverables

- Designs for two (2) quarterly Voices of Peace sessions and two (2) steering group meetings
- Facilitation of Voices of Peace and Steering Group sessions, including initial Steering Group meeting
- Recommendations for:
 - Voices of Peace organizational profile; and
 - Steering Group coordination and guidelines
 - VoP strategic direction as an advocacy platform
- Final report with recommendations and proposed next steps for Voices of Peace



Timeline

The assignment will run from March 2026 to October 2026, with a total of approximately 25 working days spread across this period.

Deliverable	Description	# of days
Review Report	Organizational review report and overview for plans with the VoP and steering group sessions	2
Session designs	Program agenda and design/preparations (Main VoP sessions)	2
	(Steering group sessions)	2
Facilitation of Sessions	2 VoP sessions (2 days + 2X0.5 travel days per session) conducted in agreed locations	6
	2 steering group meetings (2 days + 2X0.5 travel days per session)	6
Check-in sessions	Debriefing and reflection sessions with forumZFD (online and scattered in between)	4
Final Report	Summary of process, key insights, participant feedback, and practical recommendations	3
Total Days		25

Qualifications and Experience

- Advanced degree in social sciences, organizational development, political science, development studies, public administration, peace and conflict studies, or other related fields. Additional training in organizational development, facilitation, advocacy, conflict transformation, or participatory processes is an advantage. Training in strategic planning, governance strengthening, or civil society development is a plus.
- At least five (5) years of relevant professional experience working with NGOs, INGOs, civil society organizations, advocacy networks, or government institutions in the Philippines in the field of organizational development, advocacy, facilitation, or network/platform strengthening.
- Demonstrated experience in supporting organizational development and strengthening of civil society platforms, coalitions, or networks, including development of governance structures, coordination mechanisms, and strategic direction.
- Proven experience in facilitating multi-stakeholder processes, including workshops, consultations, dialogue sessions, and planning meetings involving civil society organizations,



community representatives, faith-based groups, Indigenous Peoples' organizations, and other stakeholders.

- Experience in supporting advocacy platforms or campaigns, including strengthening internal coordination, member participation, and collective decision-making processes.
- Strong experience in designing and facilitating participatory sessions incorporating gender, human rights, inclusivity, and conflict-sensitive approaches.
- Good understanding of the socio-political and historical context of the Philippines, including civil society engagement, advocacy work, and the GPH - CPP/NPA/NDFP conflict.
- Experience working on peace, human rights, governance, or conflict-related advocacy is an advantage.

Management / Reporting

- The consultant will work in close coordination and report to the Advocacy Project Manager
- Regular coordination meetings, updating sessions, and written outputs will be required throughout the consultancy period.

Application Requirements

- Interested candidates may submit:
 - CV (maximum 2 pages) including two references contacts
 - Brief technical proposal (2–3 pages) outlining workshop facilitation approach
 - Indication of Daily Rates
- Please send your application via email to: **[Hope Abayon, abayon@forumzfd.de](mailto:Hope_Abayon_abayon@forumzfd.de)**
- The subject title of the Email should be **“Application: VOP Facilitator and Advisor”**
- The deadline for applications is **19th of March 2026**. The applicants will be assessed on rolling basis. Only shortlisted applicants will be notified via email and / or phone.