

Terms of Reference (ToR)

Consultancy for Supporting the Organizational Development and Thematic Work for the TJR CSO Platform

Operational Area: BARMM

1. Background

The Bangsamoro peace process has made significant strides since 2019, following the plebiscite that established the Bangsamoro Autonomous Region in Muslim Mindanao (BARMM). The peace agreement between the Government of the Philippines (GPH) and the Moro Islamic Liberation Front (MILF) includes two main tracks: the Political track, which focuses on creating the autonomous region, and the Normalization track, aimed at transforming armed conflict into political participation and integrating combatants into civilian life.

While the Political track has progressed well, the implementation of the Normalization track, particularly in transitional justice and reconciliation, has been slower. Despite a comprehensive report from the Transitional Justice and Reconciliation (TJR) working group, many of the recommended actions have yet to be adopted.

2. Rationale

In response to these gaps, and with support from forumZFD, the TJR CSO Platform was established in September 2025 as a collaborative mechanism bringing together more than 20 civil society organizations committed to advancing the TJR agenda in BARMM. The Platform seeks to strengthen civil society engagement through coordinated advocacy, knowledge-sharing, joint programming, and constructive engagement with relevant stakeholders and institutions.

As the Platform continues to grow, there is a need to strengthen its organizational structure, governance mechanisms, coordination systems, and strategic direction to ensure meaningful participation, accountability, and long-term sustainability. Developing a shared framework for collaboration and clarifying the roles and responsibilities of thematic working groups will help minimize duplication of efforts, enhance synergies among members, and improve collective impact.

This assignment therefore aims to support the organizational development of the TJR CSO Platform through participatory, inclusive, and context-sensitive processes that foster ownership among members and contribute to a more coherent, transparent, and locally grounded transitional justice and peacebuilding agenda in BARMM.

4. Scope of Work

The consultant will support the design and facilitation of the organizational development and facilitation of sessions for CSO members of the TJR Platform in BARMM, applying inclusive, participatory and context-sensitive approaches to ensure meaningful engagement of diverse civil society actors. This includes preparation of the workshop design and methodology, facilitation of sessions on governance and thematic



working groups structuring, initial workplan development, management and sustainability plan in addition to monitoring and evaluation. Close coordination with forumZFD and TJR Platform members is required throughout the process to ensure alignment with project objectives and the broader transitional justice agenda in Bangsamoro.

Specific objectives of the assignment:

Reviewing and Facilitation

1. Review and Analysis of Existing TJR Platform Reports

- a. *Review key documents, including but not limited to: organizational profiles of the CSO Platform and its members; Strategic planning documents; and Documentation from previous Platform sessions.*

(This review will serve as the basis for session design, facilitation, and the formulation of recommendations.)

2. Facilitate sessions focused on the structure, operationalization, and governance of the CSO TJR Platform:

- a. Through participatory, inclusive, and context-sensitive sessions and methodology, in close coordination with forumZFD and the TJR Platform throughout the process.
- b. Support the strengthening of the Platform's structure and foster trust building among the members.

3. Support participants in defining the Working Groups:

- i. *Facilitate clarification of roles, responsibilities, and coordination mechanisms among working groups; Guide the development of initial Terms of Reference (ToRs) for each working group.*
- ii. *Ensure alignment of the workplan with the CSO platform's strategic agreed focus, the TJR Regional Roadmap, and the broader transitional justice and peacebuilding agenda in Bangsamoro.*
- iii. Lead discussions on commitments, ownership and sustainability.

4. Monitoring, Evaluation, and Learning (MEL) Documentation and Reporting (with support from forumZFD staff)

- a. *Consolidate workshop outputs, agreements, and next steps into a comprehensive report for each sessions/workshop:*
 - i. Key discussions, decisions, and agreements related to governance structures, workplan development, coordination mechanisms, and commitments;
 - ii. MEL-related insights, including participant feedback, emerging challenges, good practices, learning reflections, and recommendations for adaptive implementation;
 - iii. Reports of commitments and proposed mechanisms for tracking implementation, accountability, and learning across partner organizations.

Expected Deliverables

Task Area	Key Activities	Deliverables	Timeline (2026)
1. Review and Analysis	Review organizations profiles, strategic plans, and previous platform reports	Submit Analysis Report with recommendations	June
	Analyze findings to inform session design and facilitation and provide recommendations and identify areas for improvement.	Proposed Workplan with methodology framework	End of June
2. Facilitation and Process Development (2 workshops)	Design 1 main workshop (3–4-day) and 1 follow-up workshop in coordination with forumZFD and the TJR Platform	Design and Facilitation of 2 main workshops	June - October
	Facilitate the workshop sessions on governance, structure, and thematic working groups	Validated documentation on structure, initial drafting of the working group ToRs and joint action plan	End of July (1 st workshop) End October (2 nd workshop)
3. Facilitation of the Working Groups Sessions (3)	Guide co-development of Working Groups ToRs and thematic work; Agreed timeline with the platform;	Validated ToRs and joint action plan; follow ups on status of WGs	July- November
	Clarify roles, coordination mechanisms, and member responsibilities	Roles and coordination matrix	August
3. Reflection sessions, MEL and Reporting (2 sessions) in coordination with forumZFD PMEL and the team	MEL-related insights/planning; Document workshop outputs, agreements, decisions, and next steps	MEL agreed framework; Agreed proposed activities of the Platform for Jan-Dec 2027	July- November
	Consolidate lessons learned and recommendations	MEL highlights and final documentation package	November

5. Methodology and Approach

The assignment will be guided by:

- A participatory and co-creation approach, ensuring ownership among members
- Conflict-sensitive and context-responsive approaches



- Iterative validation and feedback loops

6. Roles and Coordination

The consultant will work closely with:

- Cotabato forumZFD Project team
- TJR CSO Platform Partners

forumZFDs support will include:

- ForumZFD will provide timely access to all necessary background materials, strategic documents, and other resources relevant to the design and facilitation of the sessions.
- Logistical and Administrative Support (assistance with travel and accommodation arrangements; as applicable).
- ForumZFD will actively engage in the co-creation of workshop/session content and activities, ensuring alignment with program goals. They will also participate in the co-facilitation of the sessions where appropriate.

The consultant is expected to deliver the outputs within the agreed timeframe (June-November 2026).

9. Required Qualifications

Minimum Requirements

Education

- a. Advanced university degree in social sciences, organizational development, peace and conflict studies, political science, development studies, or a related field.

Relevant Experience

- a. At least 10 years of relevant professional experience in organizational development and transitional justice preferably in the Mindanao or similar conflict-affected contexts;
- b. Demonstrated experience in organizational and strategic planning, including organizational development, CSOs platform strengthening processes;
- c. Strong understanding of transitional justice, peacebuilding, reconciliation processes, and conflict sensitivity, with the ability to translate these into practical strategies and plans;
- d. Excellent facilitation, documentation, and report-writing skills in English (knowledge of local languages in BARMM is an asset);
- e. Familiarity with the BARMM context, including key stakeholders, dynamics, and policy frameworks related to peacebuilding and transitional justice;
- f. Ability to work collaboratively, manage time effectively, and deliver high-quality outputs under tight timelines.



7. Duration and Level of Effort

The total duration of the consultancy period is 6 months (approx. 20 working days in total).

Important note: Regular coordination meetings, updating sessions, and written outputs will be required throughout the consultancy period.

How to Apply?

Please send your CV including contact details of references, Brief technical proposal (max. 2 pages) and photo (any size) via email to: Hope Abayon, abayon@forumzfd.de

The subject title of the Email should be “Application: TJR Platform Organizational Development Consultancy”.

The deadline for applications is the **June 6, 2026**. The applicants will be assessed on rolling basis. Only shortlisted applicants will be notified via email and / or phone and will be scheduled for a written test and an interview. The applications will be reviewed on a rolling basis.

Format for CV

Picture, anagraphics (name, surname, date of birth, place of birth and current place of residence), educational background, work experience. We recommend to keep it simple and clear, evidencing your experience, especially according to the requirements.

10. Reporting

The consultant will report to the Project Manager in Cotabato and provide periodic progress updates aligned with key milestones.