



Terms of Reference

Consultancy for Women, Peace, and Security (WPS) Research in Agusan del Sur, Caraga region

Background

forumZFD is currently rolling out a research that seeks to contribute to expanding the existing knowledge on women's role(s) in situations of tensions and disputes in Agusan del Sur, Caraga region. Anchored in the framework of the Women, Peace, and Security (WPS) agenda and the Philippines' 2023-2033 National Action Plan on WPS (NAPWPS), the research's overarching objectives are to unpack

- how different forms of disputes and tensions have affected women;
- what role(s) women have played in peacebuilding and conflict management;
- how they contribute to preventing disputes and tensions and sustaining local peace, and
- what their needs and priorities are in their everyday life.

The data collection process will involve multiple stakeholder groups to collect their perspectives and insights. A comprehensive research report and several spin-off products (e.g., policy briefs) will provide an in-depth analysis of the role, agency, and needs of women regarding dispute management and prevention in Agusan del Sur, Caraga region. The output products will include actionable recommendations directed at different stakeholders for how to enhance women's agency and influence as well as protection under ongoing efforts to localize the Philippines' 2023-2033 NAPWPS in Caraga region.

Scope of Work

The consultant will lead on collecting primary data across Agusan del Sur province in Caraga region. Key Informant Interviews (KIIs) and Focus Group Discussions (FGDs) with communities, provincial and local duty bearers, and non-state actors such as civil society actors and representatives from the private sector will be the key data collection methods. The scope of the consultancy includes inputs into the process of identifying research participants, coordinating outreach to research participants and duty bearers to secure consent and permission to conduct KIIs and FGDs (including FPIC where necessary), travel to municipalities and barangays and conduct as well as document KIIs and FGDs in line with the research methodology and guided by stakeholder-specific questionnaires that forumZFD has prepared as well as key principles such as conflict sensitivity and impartiality, deliver full, accurate transcription of every KII and FGD conducted in Bisaya and English (using a template prepared by forumZFD), and participate in a two-day co-analysis workshop upon completion of the data collection process. The consultant will manage the budget for all logistics, including transportation, accommodation, and food, both for participants in KIIs and FGD as well as him or herself.

The consultant is responsible for ensuring high quality of the collected raw data. The consultant is also expected to send brief, standardized progress reports after every KII and FGD conducted.

Deliverables	Description
Inception report and logistical arrangements	Inception report with proposed timeline and location as well as number of communities and other research participants that will be involved in the data collection process. Detailed breakdown of logistical arrangements, including potential courtesy visits to communities and duty bearers to seek permission for data collection, snack/meal arrangements for KIIs and FGDs, etc. Participation in a 2-day orientation session prior to the field work to discuss the stakeholder-specific questionnaires and strategies to ensure conflict sensitivity throughout the data collection process as well as map out research participants.
Brief, standardized progress reports	Brief, standardized progress reports upon completion of every KII and FGD. Submission of filled in consent forms as well as any audio recordings of KIIs and FGDs on a rolling basis. Regular check-ins with forumZFD to discuss the data collection process.
Conduct KIIs and FGDs October – December 2026	Travel independently to municipalities and barangays identified together with forumZFD to conduct KIIs and FGDs. Ensure strict neutrality and conflict sensitivity during the data collection process.
Full, accurate transcripts of every KII and FGD conducted By end of January 2027	Full, accurate transcripts of every KII and FGD conducted (in Bisaya and English), following a template provided by forumZFD. Strict confidentiality regarding the substance of the discussions had with KII partners and FGD participants. Participation in a two-day co-analysis workshop for discussion of the overarching patterns and findings emerging from the KIIs and FGDs.

The total number of work days for this consultancy is 30.

forumZFD's support will include:

- forumZFD will provide an in-depth orientation of the research, its scope, objectives, and methodology
- forumZFD will provide stakeholder-specific questionnaires (in English and Bisaya) that shall guide the KIIs and FGDs. It will also provide consent forms (in English and Bisaya) as well as templates for the transcripts.
- forumZFD will prepare letters for duty bearers and authorities to seek permission for data collection, indicating the scope of the research and its objectives

The consultant is expected to deliver the outputs within the agreed timeframe.

Minimum Requirements

Education



- a. University degree in peace and conflict studies, social sciences, political science, law, development studies, or a related field.

Relevant Experience

- a. At least 3 years of relevant experience in data collection and field research (KIs and FGDs), preferably in Caraga or the wider Mindanao contexts;
- b. Strong understanding of gender, WPS, and conflict sensitivity, with the ability to translate these into policy recommendations;
- c. Fluency in Bisaya as well as strong facilitation and documentation skills in English
- d. Familiarity with the Caraga context and Agusan del Sur in particular.
- e. Integrity, full compliance with high confidentiality and research ethics standards (informed consent, impartiality, etc.), and high attention to detail. Experience with trauma-sensitive interview techniques is an asset.
- f. Ability to work collaboratively, manage time effectively, and deliver high-quality outputs under tight timelines.

Reporting

The consultant will report to the Research and Advocacy Advisor of forumZFD and provide periodic progress updates aligned with key milestones.

Please send your application letter, curriculum vitae including references and photo (any size) via email to: Hope Abayon, abayon@forumzfd.de

The subject title of the Email should be “Application: Consultancy for Women, Peace, and Security (WPS) Research in Agusan del Sur, Caraga region”.

The deadline for applications is the **11th of October 2026**. Applications will be reviewed on a rolling basis. Only shortlisted applicants will be notified via email and / or phone and will be scheduled for a written test and an interview.

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. It will be processed by international staff that might be not familiar with all local institutions, include appropriate clarification needed for a foreign reader.