

Civil Peace Service – Knowledge Management

Invitation to submit an Offer for a Consultancy Contract

Brot für die Welt (Bread for the World - BftW) is looking for freelance consultants to work on a self-employed basis for the Civil Peace Service (CPS) Program in West Africa, covering the Republic of Cameroon, the Democratic Republic of Congo, Liberia and Sierra Leone.

The contract shall start as soon as possible and end by the latest on 31 December 2020. The scope of the contract shall be 60 working days per total.

The CPS Program is jointly run with partner organisations in areas of crisis and conflict. Within this framework, Bread for the World promotes nonviolent conflict transformation by local partner organizations. The stakeholders involved in the project are the heads of partner organisations, seconded personnel (professionals) in the CPS programmes, National CPS Coordinators of the different country programs and the CPS team West Africa at Bread for the World head office in Berlin.

The Consultant shall be part of the CPS Support Team, which cooperates especially with National CPS Coordinators, who provide orientation and information to partner organizations and seconded CPS personnel, supporting them with methodological feedback and technical advice on how to design workshop programs, providing a learning environment for partner organizations and seconded personnel. The CPS Support Team shall consist of at least three consultants, each one focussing on one of the three following areas: Knowledge Management, Peace & Conflict Assessment, Mutual Learning & Training.

The focus of this assignment is Knowledge Management. The aim is a knowledge management format that can be applied by the stakeholders of the Civil Peace Service Program. This principally includes the following tasks:

- Consult with and guide National CPS Coordinators on designing and developing their agendas for different formats of partners meetings and mutual learning and exchange in terms of knowledge management (content-wise and methodologically). This is a process which has been ongoing and where the extent of feedback from external consultants shall be considerably reduced for the benefit of collegial advice or peer advice.
- Assess jointly with National CPS Coordinators quality and the follow up of results of existing activity reports (annual partners meetings, quarterly meetings).
- Assess with CPS partners, National CPS Coordinators, and CPS Team West and Central Africa on how to make better use of social and print media, taking into account web site peaceworkafrica.net and the series of CPS publications.
- Adjust jointly reference documents on outcome orientation for partner organizations and National CPS Coordinators. A manual will be developed and tested by National Coordinators during 2019.
- If required by the CPS National coordinators and BftW, design and conduct sessions or trainings that strengthen technical or strategic capacities of CPS partners, seconded personnel and/or National coordinators.
- The assignment involves travel within CPS program countries and Germany.

Self-employed freelance consultants who are interested into this assignment are invited to submit their offers covering the following aspects and documents:

1. Cover letter indicating clearly the assignment to which the offer applies
2. A concept proposal (maximum 10 pages in total) covering the following aspects:
 - an assessment of the political context of each of the program countries (see above)
 - learning objectives of the assignment according to your judgement
 - indicators on how to assess 'progress and monitor impact of your intervention,
 - suggestions for the work within the different stakeholders (see above)
 - suggestions for methods to apply in the work
 - a proposal how you would schedule implementation of the assignment
3. Proof of professional qualification and work experience by submitting documents and/or reports on the following fields:
 - Background in the field of conflict transformation done by local civil society actors (including the churches) in the Global South,
 - Strong background and working experience with civil society actors especially in the respective CPS program countries is an asset (DR Congo, Cameroon, Liberia, Sierra Leone)
 - Relevant working experience with consulting of local partners in contexts of shrinking spaces.
 - Working experience in the field of knowledge management for non-profit organizations
 - Proven report writing and excellent verbal communication skills in French and English
 - High cultural sensitivity and competence in gender and diversity perspective
4. Price offer: The price offer shall consist of the honorarium per working day. The price must be stated in Euro currency.

Offers must be submitted in English language

by the latest by 28 February 2019

either by e-mail to: CPS-Westafrika@brot-fuer-die-welt.de

or by postal service mail in a sealed envelope clearly marked on the outside with label "Offer CPS Support Team" to:

Evangelisches Werk für Diakonie und Entwicklung e.V.
Brot für die Welt – Bread for the World
West Africa Unit
Caroline-Michaelis-Str. 1
10115 Berlin
Germany

Any questions on this assignment may be addressed to the e-mail address mentioned above. Questions received and answers to them can be downloaded via:

<http://bfdw.de/ausschreibung012019>

For further information about Brot für die Welt you may visit our website:

<https://www.brot-fuer-die-welt.de/>