

## TERMS OF REFERENCE: SOMALIA LOGISTICS COORDINATOR FOR MULTI-STAKEHOLDER CONVENINGS

### A. BACKGROUND TO THE PRINCIPLES FOR PEACE

The Principles for Peace Foundation acts as a catalyst, custodian, and curator of the Principles for Peace and Peacemaking Covenant. It promotes the uptake and implementation of the Principles and serves as a synergist of partnerships to engage a diversity of actors to develop country, constituency, and thematic specific roadmaps and codes of practice. The Foundation's goal is to empower actors at all levels to create more durable and inclusive peace processes and enhance oversight and effectiveness for long-term peace outcomes.

The Foundation employs a rigorous and transparent monitoring approach to assess peace actors' contributions, encouraging constructive input to advance peacemaking efforts. It seeks to build upon evidence-based, politically-conscious, and participatory approaches and alliances established in the initiative's initial phase, fostering global, regional, and local peacebuilding efforts. The Foundation operates independently to ensure consistency and effectiveness in peacemaking efforts, with no direct operational role.

The Foundation is a follow-on mechanism of the work of the Principles for Peace initiative a global participatory initiative that was set up to develop new principles, standards, and norms to fundamentally reshape peace processes and chart a path to lasting peace. The overall aim is to create greater accountability, coherence, and sustainability of peace processes. It brings together a broad coalition of actors across political, diplomatic, academic, defence and security, civil society, and multilateral organisations.

The global, inclusive process of developing the Principles for Peace was led by the International Commission on Inclusive Peace, the P4P Secretariat with a coalition of 120 organisations. The approach anchored the initiative in both realpolitik and real society. The initiative gathered over 100'000 insights from practitioners, policy makers and activists from more than 60 countries. In addition, over 700 pieces of research have been distilled with scholars from across regions to identify the challenges and limitations and shifts in policy and practice.

The findings of the initiative are embodied in the Peacemaking Covenant which outlines eight interlocking and mutually reinforcing principles. The central Principles are enhancing legitimacy and accountable security. The three subsequent principles embed the whole in a practically oriented partnership compact with commitments to promoting pluralism, adopting subsidiarity, and embracing integrated solutions for all actors in the peacemaking space. – The last three – dignity, solidarity, and humility – provide an ethical compass to guide the individual and collective actions and decisions of peacemakers and to build trust.

The Principles for Peace Foundation aims to accompany local and global actors engaged in peacebuilding, peace consolidation, and reconciliation efforts. This involves enabling and supporting locally led, collaborative and multi-stakeholder processes, and co-designing independent feedback loops, building on the framework of the Principles for Peace, and tailored to the local context. The primary objective is to catalyse, reinvigorate and support locally and nationally led engagements that support peacemaking or peace consolidation efforts and respond to the specific contextual needs.

A national process is ongoing in the Philippines. Following a request from national stakeholders Principles for Peace is extending its efforts to Somalia.

### B. OVERVIEW OF ASSIGNMENT AND SCOPE OF WORK

The Principles for Peace Foundation is seeking a Logistics Coordinator, either an accredited consultant or company based in Somalia, to provide logistical support for multi-stakeholder convenings in the country. The Logistics Coordinator will be responsible for organising and coordinating all logistical aspects of these events, ensuring the smooth execution of the convenings, including booking of venues, participants' travelling and accommodation arrangements.

Add here a paragraph describing the scope of the work, including foreseen number of participants, provenience, type and duration of engagement event with a rough workplan (preparations, event, and follow up) with estimated days of work, in total and in detail for each phase.

### ***Key Responsibilities and Deliverables:***

Working closely with the Stakeholder Engagement Consultant and reporting to the Principles for Peace Operations Manager, the Logistics Coordinator will be responsible for the following:

- **Logistics Planning:** Develop comprehensive logistics plans for each multi-stakeholder convening, including detailed timelines, budgets, and resource requirements.
- **Venue and Accommodation:** Identify and secure suitable venues for the convenings, ensuring they meet the requirements for participants. Coordinate hotel bookings and transportation for attendees.
- **Travel Arrangements:** Manage travel logistics, including booking flights and ground transportation for participants, speakers, and guests as well visa applications etc.
- **Security arrangements.** Ensuring that event venue has appropriate security arrangements and risk mitigation measures in place. Providing briefing materials and information and security measures to participants.
- **Event Coordination:** Oversee on-site event coordination, including registration, set-up, catering, and technical support.
- **Communication:** Maintain clear and timely communication with all stakeholders, including participants, speakers, and service providers.
- **Event communications.** Design, management, and implementation of event communications – including possible video and photographic coverage of the event, arranging for translation of the event.
- **Budget Management:** Monitor and manage the budget allocated for each convening, ensuring cost-effectiveness and adherence to financial guidelines. Ensuring that all expenses are appropriately documented with receipts for financial compliance.
- **Liaison:** Collaborate with the P4P Operations Manager in Geneva and the national Stakeholder Engagement Consultant in Somalia to ensure seamless coordination and implementation of logistics.

### ***Timeline***

The assignment is envisioned to start in October 2023 and run through December 2023 with the possibility of extension based on project needs.

### ***Budget***

The Logistics Coordinator will be compensated based on a daily rate that will be agreed upon in conversation with the P4P Foundation.

## **C. QUALIFICATIONS**

Consultants or companies based in Somalia with the following qualifications are invited to apply:

- **Logistics Expertise:** Demonstrated experience in event logistics management, including planning, coordination, and execution of large-scale events or workshops in Somalia.
- **Accreditation:** Accredited as a consultant or company in Somalia with the necessary legal and operational permissions.
- **Detail-Oriented:** Strong attention to detail and the ability to manage multiple tasks simultaneously.
- **Team Player:** Ability to work collaboratively with diverse teams and stakeholders to ensure the success of convenings.
- **Problem-Solving:** Effective problem-solving skills to address any logistical challenges that may arise during convenings.

## D. INSTRUCTIONS FOR SUBMITTING EXPRESSIONS OF INTEREST

Qualified candidates are invited to send an Expression of Interest, including the CV(s) of those involved, organisational profiles and a one-page outline of approach for the assignment in question.

Please address the Expression of Interest to **Antoine Bossel** (Operations Manager, Principles for Peace) and send all relevant documents to **hr@principlesforpeace.org**. Please include “P4P Somalia Logistics Coordinator” in the subject line.

Please submit your expression of interest no later than **15 October 2023**.

### **Payment**

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As per specific Terms of Reference. **Please provide a financial proposal for the assignment, estimating the number of days needed for the assignment as well as the daily rate of the proposed consultant.** Please also include information on the preferred mode of international payment.