Terms of Reference (ToR)

Contract type: Short-Term Consultancy

Project: Promoting Women's Economic Empowerment and Resilience (POWER)

Consultant / Facilitator – POWER Project Stakeholder Learning and Reflection Meeting

Location: Guyuk LGA, Adamawa State

Background

POWER Project funded by GIZ is implemented by CAID in partnership with COWADI, the project aims to enhance women's economic participation and empowerment while fostering climate-resilient livelihoods in vulnerable communities. It focuses on equipping women with practical skills and knowledge to start and sustain income-generating activities through targeted skills development training and mentorship. Additionally, the project strengthens women's capacities in entrepreneurship, financial management, and access to markets.

Beyond economic empowerment, the project promotes social cohesion, inclusive decision-making, and collaboration among women's groups, government institutions, civil society organizations, and other key stakeholders. A strong emphasis is placed on integrating Gender Transformative Approaches (GTA) to address structural inequalities and harmful gender norms, as well as embedding protection and safeguarding principles across all interventions. The project is being implemented across five wards in Guyuk LGA: Chikila, Guyuk, Dukul, Bobini, and Banjiram, targeting vulnerable women and communities to build sustainable and inclusive development outcomes.

1. Role Details

- Position Title: Consultant / Facilitator – POWER Project Stakeholder Learning and Reflection Meeting
- Duration: 30th November 2026 – 11th December 2026
- Reporting Line: POWER Project/MEAL Team, CAID/COWACDI

2. Role Purpose

The purpose of the consultancy is to provide independent technical facilitation and documentation support for a participatory Stakeholder Learning and Reflection Meeting that will inform credible, evidence-informed and actionable learning from the POWER Project.

3. Key Responsibilities

- Review progress, achievements and implementation experiences against the POWER Project objectives, outcomes and key activities.

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- Identify what worked well, what did not work as intended, and the factors that enabled or constrained implementation.
- Develop clear, context-specific key learning questions to guide the project's learning and reflection process, generate actionable insights, and inform adaptive programming and future implementation.
- Examine the relevance, effectiveness, efficiency, coordination, inclusion, accountability, sustainability and gender-transformative dimensions of the intervention.
- Capture perspectives and experiences from project participants, women's VSLAs, income-generating activities, community leaders, government and other relevant stakeholders.
- Identify good practices, innovations and approaches that can be replicated, adapted or scaled.
- Analyse key implementation challenges, bottlenecks, assumptions and contextual factors and identify how they were managed.
- Analyze practical recommendations and an agreed action plan with responsible persons/actors and indicative timelines.
- Produce a concise learning product that can inform project close-out, organizational learning and future women's economic empowerment and resilience programming.

Expected Deliverables

- Inception report/workplan: concise methodology, learning framework, stakeholder engagement approach, tools and work schedule.
- Review and learning tools: finalized KIIs/FGD/reflection guides, workshop agenda and participatory learning tools.
- Facilitation of the Stakeholder Review and Learning Meeting, including presentation of emerging evidence and management of participatory sessions.
- PowerPoint/visual presentation summarizing key findings, lessons and recommendations for use during the meeting.
- Draft Stakeholder Review and Learning Report containing executive summary, methodology, key findings, good practices, lessons learned, challenges, conclusions and recommendations.
- Lessons Learned Matrix linking key issues/challenge, evidence/learning, implication and recommended action.
- Action Plan Tracker identifying agreed actions, responsible actors and indicative timelines.
- Final report incorporating consolidated feedback from CAID/COWACDI.

4. Required Qualifications and Experience

- Bachelor's degree in social sciences, Monitoring and Evaluation, Development Studies,

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International Development, Gender Studies or a related field.

- At least 4 years of demonstrated experience in programme review, evaluation, learning, facilitation or humanitarian/development programming.
- Demonstrated experience facilitating multi-stakeholder review, lessons learned, after-action review or reflection processes.
- Strong qualitative research, facilitation, analysis, report-writing and synthesis skills.
- Experience in livelihoods, women's economic empowerment, financial inclusion, VSLA, resilience, gender or community-based programming is highly desirable.
- Experience working in Northeast Nigeria and/or similar conflict-affected settings is an advantage.
- Understanding of safeguarding, Do No Harm, inclusion, conflict sensitivity and ethical engagement with vulnerable populations.
- Ability to deliver high-quality outputs within a short assignment period and work effectively with project and MEAL teams.

5. Other Requirements

- Willingness to travel within Guyuk LGA and surrounding communities
- Ability to work in a challenging and dynamic environment

6. Application Submission Requirements

- Interested consultants should submit:
- A detailed application comprising a technical and financial proposal, an updated CV, a cover letter, a detailed workplan and timeline, and a sample report demonstrating experience in similar learning and reflection assignments or other relevant consultancy work.
- Deadline: All applications should be submitted on or before 18th November 2026 to **nigeria-jobs@christian-aid.org** , ***Submissions received after this deadline will not be considered.***

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