



**GENDER AND PEACEBUILDING
WORKING GROUP**

CALL FOR CONSULTANT:

Event Planning and Coordination

Peacebuild is a network of Canadian non-governmental organizations (NGOs) and institutions, academics and individuals engaged in a wide range of activities related to addressing the causes and consequences of violent conflict. On behalf of the members of the Gender and Peacebuilding Working Group, Peacebuild invites Expressions of Interest from suitably qualified candidates to plan and coordinate the upcoming workshop, *Reconnecting and Moving Forward the Women, Peace and Security Agenda: New Developments, New Opportunities* tentatively scheduled to take place in Ottawa the week of March 22, 2010.

Posting Date: February 11, 2010

Deadline for Applications: February 19 2010, 5 p.m. EST

Duration: February 22-March 26, 2010

Start date: February 22, 2010 or earlier

Location: Ottawa

Compensation: flat rate of Canadian \$3,500.

We thank all applicants for their interest but only those short-listed will be contacted.

Application Procedure

Applications for this consultancy must be accompanied by the following:

- i. A one-page statement of interest outlining how you meet the position requirements and your earliest possible start date;
- ii. A Curriculum Vitae detailing qualifications and experience;

Application documents should be submitted by the deadline date to the Deputy Director of Peacebuild, Joanne Lebert at joanne@peacebuild.ca.

Please indicate on the Subject Line: Gender, Peace and Security Workshop

Background

The Gender and Peacebuilding Working Group (GPWG) aims to translate the general international commitments that have been made on gender equality and peacebuilding into concrete actions and to promote the active participation of girls and women in peacebuilding. The GPWG is designed to strengthen collaboration among Canadian organizations, activists, and academics by providing a forum for the exchange of resources, facilitating dialogue between and

among civil society and government, and contributing to the direction of programming and policy.

The objectives of the Gender, Peace and Security Workshop are to:

- explore potential projects on the WPS agenda that could move forward under the Peacebuild umbrella; the outcomes of the workshop will directly inform the development of three project concept notes to be finalized by March 31, 2010;
- reconnect the GPWG membership and reach out to people/organizations interested in the women, peace and security agenda (WPS) broadly interpreted;
- update the membership on national and international developments on WPS and provide an opportunity for learning from recent practice; and
- provide an opportunity to initiate planning on initiative(s) to mark in Canada the 10th anniversary of SCR 1325.

The consultant will:

- Under the direction of the Workshop's Coordinating Committee, plan and see to the successful carrying out of the workshop, including the meeting of its key objectives. Specific tasks will include:
 - reaching out to current members of the GPWG and identifying additional or new members of the broader Canadian constituency working on gender, peace and security;
 - identifying and supporting Canadian regional gender, peace and security representatives, who can act as key points of contact to inform the workshop's content;
 - preparing and following up on invitations for speakers and participants;
 - seeing to the handling of all workshop-related logistics including travel and accommodation;
 - preparing support documentation;
 - actively participating in agenda development;
 - actively participating in the setting up, monitoring and possibly co-ordination of a web-based/electronic discussion to precede and inform the workshop

The details of these specific tasks are to be negotiated.

Candidate Profile

We are seeking an experienced and bilingual event planner, who has a demonstrated knowledge of and commitment to women's rights, ideally specific to conflict and post-conflict contexts. The candidate must clearly demonstrate an ability to successfully organize and carry-out workshops or similar events under tight deadlines and still meet set objectives. S/he must be able to work both independently and as a member of several overlapping teams -- the Workshop's Coordinating Committee, the Gender and Peacebuilding Working Group and Peacebuild interns and staff, in this instance.

Required Qualifications

- Highly experienced at organizing and overseeing to the successful carrying out of workshops or similar events and the meeting of their key objectives
- Demonstrated understanding of, and commitment to, women's rights and gender issues
- Familiarity with conflict / post-conflict contexts and their gendered dynamics
- Fluency in both English and French an asset
- Ability to work both independently and as member of a team
- Ability to accommodate and work with sometimes competing visions
- Outstanding communication skills
- Excellent organizational and time-management skills
- Available to start as soon as possible.

Time Frame and Reporting Schedules to be negotiated