



**Peace Brigades International**

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## **Terms of Reference: Council Meeting Facilitator**

### **1. Background**

Peace Brigades International (PBI) is seeking a facilitator for the annual meeting of its governance and operations councils, which will take place in Barcelona, Spain from 7-10 of November, 2019.

PBI is a non-governmental organisation, registered in the USA, which protects human rights and promotes nonviolent conflict transformation. We provide protection, capacity building and other support for threatened human rights defenders and displaced communities striving to promote social justice and human rights in areas of violent conflict. Our current field projects are in Colombia, Guatemala, Honduras, Kenya, Indonesia, Mexico and Nepal.

PBI project work is supported by a network of 13 country groups in Europe and the Americas, who carry out volunteer recruitment, advocacy and fundraising, and a small international coordinating office in London. PBI uses a non-hierarchical model of organising and decisions are made by consensus.

For further information see [www.peacebrigades.org](http://www.peacebrigades.org).

### **2. Scope and purpose of Consultancy**

The highest decision-making body of PBI is the General Assembly (GA), which meets every three years, takes key strategic decisions and appoints the International Council.

Between General Assemblies, the key international decision-making bodies of PBI are:

- the **International Council (IC)**, which is made up of up to 12 independent board members and is responsible for organisational governance.
- the **International Operations Council (IOC)**, which consists of representatives from projects, country groups and the International Office and is responsible for global operational oversight

The councils come together at an annual face to face meeting. In between, each council meets monthly by conference call and there are joint calls as needed.

The next face to face meeting will take place in November at a residential venue in Barcelona. The meeting will be conducted in English and Spanish with support from a team of interpreters.

The key agenda items at this council meeting will include:

- Approval of new or updated policies related to human resources, financial management and the environment
- Discussion of preliminary results of an ongoing organizational development process on communication and decision making

- Information sharing on exploratory work taking place in Asia and Latin America
- Planning for the 2020 GA

#### Responsibilities of facilitator

- To prepare and facilitate all plenary sessions and decision-making rounds (up to 25 participants) and support facilitation of small group sessions
- To providing oversight of the consensus process as it develops through plenary and small group sessions and ensure the use of inclusive, participatory, solution-oriented methodology
- To participate in the agenda committee responsible for managing the agenda

### 3. Duration and Timeline

The council meeting will take place over four days from Thursday 7 until Sunday 11 November. The facilitator will be required to arrive at the venue in the afternoon of Wednesday 6 November to finalise preparations with the agenda committee. Previous work on the agenda and content preparation will be conducted remotely.

### 4. Person specifications

- Fluent in English and Spanish
- Experience of facilitating large, diverse groups
- Sound understanding of and experience in the use of consensus processes and participatory decision making
- Excellent communication skills
- Ability to remain objective
- Sound knowledge of international peace and human rights issues
- Understanding of PBI's principles and non-hierarchical decision-making philosophy

### 5. Terms and Conditions

The consultancy comprises seven days of work including approximately 2 days of preparation, one day of travel and 4 days of facilitation. A fee of €2100 (7 days @ €300 per day) plus reasonable travel and accommodation costs within Europe will be paid on satisfactory completion of the assignment.

### 8. Application process

Applications and inquiries should be submitted to Sierra Schraff Thomas, PBI International Coordinator at [sierra\(at\)peacebrigades.org](mailto:sierra(at)peacebrigades.org).

The application should include your CV and a personal statement of no more than two pages that indicates how you meet the person specifications.

Contact details should also be provided for two people who are qualified to comment on your ability to undertake this work.

**Deadline:** 22 September, 2019

**Interviews:** 7-11 October, 2019 (TBC)

Please note that we are unfortunately unable to respond to applicants who have not been selected for interview.