



**TERMS OF REFERENCE
FOR A CONSULTANT

(MEDIATION EXPERT)**

**ICGLR Conference Secretariat
BUJUMBURA, BURUNDI**

1. BACKGROUND

The International Conference on the Great Lakes Region (ICGLR) is an intergovernmental organization established under the Pact on Security, Stability and Development in the Great Lakes Region, signed by Member States in 2006. The ICGLR provides a regional framework for conflict prevention, management and resolution, while promoting peace, security, stability, sustainable development and peaceful coexistence among its Member States. The Secretariat, based in Bujumbura, Burundi, implements the decisions of the Summit of Heads of State and Government and the Council of Ministers.

Within the ICGLR Secretariat, the Peace and Security function supports the implementation of the ICGLR mandate and the decisions of its policy organs by facilitating regional cooperation on conflict prevention, management and resolution. This includes supporting early warning and early response, preventive diplomacy, mediation and negotiation, strengthening regional peace and security mechanisms, facilitating information-sharing and joint analysis, and coordinating the implementation of relevant ICGLR protocols, decisions and programmes.

In carrying out these functions, the Peace and Security Directorate works closely with the ICGLR peace and security mechanisms and structures, including the Extended Joint Verification Mechanism (EJVM), the Joint Intelligence Fusion Centre (JIFC) in Goma, the ICGLR Pool of Mediators, the Specialised Committee of Defence Experts, the Committee of Chiefs of Defence Forces/ Staff (CDF/S), the Committee of Ministers of Defence, the Regional Coordination Committee (RCC) of Chiefs of Intelligence and Security Services and other relevant technical and political mechanisms established under the Pact and its Protocols. The Directorate also supports Member States and ICGLR policy organs in addressing emerging and protracted conflicts and in promoting regional approaches to peace, security and stability.

The position of Mediation eExpert contributes directly to Strategic Priority 1: Peace and Security of the ICGLR Strategic Plan 2026–2030, particularly Objective 1.1, concerning timely decision-making for the prevention, management and peaceful settlement of conflicts, and Objective 1.2, concerning the strengthening of mediation and negotiation mechanisms in the Great Lakes Region. It therefore supports the Secretariat's broader role in translating decisions of ICGLR policy organs into coordinated regional action, strengthening conflict-prevention and response capacities, and facilitating cooperation among Member States and relevant regional and international partners.

2. PURPOSE OF THE ROLE

To provide technical, analytical and advisory support to the Executive Secretary and the Peace and Security Directorate in advancing the ICGLR's conflict prevention, management and resolution mandate. The role supports the Secretariat's capacity to support preventive diplomacy, mediation and other regional peace and security initiatives. It contributes to informed decision-making by ICGLR policy organs. It strengthens the Secretariat's capacity to anticipate emerging risks, facilitate coordinated regional responses and support the implementation of ICGLR peace and security priorities.

3. CORE RESPONSIBILITIES

3.1 Strategic and Analytical Responsibilities

- Monitor and analyses political, security and conflict developments across ICGLR Member States to identify emerging risks, trends and opportunities for preventive action.
- Support coordination of the ICGLR Pool of Mediators.
- Establish and maintain regular situation-monitoring and reporting processes, including conflict and political trend briefs, to support early warning and timely decision-making.
- Provide analytical and preparatory support to the Directorate's engagement in mediation, preventive diplomacy and good offices processes, including background research and briefing notes.
- Prepare concise situation reports, analytical papers and briefing materials for the Director of Peace and Security to support policy and operational engagement.

3.2 Operational Responsibilities

- Support the planning and substantive preparation of Peace and Security Directorate meetings, including agendas, briefing materials, documentation and follow-up on decisions.
- Prepare regular situation reports and analytical inputs for the Director of Peace and Security and contribute to statutory meetings, reports and decision-making processes.
- Track and report on follow-up actions arising from peace and security meetings and decisions to support timely implementation.

4. REPORTING AND ACCOUNTABILITY

- The Mediation Expert will report to the Director of Peace and Security on its day-to-day tasking, performance appraisal, leave approval, budget execution, and all personnel-related matters, as well as for strategic and political guidance.

5. KEY QUALIFICATIONS, EXPERIENCE AND COMPETENCIES

A. Academic Qualifications

- Master's degree in international relations, Political Science, Peace and Conflict Studies, development studies, or a related field, consistent with equivalent Secretariat expert positions.

B. Professional Experience

- A minimum of eight (8) years of progressively responsible experience in mediation activities, conflict prevention, or related fields, consistent with other Secretariat expert TORs.
- Demonstrated experience in conflict analysis, early warning, mediation support, preferably within a governmental, multilateral, intergovernmental, or regional organization.
- Experience working in or with the Great Lakes Region, or in fragile/post-conflict contexts, is a distinct advantage.

C. Technical Competencies

- Strong understanding of the ICGLR mandate, the Pact on Security, Stability and Development, and the regional peace and security architecture (AU, EAC, SADC, UN).
- Sound analytical skills, including political and conflict risk assessment and monitoring methodologies.
- Excellent briefing, situation-report, and analytical writing skills.
- Sound understanding of mediation, dialogue processes, and early warning systems.
- Proficiency in Microsoft Office Suite and familiarity with monitoring, information-management, or reporting tools/platforms.

D. Core Competencies

- Strategic Thinking: Ability to align peace and security activities with organizational and political priorities while anticipating risks and opportunities.
- Diplomatic Acumen: Exceptional interpersonal and diplomatic skills, with the ability to navigate sensitive political environments and engage senior stakeholders.
- Integrity and Discretion: Unquestionable personal and professional integrity, with the ability to handle confidential and politically sensitive information with utmost discretion.
- Communication: Excellent written and oral communication skills in English and/or French, with a working knowledge of the other language. Knowledge of Portuguese is an asset.

- Team Collaboration: Ability to work effectively across directorates and with Member State focal points, building consensus and fostering coordination.
- Adaptability: Capacity to work under pressure, meet tight deadlines and adapt to evolving political and operational contexts.

E. Language Requirements

- Fluency in English or French is required.
- Working knowledge of Arabic or Kiswahili or Portuguese is an advantage, given the region's linguistic diversity. Ability to obtain and maintain any security clearance required by the Secretariat.

6. TERM OF OFFICE

This consultancy will be financed through donor funding, and the successful candidates will have a contract for a renewable period of one year based on performance, availability of funds and any other factors.