



TERMS OF REFERENCE FOR A CONSULTANT

(PARTNERSHIPS COORDINATOR)

ICGLR Conference Secretariat
BUJUMBURA, BURUNDI

1. BACKGROUND

The International Conference on the Great Lakes Region (ICGLR) is an intergovernmental organization established by the Pact on Security, Stability and Development in the Great Lakes Region, signed by Member States in 2006. The ICGLR serves as a regional framework for conflict prevention, management, and resolution, alongside the promotion of 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.

While the ICGLR is fundamentally a Member-State-led institution, there is a recognized strategic need to collaborate with international cooperating partners, including bilateral agencies, multilateral institutions, and non-governmental actors to mobilize technical expertise, financial resources, and political support for implementing the Pact's protocols. To harness these partnerships effectively, while preserving the Secretariat's autonomy and intergovernmental character, the ICGLR Secretariat seeks to recruit a Partnerships Coordinator to centralize coordination, create synergies, and streamline engagement with Partners. The role will be under project mode and supported by German/Netherlands.

2. PURPOSE OF THE ROLE

To provide strategic and operational coordination for all partnerships between the ICGLR Secretariat and international cooperating partners. The Partnerships Coordinator (Consultant) will ensure that external engagements are aligned with the ICGLR's strategic priorities, reduce duplication of efforts across directorates and partners, and enhance the Secretariat's effectiveness in resource mobilization, while strictly safeguarding the intergovernmental integrity and sovereignty of the ICGLR as a Member-State-owned institution.

3. CORE RESPONSIBILITIES

3.1 Strategic Partnership Coordination

- Map all existing and potential international cooperating partners, including bilateral agencies, multilateral organizations, and foundations, and analyze their funding windows, technical assistance capacities, and policy priorities against the ICGLR's Strategic Plan and Pact protocols.

- Provide strategic advice on emerging partnership trends, policy conditionalities, and reputational risks that may affect the political neutrality or sovereignty of the Secretariat.
- Develop and maintain a Partnership Engagement Framework to ensure all cooperation agreements, MoUs, and project documents undergo a standardized political, financial, and legal review before signature.
- Coordinate synergies in the development of consolidated concept notes, project proposals, and resource mobilization strategies that reflect cross-cutting Secretariat priorities in close coordination with relevant Department Directors.
- Reporting integration: Provide timely and regular Strategic Partnership Review, highlighting emerging opportunities, geopolitical risks, and recommended adjustments to the engagement strategy.

3.2 Operational Partnership Management

- Coordinate all partnership reporting requirements, ensuring timely and high-quality submission of narrative, financial, and results-based reports to cooperating partners, thereby maintaining the Secretariat's credibility and compliance reputation.
- Maintain a centralized Partnership Compliance Matrix tracking all active grant agreements, earmarks, reporting deadlines, and audit requirements across all departments.
- Organize quarterly Partnership Review Meetings with Department Directors and Heads of Units to ensure coherence in partner engagement and to avoid overlapping or conflicting requests to the same partners.
- Provide logistical and administrative support for partner visits, field monitoring missions, and high-level partnership events, working in close collaboration with relevant directorates and units.
- Establish and manage a secure, centralized digital repository of all partnership agreements, correspondence, and compliance records, accessible to the Executive Secretary, Deputy Executive Secretary, and Legal Counsel.
- Reporting integration: Submit a monthly Partnership Pipeline and Compliance Update to tracking active engagements, upcoming deadlines, and compliance status.

- Document lessons learned and best practices from completed projects to create a Partnerships Playbook that institutionalizes knowledge and reduces the Secretariat's dependency on any single individual.
- Promote a culture of partnership-consciousness across the Secretariat, ensuring all staff understand the importance of compliance, transparency, and accountability in external engagements.

4. REPORTING AND ACCOUNTABILITY

- The Partnership Partnerships Coordinator will report to the Deputy Executive Secretary on their day-to-day tasking, performance appraisal, leave approval, budget execution, and all personnel-related matter
- The Partnership Coordinator will have a functional reporting relationship to the Executive Secretary for strategic access on high-level partnership alignment, geopolitical risk assessment, and sensitive political engagements.

5. KEY COMPETENCIES, EXPERIENCE, AND QUALIFICATIONS

A. Academic Qualifications

- Master's degree in International Relations, Political Science, Public Administration, Development Studies, Law, Business Administration, or a related field.
- A Bachelor's degree in a relevant field combined with an additional minimum of five (5) years of relevant experience may be accepted in lieu of a Master's degree.

B. Professional Experience

- A minimum of eight (8) years of progressively responsible experience in partnership management, resource mobilization, international cooperation, or donor relations, preferably within a governmental, multilateral, intergovernmental, or regional organization.
- Demonstrated experience in developing and managing partnership frameworks, MoUs, and grant agreements with bilateral and multilateral partners

- Proven track record in coordinating multi-stakeholder engagements and managing complex reporting requirements across multiple funding streams.
- Experience working in or with the Great Lakes Region, or in fragile/post-conflict contexts, is a distinct advantage.
- Prior experience in a project management, partnerships or coordination role within is highly desirable.

C. Technical Competencies

- Strong understanding of the ICGLR mandate, the Pact on Security, Stability and Development, and the regional political dynamics of the Great Lakes.
- Excellent proposal development, report writing, and results-based management skills.
- Proficiency in partnership compliance, due diligence, and audit readiness.
- Strong financial literacy and budget management capabilities.
- Advanced proficiency in Microsoft Office Suite and familiarity with database management or partnership tracking systems.

D. Core Competencies

- Strategic Thinking: Ability to align partnership activities with organizational and political priorities while anticipating risks and opportunities.
- Diplomatic Acumen: Exceptional interpersonal and negotiation skills, with the ability to navigate sensitive political environments and manage diverse stakeholder expectations.
- 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 departments, build consensus, and foster a culture of coordination rather than silos.

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.

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.