

TERMS OF REFERENCE

Activity Title	AM 13455 - Facilitator
Duration:	April 2026-June 2026
Estimated Level of Effort:	30 working days (spread over three months)
Duty Station	Home-based (with hybrid/virtual meetings as needed)
Reports to:	Team Leader, FAIR Justice Program

I. Background

The Region 8 Tri-City Justice Zone (Cities of Calbayog, Tacloban and Ormoc) seeks to strengthen its response to Online Sexual Abuse or Exploitation of Children (OSAEC) and Child Sexual Abuse or Exploitation Materials (CSAEM). To transition from reactive measures to a sustainable, proactive system, the Justice Zone requires a professional facilitator to lead a structured, participatory strategic planning process aligned with the Justice Zone planning methodology (problem analysis, objective analysis, action analysis, and action planning).

The process shall apply an intersectional GEDSI approach aligned with the FAIR Justice intersectionality strategy, recognising that access to justice is shaped by intersecting identities and structural inequalities (e.g., sex, age, disability, ethnicity, SOGIE, socio-economic status), and ensuring that the resulting roadmap delivers equitable, and not only equal, access to justice outcomes.

III. Scope of Work and Key Activities

The facilitator is required to deliver the following:

- Design and adapt a participatory workshop agenda and materials that cover the four strategic planning modules: problem analysis, objective analysis, action analysis, and action planning.
- Produce clear, facilitator and participant-friendly session guides, visual aids, and instructions for small-group exercises and plenary processes.
- Facilitate the workshop (2-3 days, or as agreed) to ensure inclusive participation of diverse justice stakeholders and promote consensus on priorities, objectives, and actions. Ensure representation from children's desks, women's desks, persons with disabilities, and Indigenous Peoples, where applicable.
- Apply and integrate GEDSI into analysis and planning exercises; ensure these are reflected in draft objectives and action items.
- Ensure use of available information (studies, previous plans, lessons learned) to inform analysis and decisions.

- Support the drafting of the workshop outputs grounded in evidence and stakeholder inputs: consolidated problem analysis, prioritized objectives, an action matrix (activities, lead agencies, timeline, indicative resources, performance indicators), and a workshop report with recommendations for post-workshop follow up.
- Coordinate with the JZ secretariat or designated focal person and the FAIR Justice Team during preparatory consultations to review background materials and participants lists; advise on pre-workshop data and logistics to maximize workshop productivity.
- Provide brief coaching/training to Justice Zone members nominated as plan champions on next steps for the strategic plan and early implementation tasks.
- Ensure:
 - Meaningful participation of socially disadvantaged groups (as applicable);
 - Accessibility of all workshops and consultations (physical, digital, communication);
 - Application of Do No Harm and safeguarding principles;
 - Use of disaggregated data and intersectional analysis in all outputs;
 - Alignment to FAIR Justice EOPO2 and 3 outcomes.

IV. Coordination and Reporting

- The Facilitator will work under the supervision of the Team Leader of the FAIR Justice Program, and in close coordination with the FAIR Justice Program Team, GEDSI and MEL Specialists, and the Region 8 Tri-City Justice Zone Secretariat.
- Regular coordination meetings will be held to review progress and align deliverables.

V. Qualifications and Experience

- At least 5 years proven experience in facilitating strategic planning for government agencies, multistakeholder groups, or justice sector reforms.
- Deep understanding of the Philippine justice system and Republic Act No. 11930 (Anti-OSAEC and CSAEM Act).
- Expertise in logic models, Theory of Change, or similar strategic frameworks and participatory planning methods.
- Excellent reporting and drafting skills, capable of translating workshop outputs into professional policy documents.
- Knowledge of gender equality, disability, and social inclusion (GEDSI) integration in MEL frameworks.

VI. Duration and Schedule of Payments

Deliverable	Payment (%)
Upon submission and approval of Inception Report (covering Workshop Agenda, session guides, methodology)	15%
Upon completion of the first Workshop	15%
Upon completion of the second Workshop	15%
Upon completion of the third Workshop	15%
Upon submission and acceptance of the full and final version of the Workshop Documentation for the three cities.	40%