



**Title:** International Relations Consultant  
**RFQ Reference:** SWPM-GIZ-2025-001  
**Location:** Remotely  
**Approximate number of days:** 20  
**Between:** 14th of April.2025 - 31. December 2025

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**Purpose:**

The Women's International League for Peace and Freedom (WILPF) is seeking the services of a consultant for the 'The SWPM Syrian - Syrian Feminist Peace Process Initiative'. This Initiative aims to activate a new political feminist track program aspiring to strengthen the principles of negotiation and national dialogue in accordance with feminist standards and values among participants from different Syrian political entities and to bring closer views on the role of Syrian women in peacebuilding processes.

1. The International Relations consultant is required to lead events coordination with international and regional stakeholders and decision-makers.

**Terms of References:**

1. **Duties and Responsibilities**

Lead and coordinate meetings and events with international and regional stakeholders and decision-makers.

Support for organizing international events during the project implementation period.

Coordinate a series of bilateral diplomatic meetings with Special Envoys from countries, decision-makers, and politicians within the framework of the United Nations, which contributes to strengthening the role of Syrian women in the peace process and the political process as influential actors in political decision-making.

**Deliverables:**

1. **Coordination and Documentation of Meetings and Events:**

A detailed schedule and agenda for each diplomatic meeting and international event.  
Reports summarizing the outcomes, discussions, and follow-up actions from each meeting.  
Formal invitations, participant lists, and coordination for each event.

2. **Event and Meeting Reports:**

Comprehensive reports documenting the progress of meetings with international stakeholders, the impact on Syrian women's involvement, and strategic recommendations for future actions.



**3. Political debrief:** Regular updates to the GIZ on the status of the project, including any political challenges faced and corrective actions taken to ensure that the desired goals are met.

**WILPF**