



Position: Notetaker Consultant
RFQ Reference: SWPM-GIZ-2025-005
Between: 14th of April- 31.December31.2025
Approximate Number of Days: 12
Location: Remote

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.

The Notetaker is responsible for documenting nine meetings for (Syrian-Syrian Dialogue) project. The primary goal is to ensure that all key discussions, decisions, and action items are accurately recorded for reference and follow-up.

Duties and Responsibilities:

Attend nine scheduled meetings and take comprehensive and accurate notes.
Record key discussions, decisions, action items, and responsible parties.
Ensure that notes are clear, concise, and impartial.
Capture any follow-up tasks and deadlines.

Deliverables:

Comprehensive Note-Taking: Attend nine scheduled meetings and capture detailed, accurate notes of the key discussions, decisions, action items, and responsible parties.
Impartial and Concise Documentation: Ensure that notes are clear, concise, and unbiased. reflecting only factual information without subjective interpretation.