

Forging a Greener Peace in the Hirshabelle State of Somalia**Call for Tenders 2025-22085- 001****Public Tender****Terms of Reference for Project Officer, Hirshabelle State, Somalia
(Contract for Consulting Services)****1. Consultancy Description**

The consultant will work as a Jowhar-based project officer for the Berghof Foundation within the framework of the project “Forging a Greener Peace in the Hirshabelle State of Somalia” (FGP) funded by the Royal Danish Embassy in Somalia (RDE Somalia). The FGP is a consortium project implemented by the International Organization for Migration (IOM), the Berghof Foundation, and the United Nations Environmental Programme (UNEP). Subject to capacity and active projects, the project officer will be required to undertake additional tasks and obligations relating to the implementation and coordination of the Berghof Foundation's overall programming in Somalia.

2. Project

Tackling the complex challenges of conflict, prolonged fragility and environmental degradation along with the compounding impact of climate change necessitates a strong, multidisciplinary response. For this purpose, the Berghof Foundation, IOM and UNEP are collaborating on an interdisciplinary, multi-phase nexus initiative to promote peaceful dialogue, climate-adaptive development and multi-level cooperation. The project will support communities in breaking the vicious cycle of environmental degradation, climate change and conflict by identifying and transforming the root causes of insecurity in Somalia as well as by restoring relationships between people, institutions, structures and environments in a way that is mutually regenerative.

The specific contributions that the Berghof Foundation contributes within the consortium are:

- To support the transformation of attitudes and relationships between people and towards the environment, thereby increasing the ability of local peacebuilders and the community to respond to issues at the environment-climate-conflict nexus.
- To assist communities in implementing the Climate Security Action Plans (CSAP) that represent their own distinctive solutions to the nexus utilizing participatory and community-embedded methods, including community awareness-raising and dialogue initiative.
- To support communities in carving out constructive pathways for current and anticipated issues at the nexus, thereby aiding them in their efforts for peaceful coexistence through sustained community dialogue.

3. Location

The project will concentrate on Jowhar district, Hirshabelle State. The specific target area for implementation within the district includes both urban (Jowhar city) and rural communities along the Shabelle river corridor.

4. Main Tasks and Responsibilities

In close coordination with Berghof Foundation's headquarters in Berlin, the project officer's tasks may include but are not limited to:

- Support the project team with the logistical administration, including coordination and booking of accommodation, airport transfers, entry permits, catering, etc.
- Support the team with the financial administration throughout the implementation, including disbursements, invoicing, collection of receipts and documentation;
- Offer advice and assistance to the project team in Somalia and Berlin with regard to implementation of the project-related activities;
- In close consultation with the Berghof Foundation, liaise with partners, experts, Somali and international stakeholders;
- In close cooperation with the project team in Somalia and HQ, coordinate with members of the Hirshabelle Insider Peacebuilders Network;
- Actively participate in project activities including the co-facilitation of events (specifically sustained dialogue), minute taking and (if required) interpretation.

In addition to the above list, the Berghof Foundation reserves the right to request deliverables not explicitly mentioned in the above list of tasks, but related to the scope of the present framework service contract.

5. Scope of the Service Contract

- The consultant is preferred to be based in Jowhar, Hirshabelle and must be willing to travel to throughout the district. The contract is intended as a fixed term position starting August 2025 until December 2026, with a minimum of 11 days per month and max 22 days per month, distributed across the active projects in the Berghof Foundation portfolio of Somalia programming. Accordingly, the total overall working hours as well as the distribution of working hours across ongoing projects may be subject to change, depending on available funding.

6. Supervision and Reporting

The successful candidate will report to the Berlin-based Project Manager and the Head of the sub-Saharan Africa Unit.

7. Qualifications

Applicants shall demonstrate that they fulfil the following criteria (to be assessed on the basis of all supporting documents listed in Section 9):

- Bachelor's degree in a relevant field, such as peace and conflict studies, political science, international relations or project management;
- Relevant work experience in providing logistical, technical and administrative support to peacebuilding initiatives, specifically projects with peacebuilding actors and with a thematic focus on dialogue, mediation or reconciliation processes. An understanding of climate security risks in Somalia is required;

- Excellent knowledge and regional experience in Somalia; contacts and experience with stakeholders in Jowhar, Hirshabelle State and other regions considered a plus;
- Strong organisational, management and communication skills;
- Excellent verbal and written language skills in English and Somali are essential;

Applicants should bring the following additional skills:

- Strong ability to work as part of a team as well as independently;
- Strong empathetic skills;
- Ability to work under pressure;
- Curiosity, passion, and perseverance;
- Experience working with German and European organisations is an advantage.

8. Excluding and Awarding Criteria

Excluding criteria:

- Not being able and willing to work in Somalia and/or Jowhar district;
- Lack of a Bachelor's degree in a relevant field;
- Insufficient *multipartiality*¹;
- Insufficient experience in logistical management, administrative and financial reporting.
- Insufficient expertise and experience in climate and environmental issues and trends in Somalia;
- Inability to work in English or Somali.

Awarding criteria

- The independent service contract will be awarded based on a weighted criteria list comprised of quality and economic factors. The quality of the tender will be evaluated based on the following criteria (80%):

	Quality Assessment	Points (max.)	Weighting of points	Maximum Points
	80%			
1	Previous logistical and administrative support work in/on Somalia; ²	5	3	15 (25%)
2	Previous work experience in projects/processes with a thematic focus on dialogue, mediation, reconciliation and/or climate security; ³	5	2	10 (15%)
3	Quality and kind of expertise (Contextual knowledge, networks, conceptual knowledge) ⁴	5	3	15 (25%)
4	Additional skills (management, facilitation, communication) ⁵	5	2	10 (15%)
	Total			50 (80%)

¹ Will be assessed based on a final interview and background checks with our Somali partners. For an overview of the concept of *multipartiality*, see: <https://www.berghof-foundation.org/en/featured-topics/multipartiality/>

² Less than 2 years' experience: 3 points; 2 to 4 years' experience: 4 points; more than 4 years' experience: 5 points.

³ Dialogue: 2 points; mediation: 1 point; work on reconciliation: 1 point; climate security: 1 point.

⁴ Contextual knowledge: 2 points; networks: 2 points; conceptual knowledge: 1 point

⁵ Management: 2 points; facilitation: 1 point; communication: 2 points

- The weight of the financial offer is 20%, which corresponds to 12.5 points (5 points maximum; with a weighing of 2.5). The offer with the lowest price will receive the maximum number of points. The subsequent bidders will each receive a deduction on the maximum number of points, which corresponds to the percentage deviation of the total price of their bid from the lowest bidder.
- Tenderers are requested to specify a daily rate in USD (in Annex II).
- The Berghof Foundation will reject tenders in which no financial offers are proposed.

9. Application Procedures

The Consultant must submit the following documents in English to the Berghof Somalia team at somalia@berghof-foundation.org by **5pm CET, 12.07.2025**:

- A cover letter;
- A detailed CV including a track record of previous experiences and professional capacity.
- Diplomas & certificates.
- Tender Application (Annex II).

The evaluation will be based on the information provided in the submitted tender and a subsequent personal interview. Interviews will be held with the three most eligible candidates. The overall evaluation involves the following:

1. Verification of the validity of tenders based on the exclusion criteria;
2. Selection of the top three tenderers on the basis of the selection criteria;
3. Evaluation of tenders on the basis of the quality assessment criteria;
4. Triangulation of evaluation based on personal interviews.

For more information, please write to a.sugal@berghof-foundation.org . Questions regarding the tender will be answered until 10.07.2025.

10. Annexes

Annex I: Model of the Service Contract

Annex II: Tender Application