

TERMS OF REFERENCE (TOR) FOR EVENT FACILITATOR

THE SECOND CONGO BASIN CONVENING 2026

Agroecology for Inclusion, Sustainable Food Systems, Biodiversity, and Climate Justice in the Congo Basin | 25 to 27 August 2026, Yaoundé, Cameroon

1. Background

The Alliance for Food Sovereignty in Africa (AFSA), together with its Congo Basin members and consortium partners, is organising the Second Congo Basin Convening from 25 to 27 August 2026 in Yaoundé, Cameroon. Themed “Agroecology for Inclusion, Sustainable Food Systems, Biodiversity, and Climate Justice in the Congo Basin”, the convening will bring together around 140 participants from the six Congo Basin countries and neighbouring countries, including government ministries, civil society and farmer organisations, Indigenous Peoples and local communities, women’s organisations and youth movements, researchers, media, and technical and financial partners.

Building on the outcomes of the first Congo Basin Convening held in Kinshasa in August 2023, the Yaoundé convening will review progress under the Kinshasa roadmap and thematic working groups, strengthen regional coordination, identify priority policy and financing actions, and culminate in the adoption of the Yaoundé 2026 Declaration and a regional action roadmap.

To ensure meaningful engagement, coherence, and participatory outcomes across this multi-stakeholder and multilingual gathering, AFSA seeks to engage a professional and experienced Event Facilitator to support the planning and facilitation of the convening.

2. Objectives of the Assignment

- To support the design and development of an inclusive, engaging, and coherent agenda aligned with the convening’s objectives and the three thematic areas.
- To facilitate the three-day convening effectively, ensuring productive discussions, active participation, and achievement of the expected outcomes, including the adoption of the Yaoundé 2026 Declaration and regional action roadmap.
- To work closely with AFSA, local organising committee and Congo Basin partners to prepare the necessary facilitation tools, session methodologies, and coordination of speakers, moderators, and resource persons.

3. Scope of Work and Responsibilities

A. Pre-Event (Estimated 5 Days)

- Participate in coordination meetings with the AFSA team and Congo Basin consortium partners.
- Lead the development of a detailed facilitation plan, including session methodologies and participant engagement strategies suited to a bilingual (French and English) audience.
- Refine and structure the agenda, ensuring logical flow across the three thematic areas: (i) Ecological Resilience, Biodiversity, and Sustainable Food Systems; (ii) Social Inclusion, Land Rights, and Community Justice; and (iii) Resource Mobilisation, Policy Influence, and Regional Cooperation.

- Develop facilitation tools, icebreakers, breakout guidelines, and session briefs for plenaries, technical panels, country reflections, and thematic working-group sessions.
- Provide technical support to speakers, moderators, and session leads where necessary.
- Contribute to pre-event communications to ensure clarity on roles, timing, and objectives.

B. During the Event (3 Days: 25 to 27 August 2026)

- Facilitate plenary and breakout sessions with inclusivity, energy, and time sensitivity, working effectively across French and English.
- Ensure participatory approaches that engage governments, civil society, farmer organisations, Indigenous Peoples, women, youth, researchers, and financing partners.
- Manage transitions between sessions, recap key messages, and support the synthesis of discussions against the Kinshasa roadmap.
- Moderate key panels and lead the collective sessions on outputs, including the validation of commitments and the adoption of the Yaoundé 2026 Declaration and regional action roadmap.

4. Deliverables

- Finalised facilitation plan and agenda.
- Facilitation materials and tools developed in both French and English where required.
- Smoothly facilitated three-day convening with documented key highlights.
- Immediate post-event debrief notes summarising process learnings and recommendations for AFSA and the regional follow-up process.

5. Required Qualifications

- Proven experience (5+ years) in facilitating high-level multi-stakeholder events, particularly in the areas of food systems, agroecology, climate justice, biodiversity, advocacy, policy, or sustainable development.
- Excellent communication and interpersonal skills.
- Ability to work with diverse groups including policymakers, farmer organisations, civil society actors, Indigenous Peoples' representatives, traditional leaders, women, and youth.
- Fluency in both French and English is required, given the bilingual nature of the Congo Basin region.
- Familiarity with agroecology, Congo Basin food and forest systems, land rights, or climate and biodiversity policy processes is highly desirable.
- Experience facilitating regional processes in Central Africa is an added advantage.

6. Remuneration

The facilitator will be remunerated for 8 full working days (5 preparation days and 3 event days) based on agreed consultancy rates and satisfactory completion of deliverables.

7. Application Process

Interested facilitators should submit:

- A technical and financial proposal (maximum 5 pages) outlining their understanding of the assignment, previous experience, proposed approach, team and key deliverables.
- A CV highlighting relevant experience.

- Two references from similar assignments.

Submissions should be sent to afsa@afsafrica.org or delivered to Plot 1742, Kigobe Road, Ntinda, P.O. Box 571, Kampala, Uganda by 3rd August 2026.