



Facilitation Methodology Proposal Template

Service: Community Dialogue and Engagement Facilitation

Project: NABNI (Building for Peace)

Location: Sinjar / Daquq

1. Understanding of the Assignment (Max 1 page)

The bidder should demonstrate a clear understanding of:

- The purpose of the assignment:
Dialogue → Validation → Accountability pathway
- The facilitator's dual role:
 - Direct facilitation of dialogue sessions
 - Technical support to implementing partners for validation and update meetings
- The conflict context in Sinjar/Daquq (based on LPCA or relevant experience)
- The importance of inclusive and conflict-sensitive facilitation

Guiding question:

How do you understand the role of dialogue, validation, and update meetings—and the facilitator's contribution to both implementation and technical support—in strengthening social cohesion and governance?

2. Overall Facilitation Approach (Max 1–2 pages)

Describe your overall approach, clearly distinguishing between:

A. Direct Facilitation Role (8 Dialogue Sessions)

- Facilitation principles (participation, neutrality, inclusion)
- Conflict-sensitive approach (Do No Harm)
- Gender and inclusion strategy
- Trust-building mechanisms
- Managing sensitive discussions

B. Technical Support Role (Other Sessions)

- Approach to supporting partners (PFO, AOO, KOHRW) in:
 - Designing agendas
 - Structuring discussions
 - Ensuring conflict sensitivity
- Coaching/mentoring approach (if applicable)
- Ensuring consistency and quality across sessions



3. Methodology by Session Type

3.1 Dialogue Sessions (8 sessions – Direct Facilitation Role)

(4 intra-group + 4 inter-group)

Describe:

- Facilitation techniques (e.g., storytelling, problem tree, active listening)
- How you will:
 - Create safe spaces
 - Manage tensions
 - Address sensitive identity or grievance issues
- Differences in approach between:
 - Intra-group vs inter-group dialogues

3.2 Validation Meetings (2 meetings – Technical Support Role)

Describe how you will **support (not lead)** implementing partners:

- Designing structured agendas
- Translating dialogue findings into clear discussion points
- Advising on facilitation approaches to:
 - Manage power imbalances
 - Ensure inclusive participation
- Suggesting techniques to reach:
 - Agreement on priorities
 - Feasible and actionable solutions

3.3 Community Update & Information Meetings (4 meetings – Technical Support Role)

Describe how you will support partners in:

- Designing participatory and inclusive meeting agendas
- Structuring:
 - Progress presentations
 - Feedback collection processes
- Advising on methods to:
 - Capture and organize feedback
 - Manage community expectations
 - Ensure transparency and accountability

4. Session Design and Tools

Provide examples of tools you will use for:



A. Dialogue Sessions (Direct Use)

- Conflict mapping
- Stakeholder mapping
- Participatory tools

B. Validation & Update Meetings (Advisory Use)

- Agenda templates
- Discussion frameworks
- Feedback collection formats

You may include:

- Sample agenda for a dialogue session
- Sample agenda template for validation/update meetings

5. Risk Management and Mitigation

Identify risks across both roles:

Risk	Mitigation Measure
Tension escalation during dialogue	Ground rules, structured facilitation
Weak facilitation by partners	Provide clear agendas and guidance
Power imbalance in validation meetings	Structured participation methods
Low participation of women/youth	Inclusive outreach and safe spaces

6. Work Plan and Timeline

Provide a tentative schedule aligned with:

Session Type	Number	Role	Proposed Timeline
Dialogue sessions	8	Direct facilitation	[Insert timeline]

7. Quality Assurance and Reporting

Describe how you will ensure:

For Dialogue Sessions

- High-quality facilitation
- Safe and inclusive engagement

For Support to Partners

- Quality of designed agendas
- Consistency across sessions
- Clear documentation templates

8. Relevant Experience

Provide examples of:



- Facilitation of dialogue processes
- Supporting/mentoring partners or institutions
- Experience in conflict-affected settings
- Work with diverse community groups