



CONSULTANCY NOTICE

PROJECT MANAGER

- Crisis Management, Advisory/Executive Programme

Date: January 2026

Location: Geneva

About the Centre of Competence on Humanitarian Negotiation

The Centre of Competence on Humanitarian Negotiation (CCHN) is a joint initiative of the International Committee of the Red Cross (ICRC), Médecins sans Frontières (MSF) Switzerland, the United Nations High Commissioner for Refugees (UNHCR) and the World Food Programme (WFP).

The CCHN aims to facilitate the capture, analysis, and sharing of experiences and practices around humanitarian negotiation and to provide a space for dialogue across humanitarian organisations. At the core of its activities is the CCHN community of practice, a global community of humanitarian negotiators working at the frontlines of humanitarian action.

The CCHN is administratively hosted by the International Federation of the Red Cross and Red Crescent (IFRC), with its offices in Geneva, Switzerland.

The consultant will design, test, and implement the **“Crisis Negotiation” workshop**, acting as a bridge between the Peer Workshop on Humanitarian Negotiation and more advanced training offered by the CCHN. Additionally, the consultant will review and relaunch the CCHN Executive Programme.

The CCHN aims to hire a consultant skilled in **project management, coordination, event facilitation, and event design**.

Purpose of the position

The overall objective of this assignment is to:

- Ensure effective project management, coordination, delivery, and facilitation of the Crisis Negotiation workshop and the Executive Programme, in line with approved Terms of Reference and CCHN standards.

Specific objectives include:

- Managing and coordinating all phases of the project, from research and definition through piloting and implementation.
- Contributing to workshop design and refinement, in collaboration with content and curriculum advisers.

- Facilitating the Crisis Negotiation workshop and associated learning activities.
- Ensuring coherence, quality and documentation across the project lifecycle.

Scope of work

The consultant will be responsible for the following tasks:

1. Project management and coordination

- Translate the approved Terms of Reference into a detailed project plan, timeline and milestones.
- Coordinate all project phases, including research, design, pilot delivery and onboarding preparation.
- Monitor progress, risks, dependencies and mitigation measures.
- Organise and facilitate project coordination meetings and working sessions.
- Ensure alignment between contributors, advisers and internal stakeholders.

2. Research and design contribution

- Plan and manage the research and consultation phase of the Crisis Negotiation project.
- Organise and conduct interviews, peer consultations and expert discussions, as defined in the project Terms of Reference.
- Synthesize research findings and consultation inputs into structured materials supporting workshop design.
- Contribute actively to the design of the workshop architecture, scenarios and learning flow, in collaboration with the content steward and curriculum adviser.

3. Facilitation and delivery

- Facilitate the Crisis Negotiation workshop (pilot and some subsequent deliveries) and the Executive Programme, in line with CCHN facilitation standards.
- Create and maintain a safe, inclusive and practice-oriented learning environment.
- Manage group dynamics and support constructive peer exchange, including difficult or sensitive discussions.
- Ensure workshop delivery remains aligned with agreed objectives, scope and facilitation guidance.
- Contribute to iterative improvement of the workshop based on participant feedback and facilitator reflection.

4. Documentation and knowledge management

- Produce and maintain core project documentation, including:
 - project plans and timelines,
 - research protocols and consultation summaries,
 - workshop documentation and pilot reports.
 - a facilitation onboarding package to support handover to CCHN facilitators or team members.
- Document lessons learned and recommendations emerging from research and workshop delivery.
- Support structured handover and onboarding of the workshop into the regular CCHN learning offer.

Deliverables

Key deliverables include:

- Project plan and timeline.
- Research and consultation outputs.
- Workshop architecture and facilitation materials (developed collaboratively).
- Pilot workshop delivery and pilot report.
- Revised, onboarding-ready workshop package.

Reporting and coordination

The consultant will report to the CCHN Deputy Director to ensure alignment with organisational priorities, methodological standards and learning coherence.

Required qualifications and experience

- Minimum 10-15 years of relevant professional experience.
- Proven experience in project management of complex, multi-stakeholder initiatives.
- Senior field roles and negotiating under pressure across a variety of contexts.
- Demonstrated experience in facilitating peer workshops or practice-based learning activities.
- Experience in qualitative research, interviews or consultation processes.
- Experience in humanitarian negotiation, crisis negotiation, access or related fields.

Competencies

- Strong organisational and coordination skills.
- Facilitation skills and ability to manage group dynamics.
- Analytical and synthesis capacity.
- Professional discretion, ethical awareness and cultural sensitivity.

Ethical considerations and confidentiality

The consultant is expected to uphold high ethical standards and ensure confidentiality of discussions, interviews and workshop exchanges.

All outputs produced under this assignment remain the property of the CCHN, unless otherwise agreed.

Applications

Please send your CV and consultancy proposal, including the daily fee, to Loredana Serban (lsurban@frontline-negotiations.org) by 31 January 2026.