

Terms of Reference

Consultancy support for 2025 Annual Nexus Retreat (Co-designing, planning, co-facilitating, and top-line reporting)

Background

The Nexus Initiative is designed to help safeguard and advance the SRHR agenda with a focus on UN fora. The primary objective is to help inform norm-setting on SRHR in UN fora to build global momentum to advance SRHR outcomes around the world. The initiative mobilizes, coordinates, and supports a cross-regional group of likeminded countries in critical UN negotiations.

Terms of the Consultancy

Objective of Consultancy

The purpose of this consultancy is to support the successful design, facilitation, preparation, implementation, and report out of the 2025 Nexus Retreat in Mexico City, Mexico from 3-5 December 2025 for approximately **35-50 Nexus Member** government representatives.

The consultant may apply as a solo consultant or apply as a small consultancy team. The consultant(s) will work along with the Nexus Secretariat and the Government of Mexico to:

- 1) co-design a 3-day retreat agenda with input that meets the expected outcomes and objectives of the Nexus Members;
- 2) manage the retreat planning timeline with key deadlines;
- 3) support the preparation of pre-reads and communications for the retreat (e.g., documents on UN80 Reform, 2026 work planning documents, political analyses, the retreat PowerPoint, case studies that will be discussed, facilitation guides, etc.);
- 4) co-facilitate in-person sessions of the 3-day retreat;
- 5) support logistical plans and execution of the retreat; and
- 6) prepare a comprehensive retreat report following from the 3-day retreat that captures the key insights, take-aways, and action steps.

Activities to Support the Deliverables Above

- Review of relevant background materials that will inform the design and planning of the 2025 Nexus Retreat (e.g., the Nexus Phase 3 Strategy, 2025 Retreat Survey responses from Members, past retreat agendas, past retreat reports, the 2024 annual report, UN reports, and updates on UN80 Reform, etc.).
- Participate in regular calls with the Nexus Secretariat, the Host government, and members of the coordinating committee to co-design, draft, and revise the agenda and plan the retreat.

- Support the Nexus Secretariat in preparing drafts and revisions of pre-retreat communications and materials.
- Develop a facilitator’s guide and roadmap for the retreat, and coordinate with other colleagues who may have facilitation and speaking responsibilities for part of the retreat.
- Contribute to a retreat workplan and timeline for planning and coordination across consultants, the Nexus Secretariat, the Host government, and Nexus Members.
- Engage with the Nexus Secretariat, the Host government, and co-facilitators (if relevant) on logistical elements affecting the facilitation (e.g., room set up, audio visual needs, interpretation, retreat supplies, etc.), as needed.
- Offer additional strategic support and activities related to the successful execution of the 2025 Nexus Retreat, as needed.

Consultant Qualifications and Requirements

- Solid understanding of UN processes and an ability to interpret UN80 Reform developments.
- Extensive and proven experiences in designing the agenda and facilitating multi-day retreats with multiple government leaders.
- Experience working and communicating with diplomatic professionals, CSOs, and UN agencies.
- Understanding of complex geopolitical realities, and an ability to build bridges between Global South and Global North Member State perspectives.
- Sound expertise on sexual and reproductive health and rights (SRHR); gender equality; global health; international development, and/or human rights.
- Familiarity with international stakeholders and policy windows related to SRHR and gender equality.
- Significant expertise in international advocacy and alliance/network building.
- Strong experience in helping teams translate high-level concepts into actionable strategies, workplans, and MEL frameworks through carefully facilitated sessions.
- Strong experiences in soliciting broad group engagement in meetings.
- Experience in helping groups reach consensus, build trust, and overcome conflicts.
- Excellent analytical skills.
- Superior written and verbal communications skills—track record of distilling complex ideas and concepts into easily understandable communications.
- Fluency in English is required, and one additional UN language is desired, preferably Spanish.

Timing and Administration of the Consultancy

- The consultancy shall commence in October 2025 and conclude in January 2026.
- The first phase of retreat onboarding, co-designing, planning, and pre-preparing pre-reads will be **mid-October to mid-November**.
- Pre-read materials are due to be communicated with retreat participants by **14 November 2025**.
- The second phase of retreat planning from **14-30 November 2025**.
- On-site retreat facilitation preparations **1-2 December 2025**, Mexico City, Mexico.
- On-site retreat facilitation **3-5 December 2025** in Mexico City, Mexico.
- Team review of retreat survey results and discussion on what worked well and what needs to be improved by **12 December 2025**.
- First draft report from the retreat is due **17 December 2025**.
- Revised draft report from retreat is due **29 December 2025**.
- Report finalized for distribution on **8 January 2026**.

How To Apply:

Interested candidates should develop a proposal (up to five pages) outlining the following items: a summary of your overall approach to the assuming facilitation responsibilities of the 2025 Nexus Retreat; a summary of relevant experience; a timeline outlining the anticipated number of days worked; a topline budget of fees and any non-travel expenses (travel expenses will be determined upon contracting); as well as relevant CVs; and up to three professional references. Proposals should be sent to jobs@ippf.org by 3pm CEST/9am EDT Monday, 13 October 2025 with the title, "The 2025 Nexus Retreat Consultant Application".