

CALL FOR CONSULTANT – MODERATOR

Activity Title: Stakeholder Mapping and Inception Meeting

Project Title: Enhancing Nature Crimes Reporting and Community Awareness

Location: Kajiado County

Date: August 12, 2025

Duration: 1 Day

Application Deadline: 7th August 2025

1. Background

The Association of Media Women in Kenya (AMWIK), partnership with Civil Society Resilience Fund Against Organized Crime, is implementing a project aimed at enhancing nature crimes reporting and promoting community awareness on conservation in Kajiado County and wishes to conduct a Stakeholder Mapping and Inception Meeting which will serve as the project's launchpad, bringing together 20 key stakeholders in conservation, media, government, and the community to build synergy, validate the project framework, and co-create engagement strategies.

AMWIK seeks the services of an experienced **Moderator** to lead the day's sessions, facilitate collaborative conversations, and guide stakeholders through participatory exercises that will inform project implementation.

2. Purpose of the Consultancy

The selected consultant will serve as a moderator for the one-day inception meeting. The moderator will ensure a participatory, inclusive, and productive discussion environment, leading structured sessions and producing brief notes of key issues raised.

3. Key Responsibilities

- Guide discussions during the inception meeting based on the prepared agenda.
- Facilitate interactive stakeholder mapping and engagement exercises.
- Moderate the session on roles and collaboration opportunities.
- Lead the development of a preliminary stakeholder engagement plan.
- Summarize key outcomes and agreements reached.
- Provide brief moderation notes to AMWIK post-event.

4. Deliverables

- Effective moderation of the full-day session.
- Stakeholder mapping facilitated and outputs captured.
- Draft summary report (max 3 pages) with key action points and recommendations within 3 days post-meeting.

5. Qualifications

- Proven experience in moderating high-level stakeholder or policy dialogue forums, preferably in conservation, media, governance, or community development.
- Strong facilitation and interpersonal skills.
- Knowledge of conservation, environmental crimes, or community engagement is an added advantage.
- Excellent communication and report-writing skills.

6. Application Process

Interested consultants should submit:

- A brief profile highlighting relevant experience (max 2 pages).
- Proposed moderation fee (budget) .
- CV

Submit applications by 7th August to: info@amwik.org Subject Line: *Application – Moderator for Stakeholder Mapping Meeting*