

CALL FOR PROPOSALS

Facilitation of a partner conference of the Civil Peace Service

30 August – 4 September 2026

The **Centre for Training and Networking in Nonviolent Action – KURVE Wustrow** was founded in 1980 with the aim of turning concerns about violent conflict, environmental degradation and social injustice into conscious nonviolent action. This concern finds expression in the mission statement "spreading nonviolence".

The history of KURVE Wustrow is closely linked to the nonviolent resistance movement against the nuclear waste repository in Gorleben. Since 2002, KURVE Wustrow has been working with local partner organisations as part of the Civil Peace Service programme in line with its mission and is currently cooperating with partner organisations in the Western Balkans, Sudan, Palestine and Israel, Nepal, Sri Lanka, Thailand, Myanmar and Ukraine. Based on the conviction that local actors know best how to navigate and influence conflict situations, local partners take the lead in designing and implementing projects. An overview of our areas of work can be downloaded [here](#).

Since 2018, KURVE Wustrow has held 2 partner conferences with representatives of partner organisations, local and international peace experts from KURVE Wustrow projects. The third conference is planned for 30 August until 4 September 2026 in Berlin.

1. Facilitation sought for KURVE Wustrow Partner Conference 2026

KURVE Wustrow invites project teams to apply for the facilitation of the KURVE Wustrow partner conference 2026, which will bring together 120 people from all projects. The conference will take place near Berlin from 30 August to 4 September 2026. The working language will be English. We are looking for a diverse team of facilitators for this event.

- **Date:** 30 August until 4 September 2026
- **Location:** Waldhotel am See, Berlin Schmöckwitz, Germany

2. Objectives of the Partner Conference

- Design and facilitate the agenda of the partner conference together with the preparation team
- Create space for cross-contextual networking, professional and solidarity-based exchange, and mutual learning.
- Structured part: Exchange on a key topic from the joint work in the Civil Peace Service – status of the work in terms of content and practical implementation, challenges and dilemmas, ideas for (possible) further development.
- Open Space: Continuation of topic-specific exchange (e.g. dealing with the past, peace education, shrinking spaces, crises, social movements in conflict transformation).
- Exchange on understanding and practice of partnership and obtaining feedback from partners on the practice of partnership in the Civil Peace Service at KURVE Wustrow.
- Documentation is to be produced to accompany the partner conference

3. Areas of responsibility

We are looking for an English-speaking moderation team to design and facilitate the partner conference. In consultation with the KURVE Wustrow preparation team and with input from partners, the facilitators are to develop a methodologically varied and participant-oriented programme that partly encourages structured exchange on the one hand and creates an open space for participation and moments of reflection in the large group on the other. The facilitators will contribute suitable methods and approaches for large group processes, take on board the content suggestions of the preparation group and bring these together in a programme.

The moderation team accompanies and moderates the symposium in accordance with the agreed programme and the needs of the group.

The moderation team ensures that the results are documented and compiles them in an internal document for the participants.

4. Tasks:

- Developing the methodological design of the conference, considering the set goals and priorities as well as the diversity of the participants.
- Supporting the preparation team in developing the conference programme, considering the different topics and needs.
- Facilitation and process support throughout the entire partner symposium (4.5 conference days plus arrival day on 30 August 2026) in English, as well as an evaluation meeting with the organisation team.
- Ensuring and preparing internal documentation of the results for the participants and KURVE Wustrow.

5. Requirements:

- Experience in facilitating participatory, non-frontal processes in numerous international and diverse groups
- Extensive experience in workshop facilitation, with a participatory approach and a critical attitude towards power and discrimination, as well as facilitating open space
- Broad knowledge and methodological expertise in the field of large group methods and workshop design
- Knowledge of the field of nonviolent conflict transformation in particular the Civil Peace Service programme is a clear advantage
- The moderation team should be explicitly diverse, international applications are welcome.
- English language skills C1

6. Timeframe and schedule:

Tasks	Timeline
Call for proposals	1 December 2025 until 5 January 2026, 11:59 p.m. CET
Deadline for consultants' questions related to the call for proposals	14 December 2025
Opening of the proposals	6 January 2026 10 a.m. CET
Selection of shortlisted offers	7 January until 15 January 2026
Interviews with shortlisted candidates	27 January until 29 January 2026
Notification of the decision to all applicants	3 February 2026
Signing of the agreement between KURVE Wustrow and moderation team	February 2026
Planning of the conference and the thematic scope in cooperation with KURVE Wustrow team (online and in person meetings)	March until August 2026
Partner conference	30 August until September 2026
Submission of the internal conference documentation	until 11 September 2026
Evaluation meeting of the conference with KURVE Wustrow CPS team including a one pager on evaluation findings	until 18 September 2026

If you are interested in this assignment, we look forward to receiving your offer with following attachments:

- Financial proposal - the offer with details of your fee expectations in Euro and expected working days, incl. detailed schedule, material and time availability.
- Curriculum vitae of team all members
- Content-related proposal concerning methodology and draft work plan including planning, implementation, roles of team members, and evaluation of the conference
- At least 3 relevant references
- 2 Work samples of similar assignment
- A capacity statement or consultancy profile that provides proof of experience in carrying out related assignments: Tenders must have sufficient technical and professional capacity to execute the contract. This shall be documented by an overview of the workforce and a general description of the staff profile at the tendering institution, for staff that are available for this type of work
- The fee amount is subject to statutory value added tax. KURVE Wustrow shall not pay any taxes, social security contributions or other insurance premiums. The contractor is responsible for the timely payment of taxes on the fee, in particular income tax.
- The total cost of assignment should not exceed 20.000 Euro (including taxes)

The decision will be made based on:

- Price (30%)
- Relevant work experience in facilitating big group events, open space and flexibility to adapt to group needs (25%)
- Knowledge of decolonisation of peace work, staff care, safe space and awareness principles (15%)
- Knowledge of the Civil Peace Service (CPS) programme, its approach to peacebuilding and conflict transformation as well as its approach to partnerships (10%)
- Knowledge of peacebuilding and nonviolent conflict resolution, as well as shrinking spaces and related challenges (10%)
- Diversity within the facilitation team (10%)

Important note:

- Maintaining strict confidentiality of participants and partner projects

Proposals must be submitted by email with the subject "Facilitation of the CPS partner conference 2026" to ausschreibung@kurviewustrow.org

Contact person for applicant questions: jbecker@kurviewustrow.org

Interested consultants/companies are welcome to send their queries by email until 14 December 2025. The anonymised questions and our answers will be published on an ongoing basis on our [website](#)