

TERMS OF REFERENCE (TOR)

Consultancy to Review and Develop the West Africa Election Observers Network (WAEON) Strategic Plan 2027–2032

1.0 Background

The West Africa Election Observers Network (WAEON) is an independent, non-partisan, and non-religious regional network of citizen election observation organisations in West Africa. WAEON serves as a platform for strengthening citizen participation in electoral processes and promoting democratic governance across the ECOWAS region.

WAEON's 2020–2024 Strategic Plan provided the framework for the Network's interventions in the areas of citizen election observation, electoral integrity, democratic governance, advocacy, institutional strengthening, and regional collaboration. The strategic plan focused on strengthening member organisations, promoting enabling environments for citizen participation in electoral governance, enhancing partnerships, and sustaining WAEON as a regional resource for democratic accountability.

Since the adoption of the 2020–2024 Strategic Plan, the political and electoral landscape in West Africa has undergone significant transformations. The region has witnessed democratic backsliding, unconstitutional changes of government, shrinking civic space, rising insecurity and violent extremism, increasing misinformation and disinformation, declining public trust in democratic institutions, and growing technological complexities in election administration. At the same time, there has been increased citizen mobilisation, digital activism, youth engagement, and heightened demand for electoral transparency and accountability.

Against this background, WAEON seeks to engage a qualified consultant to:

1. Conduct a comprehensive review of the implementation of the 2020–2024 Strategic Plan; and
2. Facilitate the development of a new Strategic Plan for the period 2027–2032.

The new Strategic Plan is expected to position WAEON to respond effectively to emerging democratic governance and electoral integrity challenges while strengthening its institutional sustainability, regional influence, and support to member organisations.

2.0 Purpose of the Consultancy

The purpose of this consultancy is to support WAEON to review the implementation and performance of its 2020–2024 Strategic Plan and develop a forward-looking Strategic Plan for 2027–2032 that responds to emerging electoral governance and democratic challenges in West Africa while strengthening WAEON’s institutional sustainability, regional relevance, and support to member organisations.

3.0 Objectives of the Consultancy

The specific objectives of the consultancy are to:

1. Assess the implementation, achievements, gaps, and lessons learned from WAEON’s 2020–2024 Strategic Plan;
2. Analyse the evolving democratic governance, electoral integrity, and civic participation landscape in West Africa and its implications for WAEON’s work; and
3. Develop a comprehensive and results-oriented Strategic Plan for 2027–2032, including implementation, monitoring and evaluation, risk management, and resource mobilisation frameworks.

4.0 Scope of Work

The consultant shall undertake, but not be limited to, the following tasks:

A. Inception Phase

- Hold inception meetings with the WAEON Secretariat and relevant stakeholders;
- Develop and submit an inception report detailing methodology, work plan, stakeholder engagement approach, and data collection tools.

B. Strategic Review and Assessment

- Conduct a comprehensive review of the implementation of the 2020–2024 Strategic Plan;

D. Development of the Strategic Plan

- Develop a draft Strategic Plan for 2027–2032

5.0 Expected Deliverables

The consultant shall produce the following deliverables:

1. Inception Report
2. Strategic Review and Assessment Report.
3. Final Strategic Plan 2027–2032

6.0 Duration of the Consultancy

The consultancy is expected to be conducted over a period of approximately 8–12 weeks from the date of signing the contract.

7.0 Reporting and Supervision

The consultant will report directly to the WAEON Secretariat (Project Coordinator)

8.0 Required Qualifications and Experience

The consultant should possess the following qualifications:

Education

- Advanced university degree in Political Science, Governance, Development Studies, Public Policy, International Relations, Strategic Management, or related fields.

Experience

- At least 5 years of demonstrated experience in strategic planning, institutional assessments, governance programming, or organisational development;
- Experience working with regional organisations, civil society networks, and donor-funded programmes;
- Excellent facilitation, analytical, report writing, and stakeholder engagement skills;

9.0 Application Requirements

Interested consultants should submit their CVs to jobs@cddgh.org by 20th June 2026.