

Terms of Reference: Consultant to Facilitate Asylum Advocacy Network

Position: Facilitator

Organisation: Oxfam Ireland and the Irish Refugee Council

Project: Asylum Advocacy Network

Estimated duration: five full days spread across six months

Budget: 2k

Deadline for Applications: Monday 9th November 10am.

Submission Email: aideen.elliott@oxfam.org

Project Overview

The Irish Refugee Council and Oxfam Ireland are creating a network of activists and advocates aiming to support and resource migrant led and grassroots organising for human rights and equality for people who move to Ireland, particularly those applying for international protection. The network's objectives are to do joint advocacy activities, enhancing the skills, confidence and knowledge of rights holders and activists and to network participants with each other and with our organisations. We will work through collective decision making and aim to model 'nothing for us without us' with a steering group of rights holders.

The project activities include online and in person meetings, and planning and doing joint advocacy and activism activities.

This project is a follow up to and builds on our series of workshops delivered over the past two years. You can read more here [Activists and Advocates: Sharing our skills and knowledge for an Ireland that protects | Oxfam Ireland](#)

Consultant role

The consultant will design and facilitate meetings bringing a community work experience to ensure the project activities are grounded in community work principles informed by the All Ireland Standards for Community Work.

Consultant Activities and Project Plan

- Plan and facilitate 5 meetings of the group (some flexibility may be required as meetings may be scheduled on evenings or weekends)
- Meetings proposed running order (subject to change from steering committee and participants).
 - (i) initial kick off meeting that will map the groups' current interests, needs and priorities. (planned and facilitated by consultant), set out behaviour norms about respect and safer spaces.
 - (ii) workshop on potential topics for joint advocacy project (planned and facilitated by IRC and Oxfam)
 - (iii) Meeting to decide on the topic that the group will work on. (consultant)
 - (iv) Meeting to co-design the group's advocacy strategy and goals (consultant)
 - (v) Online meeting to plan actions (facilitated by consultant)
 - (vi) Meeting to follow up, check in and decide on next steps (consultant)
- The consultant will plan meetings in consultation with the project steering committee and Oxfam and IRC.
- In person meetings and workshops will be held in Dublin.

Consultant Skills and Experience

- Experience in community development work.
- Facilitation skills, especially: fostering collective decision making towards collective action; facilitation grounded in community development practice with a focus on empowerment and inclusion.
- Experience in activism will be considered an advantage.
- Experience with the international protections system will be considered an advantage.
- Experience working with migrant groups or migrants is an advantage.

Ways of working

The consultant and steering committee engagement will be managed by Oxfam with IRC input.
Expected start date: November 2026

Application Submission

Interested consultants should submit the following documents:

1. **Cover Letter (1-2 pages max):** Outlining the consultant's interest and suitability for the assignment.
Please detail how you intend to approach this project and describe examples of relevant previous work
Please include a budget (including VAT).
2. **Curriculum Vitae:** Of the consultant.
3. **Referrals:** Please provide contact details for two individuals who can provide references for the consultant's work.

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Note: the issue of the request for tender does not imply that the lowest costed tender or that any tender will be successful.



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