



*Concern for Women and Children Development Foundation (COWACDI)
No. 26 opposite Save the Children Office, Benue Avenue, Old G.R.A Maiduguri, Borno State.*

07034276614

info@cowacdi.org

www.cowacdi.org

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EXPERT: DEVELOPMENT OF ADVOCACY MATERIALS (CONSULTANCY)

Background

Concern for Women and Children Development Foundation (COWACDI) is a women-led organization born out of passion for the wellbeing of Women and Children in Nigeria. It has a special interest in mitigating the suffering of the vulnerable persons (mostly Women & Children) in times of crisis. Currently the organization has focused its attention on the Northeast of Nigeria with special emphasis in Borno, Yobe and Adamawa states (BAY states) due to the decade old crises. COWACDI intervenes through community-based approach in addressing humanitarian and development needs since its establishment in 1998, these include in Protection, Peace Building, Housing Land & Property (HLP), Non-food Items (NFI), Livelihood, WASH, Nutrition, Livelihood, amongst others. These interventions have directly benefited thousands of children, women, men, girls and boys of all groups. Determined to expand her interventions to reach more vulnerable people in conflict affected regions. COWACDI operates with full respect to humanitarian laws, concrete policies and principles of international standard such as humanity, Do no harm, impartiality, neutrality, independency and accountability to affected population and **zero Tolerance to Fraud and related activities.**

We are recruiting to fill the position below:

Employment Type: Part-Time

Job Title: Expert for the Development of Advocacy Materials and Facilitation of Policy Dialogues
(Consultancy)

Qualification: MSc

Experience: 5-8 Years

Location: Borno State (with possible field travel).

Job Field: Programmes

Reports to: Team Lead

Contractual Arrangement: External

Contract Duration: 10 Months

Roles/Responsibilities

The Consultant will be responsible for designing high-quality advocacy materials and facilitating strategic policy dialogues to influence decision-making and promote program objectives. Specifically, the Consultant will:

- Develop a comprehensive advocacy strategy aligned with the project goals and target audiences.
- Produce advocacy materials including policy briefs, fact sheets, position papers, infographics, and presentations.

- Conduct stakeholder mapping and analysis to identify key influencers, policymakers, and partners.
- Design and facilitate policy dialogue sessions, roundtables, and stakeholder engagements at community, state, and/or national levels.
- Support the organization in articulating clear advocacy messages and evidence-based recommendations.
- Collaborate with program teams to ensure alignment of advocacy materials with project interventions and data.
- Document proceedings and outcomes of policy dialogues, including key resolutions and action points.
- Provide technical guidance to staff on advocacy approaches and communication strategies.
- Ensure all outputs are culturally appropriate, gender-sensitive, and aligned with donor and organizational standards.

Deliverables

- Advocacy Strategy Document
- Set of Advocacy Materials (policy briefs, IEC materials, presentations, etc.)
- Stakeholder Mapping Report
- Policy Dialogue Sessions facilitated
- Policy Dialogue Reports (including recommendations and action plans)
- Final Consultancy Report.

Desirable Skills

- Strategic thinking and policy analysis
- Excellent written and verbal communication skills
- Facilitation and stakeholder engagement skills
- Strong organizational and time management skills
- Ability to translate complex data into simple, compelling advocacy messages
- Proficiency in Microsoft Office.
- Cultural sensitivity and understanding of gender and inclusion principles

Disclaimer: This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.

Educational Qualification & Experience Requirements

- Master's in Public Admin, Political Science, Development Studies, International Relations, or related field.
- Minimum of 5-8 years proven experience in advocacy, policy engagement, or strategic communications within an NGO agency.
- Demonstrated experience in developing high-quality advocacy and communication materials.
- Strong experience in facilitating multi-stakeholder policy dialogues and engagements.
- Knowledge of governance, humanitarian, or development issues (especially in fragile or conflict-affected contexts) is an advantage.
- Excellent research, analytical, and writing skills.
- Strong interpersonal and facilitation skills with the ability to engage diverse stakeholders.
- Proven ability to meet deadlines and work independently with minimal supervision.

Language required:

Fluency in oral and written English or Hausa is required

Application Closing Date

27th June 2026.

Method of Application:

Interested and qualified candidates should kindly forward their Cover letter and CV in a single **PDF format** via an email to cowacdirecruitments@gmail.com stating the position and location of the position as the subject of their mail.

Additional Information

COWACDI is an equal –opportunity employer and does not discriminate based on race, gender, religion, etc. Kindly ensure that you can work in this location when applying.

COWACDI regrets that, due to the large number of applications we receive, we are unable to reply to every applicant. If you are being considered for the role, a recruiter will contact you. If you are not contacted within 2 weeks, you should consider your application not successful on this occasion.

Note:

- Never pay for any training, certificate, assessment, or testing fee.
- Qualified females are strongly encouraged to apply.
- No application after the closing date will be considered.