



*Concern for Women and Children Development Foundation (COWACDI)
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EXPERT: ELECTORAL STRATEGY DEVELOPMENT AND FACILITATION (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: Development of Electoral Strategy and Facilitation of Implementation (Consultancy)

Qualification: MSc

Experience: 7-10 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 lead the design of a comprehensive electoral strategy and support its effective implementation to strengthen civic engagement, democratic processes, and inclusive participation. Specifically, the Consultant will:

- Conduct a situational analysis of the electoral environment, including legal frameworks, stakeholders, risks, and opportunities.
- Develop a clear, evidence-based electoral strategy aligned with project objectives and national electoral priorities.
- Identify key entry points for engagement with electoral bodies, civil society, and community stakeholders.

- Design implementation plans, including timelines, milestones, and resource requirements.
- Provide technical guidance and hands-on support in rolling out electoral strategy activities.
- Facilitate stakeholder engagements, coordination meetings, and capacity-building sessions related to electoral processes.
- Support advocacy efforts to promote transparency, accountability, and inclusive participation in elections.
- Develop tools, guidelines, and frameworks to support effective implementation of electoral activities.
- Monitor progress and provide adaptive recommendations to improve implementation outcomes.
- Document lessons learned, best practices, and key achievements throughout the assignment.

Deliverables

- Electoral Strategy Document
- Situational Analysis Report
- Implementation Plan (with clear timelines and milestones)
- Training/Facilitation Materials for stakeholders
- Reports on stakeholder engagements and coordination meetings
- Progress Reports and Final Consultancy Report

Desirable Skills

- Strategic planning and policy development skills
- Deep understanding of electoral systems and democratic processes
- Strong facilitation, training, and stakeholder engagement skills
- Excellent communication (written and verbal)
- Project management and implementation support skills
- Ability to translate complex electoral concepts into practical strategies
- Strong problem-solving and adaptive management skills
- High level of integrity, neutrality, and professionalism in politically sensitive environments
- Proficiency in Microsoft Office tools (knowledge of data analysis tools is an added advantage).

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 Political Science, Public Administration, Law, Development Studies, Governance, or related field.
- Minimum of 7–10 years experience in electoral processes, governance programming, or democracy support initiatives.
- Proven experience in developing and implementing electoral strategies or similar governance frameworks.
- Strong knowledge of electoral systems, policies, and institutional frameworks (preferably within Nigeria or similar contexts).
- Experience working with electoral management bodies, civil society organizations, and development partners.
- Demonstrated experience in facilitating stakeholder engagements and multi-level coordination.
- Strong analytical, research, and report-writing skills.

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.