

TERMS OF REFERENCE

Meeting Facilitator

Bangkok Civil Society Strategy Convening- Ahead of South Korea's 2028 G20 Presidency

Assignment title	Meeting Facilitator – Bangkok Civil Society Strategy Convening (ahead of the G20 Korea 2028 presidency)
Commissioning organization	Oxfam and C-20 Korea Platform
Duty station	Home-based (preparation) / Bangkok, Thailand (meeting days)
Meeting dates	Saturday 10 – Sunday 11 October 2026
Contract dates	Sept 11 to October 15
Level of effort	Approximately 10–12 working days (see Section 6)
Reporting to	
Application deadline	

1. Background

Ahead of South Korea's 2028 G20 presidency, Oxfam and C-20 Korea Platform are convening civil society organizations (CSOs) from South Korea, across Asia, and from current G20 troika countries (South Africa, the United States, and the United Kingdom) for a two-day strategy meeting in Bangkok, Thailand, on 10–11 October 2026, held ahead of the World Bank–IMF Annual Meetings.

The convening brings together approximately 30–35 participants to build partnerships between Korean and Asian civil society, learn from the experience of current and recent G20 presidencies, and develop a shared policy agenda spanning inequality, development finance, debt, international tax cooperation, and digital rights/AI governance. The meeting is the first in a series that will carry forward into a follow-up convening in Seoul in 2027, building toward concrete policy proposals and joint action through South Korea's 2028 G20 presidency.

To ensure the meeting is well designed, inclusive, and productive for a diverse, multilingual, multi-country group of participants, Oxfam is seeking to hire an experienced meeting facilitator to work closely with the Meeting Steering Group before, during, and after the convening.

2. Purpose of the Assignment

The Meeting Facilitator will support the Meeting Steering Group to design and deliver a well-structured, participatory, and outcome-oriented two-day convening, and will ensure that the discussions are accurately captured and translated into a high-quality final meeting report that can be used by participating CSOs and Oxfam to inform ongoing G20 advocacy planning.

3. Scope of Work

The Facilitator will work under the guidance of, and in close coordination with, the Meeting Steering Group throughout the following three phases:

3.1 Pre-meeting: Agenda design and preparation

- Review the concept note, background documents, and participant list, and hold an inception discussion with the Steering Group to clarify objectives and expected outcomes.
- Work with the Steering Group to design a two-day agenda and session-by-session facilitation methodology that enables substantive discussion across all tentative thematic areas (inequality, tax, debt, climate finance, digital rights/AI governance) and delivers the meeting's stated objectives.
- Propose facilitation approaches suited to a diverse, multilingual, multi-country civil society audience, including methods for inclusive participation, small-group/breakout formats, and consensus-building on shared messaging.
- Finalize the agenda and facilitation plan based on Steering Group feedback, and prepare any facilitation materials needed (e.g., session guides, discussion prompts, visual aids).
- Brief the two note-takers on the agenda, expected outputs, and a common template/format for recording discussions, decisions, and action points.

3.2 Meeting facilitation (10–11 October 2026, Bangkok)

- Facilitate all plenary and breakout sessions across the two-day meeting, ensuring sessions run on time and objectives for each session are met.
- Create an inclusive environment that enables balanced participation across countries, languages, and organizational sizes, and manages differences of view constructively.
- Synthesize discussions in real time, surface areas of emerging consensus and disagreement, and support the group toward agreed messaging, policy asks, and next steps.
- Coordinate with the two note-takers throughout the meeting to ensure key discussion points, decisions, and action points are being captured.
- Support a closing session that captures agreed next steps, including toward the planned 2027 Seoul follow-up convening.

3.3 Post-meeting: Minutes review and report finalization

- Review the raw notes/minutes prepared by the two note-takers for accuracy, completeness, and consistency, and reconcile any discrepancies between the two sets of notes.
- Draft a well-structured meeting report that captures key discussions, agreed messages and policy positions, decisions, and action points, in a format suitable for circulation to participants and use in ongoing advocacy planning.
- Share the draft report with the Steering Group and Oxfam for review, and incorporate feedback into a final, publication-quality report.

4. Deliverables and Indicative Timeline

Exact dates in brackets below will be confirmed with the selected Facilitator upon contracting.

Deliverable	Description	Timeline	Estimated days
Deliverable 1	Inception discussion with the Steering Group; review of concept note, background documents, and participant list	Within 3 days of contract signature	1.5
Deliverable 2	Draft meeting agenda, session design, and facilitation plan/methodology shared with the Steering Group for review	By September 18	3.5

Deliverable	Description	Timeline	Estimated days
Deliverable 3	Final agenda and facilitation plan, incorporating Steering Group feedback; briefing note for the two note-takers	By September 24	1
Deliverable 4	Facilitation of the two-day Bangkok Convening (10–11 October 2026), including all plenary and breakout sessions	10–11 October 2026, Bangkok, Thailand	2
Deliverable 5	Debrief with the Steering Group and quality review of the note-takers' raw minutes/notes for accuracy and completeness	Within 3 days after the meeting	0.5
Deliverable 6	Draft meeting report (key discussions, agreed messages, action points, and next steps toward the 2027 Seoul convening) based on the notes taken by note takers including incorporating any feedback from steering group	Within 2 weeks after the meeting	2.5
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5. Reporting Lines and Working Arrangements

The Facilitator will report to Head of Oxfam Campaign & Advocacy and will work in close, ongoing consultation with the Meeting Steering Group on all substantive decisions regarding the agenda, facilitation approach, and meeting report. Oxfam will provide the concept note, participant list, relevant background/policy materials, and will coordinate logistics (venue, note-takers, interpretation if required, participant travel). The Facilitator is responsible for the substantive design and delivery of the facilitation and report, not for logistics.

6. Duration and Level of Effort

The assignment is estimated at approximately 10–12 working days over the period 11 September to 15 October, indicatively distributed as follows:

- Inception, review of materials, and agenda/facilitation plan design: 3–4 days
- Meeting facilitation in Bangkok, including any travel days: 2 days
- Minutes review and meeting report drafting/finalization: 3–4 days

The final level of effort will be confirmed based on the Facilitator's proposed approach and agreed with Oxfam prior to contracting.

7. Qualifications and Experience

The Facilitator should demonstrate:

- A minimum of 2-3 years of experience professionally facilitating multi-stakeholder, multi-country meetings, workshops, or policy dialogues, ideally involving civil society organizations.
- Familiarity with G20/C20 processes, international development, economic justice, and/or global governance issues; prior experience with G20 or other multilateral engagement processes is an asset.

- Proven ability to design and deliver participatory, inclusive facilitation methodologies for diverse, multilingual, and multicultural groups, and to build consensus among participants with differing views and priorities.
- Strong analytical and report-writing skills in English, with the ability to synthesize complex, multi-stranded discussions into clear, accurate, and well-organized outputs.
- Experience working with or facilitating for civil society networks in Asia and/or the Global South; knowledge of Korean civil society is an asset but not required.
- Demonstrated independence, professionalism, and adherence to confidentiality regarding meeting content and participant information.

8. Application Process

Interested candidates/consultants should submit the following to ----- by September 06:

- A brief cover letter or expression of interest outlining relevant experience.
- A current CV or organizational profile, including references from at least two comparable previous facilitation assignments.
- A brief technical proposal (maximum 2 pages) outlining the proposed facilitation methodology and approach for this meeting.
- One or two writing samples of previous meeting/workshop reports authored or finalized by the applicant.
- A financial proposal indicating a daily rate or lump-sum fee for the full scope of work described above, inclusive of any applicable taxes.

9. Contract Type and Payment

This is a short-term consultancy contract. Payment will be made in two instalments, 30% on submission of Draft meeting agenda, session design, and facilitation plan/methodology, and second instalment after the facilitation of two-day meeting on acceptance of the final report. Travel, accommodation, and visa costs related to attending the Bangkok meeting will be covered separately by Oxfam in line with its travel policy and are not included in the professional fee.