



Participation Criteria and Responsibilities of Collaborating Organizations and Mentors

15 November 2024

I. Criteria for Participation & Responsibilities

A. Collaborating Organization

- Open to organizations located in South and Southeast Asia.
- Open to learning and interested in integrating peacebuilding mentoring into the organization.
- Interested and open to networking with like-minded collaborating organizations.
- Must be willing to be part of the program until the end of the project in 2027.

B. Mentor

- Open to interested applicants 25 to 45 years old from any peacebuilding organizations (CSOs, NGOs, faith-based, academe, development sector, women, youth, etc.)
- Must be an MPI alumni or committed individuals willing to join the 2026 Annual Peacebuilding Training, with peacebuilding experience.
- Must be a regular staff member or employed by the Collaborating Organization for 1-2 years upon joining the Grassroots Peacebuilding Mentors Training Program.
- Should NOT be the head or director of the Collaborating Organization.
- Must have strong leadership skills and good standing in their organization.
- Members of the PWD and LGBTQIA+ communities are welcome
- Should be in a position where s/he/they works alongside other staff that s/he/they can mentor and/or works in communities where s/he/they are developing the peacebuilding capacities of the members of that community.
- Should have a good grasp of English to participate in all mandatory online and in-person training, workshops, seminars, etc., as provided by the Grassroots Peacebuilding Mentors Training Program.
- Must commit to the one-year (May-to-May) mentoring program.
- Skilled in using online electronic communication, such as online chats, text messaging, email, and online meeting platforms, such as Zoom, Skype, Microsoft Teams, or others, and/or willing to learn
- Must have a stable internet connection to fully participate in online meetings and workshops

II. Responsibilities of the Collaborating Organization

- Nominates a staff member to be a Mentor.
- Provides the time and necessary resources (space) as part of the Mentor's regular work to conduct the mentoring activities and participate in all mandatory training and workshops as mentioned above.
- Appoints a Supervisor to oversee and accompany the Mentor, offering regular feedback & assessment throughout the mentoring process.
- Allows the mentorship to be part of the Mentor's and Supervisor's regular workload and be integrated into their regular work plan.
- Provides written feedback to MPI twice a year about the performance of the staff member as a mentor.
- Participates in the online learning session on "Reflective Peacebuilding and Mentoring" together with the other collaborating organizations.
- Participate in the "Online Networking Session," facilitated by MPI in collaboration with other collaborating organizations.

III. Responsibilities of the Mentor

Commits to be available and to participate in all activities related to the one-year Grassroots Peacebuilding Mentors Training Program that will include:

- The five-day **Grassroots Mentoring Workshop**, which includes goal-setting and drafting of *mentee*, *buddy*, and *self-care* plans, will be held in May 2026 in Davao City.
- **The Grassroots Online Midterm Mentoring Workshop** composed of four sessions to be held in October 2026.
- **Grassroots Lessons Learned Workshop** in May/June 2026 (2 ½ days) at the end of the one-year mentoring cycle.
- **End-of-Project Seminar** at the end of the three-year project in 2027.
- For one year, commits to mentor one to two co-workers and/or community counterparts that are connected to the Collaborating Organization.
- Commits to be accompanied by MPI through virtual communication, in-person visits (if deemed necessary), and peer-sharing sessions.
- Must be capable of incorporating mentorship into the regular workload and be integrated into her/his/their regular work plan.
- Commits to regularly sharing updates and feedback with MPI throughout the one-year mentoring journey, including news, survey responses, and other requested inputs.
- Demonstrates good performance throughout the program, showing proactiveness and maintaining regular attendance.

Source: MPI's Memorandum of Cooperation for the Grassroots Peacebuilding Mentors Training Program, revised November 2023