

WORLD RENEW

REQUEST FOR PROPOSAL

FOR A CONSULTANT TO DEVELOP A GENDER-BASED VIOLENCE TRAINING AND REFERENCE MANUAL.

Introduction:

World Renew is a Christian international development and humanitarian organization with a mission of transforming communities in ways that align with our core values of faith, stewardship, effectiveness, and people flourishing. In pursuit of the achievement of fundamental Human Rights for everyone, sustainable development goals, and the Beijing Platform for Action, Gender Equality is a core component of our holistic programming. World Renew's Gender policy further highlights GBV as one of the focus areas towards the achievement of Gender Equality. Patriarchy and cultural practices that limit the rights of women and girls to freely participate in their social, economic, and public spaces, slow and inefficient legal frameworks, gender-based violence, limited economic opportunities, and limited participation in public and political spaces remain constant challenges across all the countries World Renew works in, in Sub Saharan Africa, Asia, and Latin America. Sexual and Gender-Based Violence (SGBV) in particular remains one of the most prevalent and dehumanizing forms of abuse across the World affecting at least 1 in 3 women and girls globally, with persons with intersecting vulnerabilities such as disabilities, older persons, young girls, people fleeing conflict and other humanitarian crisis and ethnic minorities being more vulnerable. The COVID -19 pandemic has exacerbated the severity and instances of Gender-based Violence, exposing it as a high priority area of intervention amongst development and Humanitarian actors, including faith-based organizations such as World Renew that work in collaboration with grassroots faith-based organizations and churches.

Further, [in its prevention series, UNWOMEN](#) identified faith-based organizations and traditional leaders as key allies/partners in addressing SGBV. Faith-based organizations however work in very unique contexts with the interplays of faith, religion, and cultural practices, further increasing the complexities of addressing SGBV.

Against this background, World Renew is seeking an external consultant content expert to support the development of a Reference and Training Manual on SGBV for World Renew global staff and its local partners. Candidates interested in submitting proposals should refer to the Terms of Reference (ToR) prior to submission. The RFP deadline is **10th October 2021**.

Scope of the work and key tasks and responsibilities of the consultant:

The consultant will work closely with World Renew's Gender Specialist and Gender Working Group to develop a manual that can be used as a reference for program and project design as well as for training World Renew staff and partners with varying levels of skills and knowledge on SGBV. The reference manual will aid World Renew Staff and partners to efficiently and responsively handle cases of gender violence against women and girls while taking cognizance of available resources and leveraging on the learning and addressing gaps from other resources that have been developed by various agencies working in GBV.

The consultant will also support World Renew to hold a virtual TOT workshop amongst staff to facilitate the roll-out and use of the manual.

The consultant will be responsible for desk research, field data collection, preparing and writing the GBV Manual. The consultant will be responsible for detailed background research that will include reviewing World Renew's existing

gender training materials as well as the gender training materials from WR's networks and other related faith-based and non-faith-based actors. The consultant may also need to review example reports from World Renew projects that have tried to address issues of GBV because these reports can establish a baseline for where the organization is at in its current approach to GBV.

The consultant will conduct desk research and virtual data collection including interviews with World Renew Staff and partners in the various countries from the country sites the project sites during the month of October and adjust and coordinate accordingly to accommodate for national holidays during that time. An inception report/where methodologies/approaches to be used in the manual will be expected as a deliverable. Participatory methodologies and case studies where applicable will be appreciated. A first draft and presentation of the Manual are expected no later than the **1st week of November** and the final Manual will be by the latest **19th November 2021**. An electronic copy of the Manual will be submitted to World Renew for review.

Preparation of the Technical Proposal and budget

Proposals will be evaluated according to the criteria in the ToR, and therefore the Technical Proposal should include the following information:

- 1) Clearly defined assessment methodology including data collection, participatory approaches, analysis, interpretation, reporting, and work plan
- 2) A cover letter outlining the work done for similar clients, with a list of recent references
- 3) Attach curriculum vitae demonstrating valuable evidence that clearly shows the experience of the consultant regarding the subject matter
- 4) Budget Breakdown (submitted as a separate document)

Submission via email, including the budget breakdown and work schedule, should have **GENDER BASED VIOLENCE REFERENCE AND TRAINING MANUAL** in the subject line and be sent to <jmuturia@worldrenew.net>

The Budget breakdown for the proposal should be submitted as a separate email to mmendonca@worldrenew.net with **GENDER-BASED VIOLENCE REFERENCE AND TRAINING MANUAL Budget** in the subject line.

Deadline and Selection process

Proposals and budgets are due on **10th October 2021**. Once the deadline has passed, the selection of the consultant will be done as per World Renew's procurement guidelines via a committee of staff from World Renew.

TERMS OF REFERENCE

CONSULTANT TO DEVELOP A GENDER-BASED VIOLENCE TRAINING AND REFERENCE MANUAL

Proposed Manual Outline: (Subject to Review and adaptation by the consultant)

- **Topic 1: Introduction to GBV**
 - (definition, concepts, prevention, and response, preparatory requirements for the training, training approaches/methodology in carrying out the training.
 - **Role of Faith-based Organizations and the church**
 - **GBV culture and worldview**

- **GBV: intersecting identities and vulnerable groups (adolescents, People with disabilities, people in humanitarian crisis, increasingly vulnerable segments on groups, people affected by disaster and crisis)**
- **Annexes: activities and tools**

- **Topic 2: Prevention and Mitigation of GBV:**
 - **Assessing, designing, and implementing GBV prevention and mitigation measures into programming**
 - **Integrating GBV interventions in thematic program activities (e.g. health, food security, etc.)**
 - **SMART indicators that track outcomes effectively**
 - **Annexes: templates and tools**

- **Topic 3: Response measures: understanding it, tips and tools to design and implement it into programming**
 - **Preparedness to respond to GBV cases during programming**
 - **Setting up bare minimum standard operating procedures to respond to GBV cases (includes consent, do no harm, protection of survivors, confidentiality, etc.)**
 - **Creating GBV referral pathway**
 - **Psychological first aid/psychosocial support to respond to GBV informant**
 - **Psychological support to staff and partners**
 - **Annexes: templates and tools**

- **Topic 4: In-country and International advocacy:**
 - **Multi/stakeholder approach and collaborating with other actors to address GBV, and to exchange information.**
 - **Information gathering, case studies, and research on GBV**
 - **Annexes: tools and activities**

Qualifications and Skills: Criteria for Selection

World Renew would like to invite consultants with the following minimum qualifications to take part:

- Advanced university degree in sociology, gender, women's studies, law, social work, or public health
- Minimum 5-7 years of experience in consulting or research or design, management, and implementation in the field of sexual and gender-based violence work.
- Experience working in multiple geographical contexts, in-field experience in at least two of the following regions (Asia, Sub Saharan Africa, and Latin America) will be an added advantage
- Proficiency in English and at least French or Spanish will be highly desirable
- Strong understanding of humanitarian standards and best practices in safeguarding, GBV, and PSEA
- Specific, in-depth, varied experience training, anticipating the risk, identifying, preventing, and responding to gender-based violence across different contexts; a minimum of 5-10 years of field experience strongly preferred.
- Demonstrated experience in instructional design, especially toolkits, manuals, and other training materials that are related to issues of GBV or gender equality/women's empowerment.
- A clear understanding of and comfort employing strategies for reducing and preventing gender-based violence, with the ability to articulate and measure change.

- Demonstrated track record building, facilitating, and cooperating with cross-sector networks and initiatives, in particular those integrating GBV expertise.
- Strong skills in building and facilitating tailored training and other capacity-building activities.
- Passion for and demonstrated ability to work cross-culturally, with sensitivity, diplomacy, and kindness
- Experience working with and understanding of the role faith-based organizations (FBOs) and churches/religious institutions and leaders can play in addressing GBV, and how to engage them in it.
- Immediate availability (Early October 2021)
- Ability to sign World Renew's Code of Conduct for staff, volunteers, and consultants
- Should submit: 1) at least one writing sample or links to the website for previous similar training materials developed 2) three certificates of successful completion of previous assignments of similar nature which has to be provided in writing along with; 3) resume (the evidence should include the areas/organizations of experience, year, legal letters of recommendations or other valuable evidence) 4) If working with a team, submit the resumes for all the team members of the consultancy

Timeline overview of the evaluation process

The consultant's contract is 30 days of work. The consultancy is anticipated to commence the contract in early October 2021.

Requirement for preparation of the proposal and budget

Preparation of the Technical Proposal and budget

Proposals will be evaluated according to the criteria in the ToR, and therefore the Technical Proposal should include the following information:

- 5) Clearly defined assessment methodology including data collection, participatory approaches, analysis, interpretation, reporting, and work plan
- 6) A cover letter outlining the work done for similar clients, with a list of recent references
- 7) Attach curriculum vitae demonstrating valuable evidence that clearly shows the experience of the consultant regarding the subject matter
- 8) Budget Breakdown (submitted as a separate document)

Submission via email, including the budget breakdown and work schedule, should have **<GENDER BASED VIOLENCE REFERENCE AND TRAINING MANUAL** in the subject line and be sent to jmuturia@worldrenew.net >

The Budget breakdown for the proposal should be submitted as a separate email to mmednonca@worldrenew.net with **GENDER-BASED VIOLENCE REFERENCE AND TRAINING MANUAL Budget** in the subject line.

Deadline and Selection process

Proposals and budgets are due on **10th October 2021**. Once the deadline has passed, the selection of the consultant will be done as per World Renew's procurement guidelines via a committee of staff from World Renew.

A. Conditions

By providing a proposal that is responsive to the terms of this RFP, the offeror is confirming that it will abide by the following conditions:

1. Late Submissions

Proposals that are received after the Closing Date will not be considered, unless there are, in World Renew's sole discretion, exceptional circumstances which contributed to the submission delay.

2. Correspondence

All communications from respondents to World Renew regarding this RFP must be in writing and addressed to the individuals that are identified in the RFP. Any request for information should be received in advance of the Closing Date, as defined in the RFP. Responses to questions from any offeror will be circulated by World Renew to all offerors in order to ensure a fair and transparent contracting process.

3. Partial Acceptance of Submitted Proposals

World Renew reserves the right to unless the offeror expressly stipulates against do so in its submitted proposal, accept whatever portion of a submission that World Renew deems to be most responsive to the stated Objective of the Consultancy. World Renew is under no obligation to accept any proposal that is submitted in response to this RFP.

4. Alternative Offer

If the offeror wishes to propose modifications to the Terms of Reference because the offeror believes that such modifications may better enable World Renew to achieve the specifications that are outlined in the RFP, such modifications may, at World Renew's sole discretion, be considered as an Alternative Offer. The offeror must make any Alternative Offer in a separate letter that accompanies the offeror's submitted proposal. World Renew is under no obligation to accept Alternative Offers.

5. Prices

If the offeror is based in the U.S. or Canada, all prices/rates quoted must be exclusive of all taxes. In the event that an offeror's proposal is selected, the offeror agrees to pay all applicable income taxes.

6. No Reimbursement for Proposal Development Expenses

Any expenses which are incurred in the preparation of proposals that are submitted in response to this RFP will not be reimbursed.

7. Intellectual Property

If selected, the offeror agrees that all Intellectual Property (e.g., graphs, spreadsheets, data analysis) that is developed in the course of providing the services that are described under the Terms of Reference shall be the property of World Renew.

8. Confidentiality

The offeror agrees to treat the RFP, contract, and all associated documentation (including the Terms of Reference) and other information related to World Renew's employees, officers, volunteers, partners, business, or affairs as confidential. The offeror agrees to:

- Respect the confidence placed in the offeror by World Renew by maintaining the secrecy of confidential information;
- Not use any portion of World Renew's confidential information without World Renew's prior written consent;

- Not use their knowledge of confidential World Renew information in any way that would be detrimental or harmful to World Renew;
- Employ all reasonable and appropriate efforts to prevent the disclosure of confidential information to third parties &
- Notify World Renew immediately of any possible breach of the provisions of this Section and acknowledge that damages may not be an adequate remedy for such a breach.

If selected, the offeror also agrees to not at any time or in any manner, either directly or indirectly, use any information that it acquired in the course of rendering services pursuant to this RFP for its own benefit, or divulge, disclose or communicate in any manner any information to any third party without prior written consent from World Renew. The selectee shall protect information that it acquires in the course of rendering services pursuant to this RFP as confidential, both during the period where it is engaged as a consultant to World Renew and after the period of the Consultancy has terminated.