

Terms of Reference for Consultancy Service to develop training modules for delivery to WLOs on psychological first aid (PFA), safeguarding PSEA, and Guiding Principles and Approaches in GBV Prevention and Response.
Tender No. KCO/36/06/FY25

The Project summary

Plan International, in partnership with women-led organizations (WLOs) in Kenya-Isiolo, Somaliland and Ethiopia are implementing proposed interventions to strengthen the ecosystem to prevent and respond to GBV. The project will strengthen a sustainable ecosystem for GBV prevention and response through financial and organizational support to core WLOs, forming the 'WLO Collective', and grant-making to other WLOs and likeminded local partners working in the area of prevention (e.g. organizations of people with disabilities (OPDs), internally displaced organizations (IDPLOs) and youth/girl-led organizations (Y/GLOs). Working with and through these organizations, the project's overall strategy is based on the socio-ecological model, targeting multi-level rights holders and duty bearers to: promote the agency of survivors and diverse at-risk populations, namely women and girls, to protect themselves, support a shift in social norms and redress shaming attitudes of individuals, families, community groups, leaders and service providers, as well as enhance solidarity of and the ability of these groups to recognize, prevent and report GBV. The project also aims to increase the quality of GBV response by supporting improved GBV and protection coordination and referral mechanisms among civil society and non-governmental actors, along with strengthening capacities of service providers to be more age- and gender responsive and survivor-centered.

WLOs play a crucial role in providing community-based support, advocacy, and protection for vulnerable populations. However, to effectively fulfill their mandate, WLOs require capacity building in key areas such as Psychological First Aid (PFA), facilitation skills, safeguarding, Prevention of Sexual Exploitation and Abuse (PSEA), GBV Core Concepts, and the Survivor-Centred Approach, Rights-Based Approach, Community-Based Approach, and 'Do no Harm' principles. This consultancy aims to develop comprehensive training modules to enhance WLOs' knowledge and skills. The modules will ensure that the range of interventions are delivered as one standard package by WLOs in their selected areas targeting harmful social norms.

Justification for the Consultancy Services

Plan International is committed to empowering Women-Led Organizations (WLOs) through capacity-strengthening initiatives that promote safe, inclusive, and effective humanitarian and development responses. To enhance WLOs' competencies in core areas, the organization seeks a qualified consultant to review existing training materials and develop comprehensive, practical training manuals on Psychological First Aid (PFA), facilitation, safeguarding, PSEA, and 'do no harm' principles. This consultancy assignment is critical for building the capacity of women led organizations and programs to effectively address these sensitive

issues. By training WLOs, the SDC-GBV program aims to equip them with the necessary knowledge, skills, and tools to proactively identify, prevent, and respond to concerns and to ensure quality programming for all participants.

Objectives Of the Consultancy

This assignment aims to review existing training materials from each country and develop comprehensive training materials for standardized use for all SDC-GBV program implementors. These materials will be utilized in training programs for WLOs staffs from Kenya-Isiolo, Somali, and Ethiopian Somaliland. This training will equip participants with the essential skills and knowledge to effectively address concerns within the program. These materials will be designed for use in participatory training sessions and will aim to:

- Present and connect the Guiding Principles and Approaches in GBV prevention and response
- Strengthen WLOs' ability to provide PFA in crisis situations
- Build a common understanding of a Community-Based Approach, building practical facilitation skills for effective delivery of programming and trainings
- Enhance safeguarding Prevent sexual exploitation and abuse (PSEA) practices
- Incorporate and promote 'do no harm' principles in all programming

Scope of Work

The consultant will be responsible for:

- Reviewing the organization's current training materials, policies, and tools related to PFA, safeguarding, PSEA, and 'do no harm'.
- Mapping gaps and identifying alignment with global best practices and guidelines (including but not limited to WHO PFA guidelines, IASC PSEA Minimum Operating Standards, CHS Alliance resources, etc.).
- Conducting key informant interviews or focus group discussions (as needed) with staff and WLO representatives to understand specific training needs and cultural context.
- Developing training modules, one for each thematic area:
 - ✚ Psychological First Aid (PFA)
 - ✚ Safeguarding, PSEA, and 'Do No Harm'
 - ✚ GBV Core Concepts
 - ✚ Guiding principles: Survivor-centred approach, best interest of the child,
- Preparing trainer guides, session plans, participant handouts, PowerPoint presentations, and assessment tools for each manual.
- Ensuring materials are gender-sensitive, contextually appropriate, and accessible to WLOs with varied levels of capacity and experience.

Key Deliverables;

The consultant shall be expected to provide the following deliverables:

- 1) High level outline of training materials.

- 2) Training Materials that include:
 - Comprehensive Training Manual: A well-structured and user-friendly manual covering key concepts of PFA, facilitation, safeguarding, PSEA, and do no harm’.
 - Facilitator's Guide: A detailed guide for trainers, including lesson plans with detailed outlines and timelines. Icebreakers, group activities, and case studies. Tips on effective facilitation techniques and group dynamics. Visual aids and presentation materials.
 - Participant Handouts: Concise summaries of key concepts, checklists, and other relevant materials for participants to reference.
 - PowerPoint presentations
 - Detailed Agenda
 - Modules monitoring and quality assurance guide.
- 3) Training delivery of a three-day interactive with a sample audience and refining the modules/training materials based on feedback from the Women lead.
- 4) Develop a training evaluation plan: Collect data on participant satisfaction, knowledge gained, and skill development through pre- and post-training assessments, participant feedback forms, and observations.
- 5) Submit a report by the end of the training.

An estimated breakdown of general deliverables and days is as follows:

The consultancy will be completed in 14 days, with the following activities and deliverables:

- 8 days – Development of high-level outline, training materials, tools, modules, and facilitation guides, including pre- and post-tests.
- 3 days – Delivery of a 3-day TOT training for the SDC-GBV team, including pre-testing the tools. May include both virtual and physical participation.
- 3 days – Submission of final materials.

Respondents are asked to provide

Interested consultant(s) and/or agencies should provide the following information:

- i. Consultant or agency profile outlining areas of expertise with samples of select works
- ii. Evidence of meeting statutory documentation including PIN, tax clearance certificates and registration document - **Mandatory**
- iii. Names and CVs of the professionals who will be the lead and associated with the assignment and how the assignment will be managed
- iv. Detailed technical proposal on the understanding of the TOR and the scope of the work, outlining the approach and plan to accomplish the assignment
- v. A proposed timeline indicating activities/sub-activities to be undertaken and the corresponding outputs, including gender and safeguarding considerations
- vi. A financial proposal containing itemized all-inclusive budget
- vii. Evidence of acceptance to payment schedule of 30% being payment upon submission of acceptable inception report and 70% upon submission of acceptable complete final report.

Application Instructions

Complete applications should be sent to Plan International Kenya by **Wednesday 25th June 2025 at 12noon** through the email address: **kenya.bids@plan-international.org** referencing “**SDC GBV Project Consultancy**” as the subject line.

Queries related to the tender should be addressed to **KenyaProcurement.Nairobi@plan-international.org**

NB: The Technical and Financial proposals must be submitted separately.

“Plan International reserves the right to accept or reject any bid and is not bound to give reasons for its decision.”

Regards,

Procurement.