



Terms of Reference

Gender Equality and Disability Inclusion training provision to Disability and Gender-Based Violence stakeholders

About us

With more than 30 years of experience, Cowater International is Canada's global leader in management consulting services specializing in international development. Cowater International is managing the Australia-Cambodia Cooperation for Equitable Sustainable Services (ACCESS) Program. ACCESS is an Australian Government initiative to improve the sustainability, quality and inclusiveness of services for persons with disabilities and for women affected by gender-based violence (GBV) in Cambodia.

ACCESS reflects Australia's strong commitment to supporting human rights, gender equality and disability-inclusive development in our region. ACCESS works in partnership with the Royal Government of Cambodia to support the implementation of the National Action Plan to Prevent Violence Against Women (NAPVAW) and the National Disability Strategic Plan (NDSP).

Background

ACCESS overall goal is to improve access to quality, inclusive and sustainable services for persons with disabilities and for women affected by violence. The program provides direct technical assistance to our government partners including the Ministry of Women's Affairs (MoWA), the Ministry of Social Affairs, Veterans and Youth Rehabilitation (MoSVY), including its Welfare Department for Persons with Disabilities (DWPD) and the Persons with Disabilities Foundation (PWDF), the Disability Action Council- Secretariat General (DAC-SG) and the Ministry of Economy and Finance (MEF). The Program also works closely with 14 implementing partners across the gender-based violence and disability sectors.

A unique feature of the ACCESS program is that it provides an opportunity to establish linkages between the disability and GBV sectors and to promote intersectionality. However, disability and GBV sectors still operate vertically and the program has not succeeded so far in creating

sufficient cross-learning opportunities. This was identified as one area of improvement by the DFAT internal rapid review in March 2020.

The objectives of this consultancy are:

1. to build basic awareness on disability inclusion among relevant GBV stakeholders and service providers.
2. to build basic gender equality awareness among relevant disability stakeholders.
3. to develop a joint *Training of Trainer* curriculum on Gender Equality and Disability Inclusion to be implemented by a mixed team from MoWA, MoSVY and DAC.¹

This consultancy opportunity is open to any existing ACCESS implementing partners as well as training institutions or teams of consultants having experience in providing gender awareness and disability inclusion training.

Scope of Role

The consultancy team will report to the ACCESS Gender and Social Inclusion Officer.

The selected consultancy team will:

- 1) Deliver basic Disability Inclusion awareness training to relevant GBV stakeholders and service providers
- 2) Deliver basic Gender Equality awareness training to relevant disability stakeholders
- 3) Develop a joint Gender Equality and Disability Inclusion *Training of Trainer* curriculum in close collaboration with MoWA, MoSVY, DAC, Disabled People's Organisation and relevant stakeholders.

Disability Inclusion training for GBV stakeholders and service providers:

The Consultancy team will provide Disability Inclusion training to a number of GBV stakeholders and service providers including (Total 360 persons):

- National Government counterpart from MoWA and MEF - 35 persons
- ACCESS GBV implementing partners- Seven partners - 20 to 25 persons.
- Provincial GBV response working groups in 6 provinces – 300 persons

The consultancy team can use existing curriculum and refine it to the specific needs of ACCESS. It is estimated that 18 sessions (20 participants per session) will be necessary to cover the proposed target audience. A two-day simple Disability Inclusion introduction curriculum can be utilised. The consultancy will demonstrate evidence of successful results of the proposed curriculum.

¹ It is to note that under ACCESS program, LFTW is finalising two Disability Inclusion training curriculums and supporting tools for: 1) Management level; 2) Service providers in the area of employment.

Gender Equality Awareness training for disability stakeholders:

The Consultancy team will provide Gender Equality Awareness training to a number of disability stakeholders including (Total 363 persons):

- Five national level government entities (MoSVY GMAG, DWPD, DAC, PWDF, MEF) - 25 persons
- Provincial DAC and Provincial Office of Social Affairs (PoSVY) in 5 provinces - 75 persons
- Staff from 11 provincial Physical Rehabilitation Centres – 33 persons
- ACCESS Disability implementing partners and their sub-grantees- Seven partners - 35 persons.
- 25 Disabled People's Organisations at national and subnational level - 75 persons
- Persons with hearing impairment - 20 persons

The consultancy team can use existing curriculum and refine it to the specific needs of ACCESS. It is estimated that 18 sessions (20 participants per session) will be necessary to cover the proposed target audience. A two-day simple Gender awareness introduction curriculum can be utilised. The consultancy will demonstrate evidence of successful results of the proposed curriculum.

Development a Training of Trainer Curriculum on Gender Equality and Disability inclusion:

The consultancy team will also be asked to develop a joint *Training of Trainer* curriculum on gender equality and disability inclusion. This training will be targeting a mixed team of master trainers from MoWA, MoSVY and DAC who, once appropriately trained, will provide the training down to GBV and disability service providers in selected provinces and districts. The roll-out of the training is out of the scope of this consultancy.

This work will require close consultation with MoWA, DAC-SG, DWPD, LFTW/UNDP and the Cambodian Disabled People's Organisation (CDPO).

Timeline

This assignment is for an estimated 135 days of input over a 6 month-period. The accurate level of effort and corresponding budget will be readjusted after inception phase. Tentative timeline is as follows:

Activity	Number of days	Timeframe
1. <u>Inception report development</u> <ul style="list-style-type: none">○ Collect and assess existing training materials○ Discuss and finalise training approach and methodology with GESI Officer with inputs from the Disability and GBV strategic advisors○ Submit succinct inception report describing for each set of training:<ul style="list-style-type: none">• Training methodology	15 days	February 2021

<ul style="list-style-type: none"> Proposed training content and agenda details Proposed training material Timeframe 		
2. <u>Disability Inclusion (DI) training provision</u> <ul style="list-style-type: none"> Conduct 3 training sessions at national level Conduct 15 training sessions at sub-national level Provide training report including pre and post-test results, achievements, challenges and recommendations 	45 days	February-May 2021
3. <u>Gender Equality awareness training provision</u> <ul style="list-style-type: none"> Conduct 5 training sessions at national level Conduct 13 training sessions at sub-national level Provide training report including pre and post-test results, achievements, challenges and recommendations 	45 days (concomitant with DI training)	February-May 2021
4. <u>Training of Trainer curriculum development</u> <ul style="list-style-type: none"> Kick-off discussion to draw overall outline of the Training of Trainer Draft content for Disability Inclusion and Gender Equality sections Consultation workshop with relevant stakeholders Update Training content based on feedback from the ACCESS team, MoWA, DAC-SG, DWPD and other relevant stakeholders Test the proposed curriculum Finalise content and tools, including trainers' guiding notes 	20 days	April -June 2021
5. <u>Conduct Training of Trainer</u> <ul style="list-style-type: none"> Preparation Training (5 days) Training report 	10	July 2021

Deliverables

	Deliverables and details	Key dates
1	Inception report in English and Khmer, including: <ul style="list-style-type: none"> Training methodology (for both Gender Equality awareness and Disability Inclusion training) Proposed training content and agenda details Proposed training material Timeframe 	End of February
2	Disability Inclusion training report: <ul style="list-style-type: none"> Brief training information Summary of results including achievements and challenges 	End of May 2021

	c. Recommendations	
3	Gender Equality training report: a. Brief training information b. Summary of results including achievements and challenges c. Recommendations	End of May 2021
4	Training of Trainer Curriculum, including a. Training approach b. Training sequences and detailed agenda c. Training tools/material, handouts and case study (if any) d. Trainer guiding note Training assessment tool (Pre and Post-test) e. Training evaluation template f. Training report template	End of June 2021
4	ToT Report a. Brief training information b. Summary of results including achievements and challenges c. Recommendations	End of July 2021

Qualifications and Experience Required

This opportunity is available for a group of consultants, organisations (local or international) and/or training institutions.

Minimum Experience and Skills

- Demonstrated experience in development of training curriculum and provision of Gender Equality awareness and Disability Inclusion training in an interactive way;
- Experience preparing succinct and clear reporting in English;
- Fluency in Khmer and a high level of English;
- Experience working with Royal Government of Cambodia and persons with disabilities; and
- Capacity to provide online training in case of COVID-19 restrictions

How to apply:

Please send a brief technical proposal describing your approach to the assignment, your team CVs and clear role/responsibilities of each team member, financial proposal (inclusive of all training cost such as venue, material and travels), and previous developed curriculum to jobs@accesscambodia.org by February 7, 2021.

Cowater International Inc. promotes equal opportunities for all. We welcome and encourage applications from women and from persons with disabilities. Candidates are encouraged to apply before the closing date provided as applications will be assessed as they are received. Only applicants shortlisted for interview will be contacted.

Frequency Asked Questions

How much is the estimated Budget? What will it cover?

Answer:

- We cannot provide budget specific information.
- However, your proposed budget should be comprehensive and cover the following expenses:
 - o Consultancy fee/salary (based on time spent and their rate). The proposed team size should be commensurate the requirement of the task.
 - o Cost of consultant team's travelling, perdiem, and accommodations to operate field work such as interviews and focus group discussion and/or training.
 - o For the GEDI training consultancy, Budget should include the cost of the training operation including:
 - Perdiem, travelling costs and accommodation of trainees/participants when needed (based on consultants' financial policy if the cost less than ACCESS unit cost policy as mention in below Q&A)
 - Additional cost if needed for persons with disabilities such as accompanying buddy or any required accommodation
 - Training venues
 - Training materials as needed
 - Refreshment and lunch (during the training)
 - Mailings/Communication cost
 - Reporting fee
 - Administrative/management fee

How to calculate the DSA to the participants?

Answer:

The ACCESS program will provide the flat rate for the participant as below:

- Training day is 34 USD/ Day including accommodation (20 USD/night)
- Traveling date is 10 USD/Day
- The Per diem to participant will be deducted if lunch provided
 - o Breakfast 2.00 USD
 - o Lunch 2.00 USD
 - o Dinner 6.00 USD
 - o Incidental 4.00 USD

Remark: The ACCESS program will not cover the DSA for the government officer from national level, unless exceptional approval is granted. In this case, DSA will be directly covered by ACCESS program.

Could the timeframe be adjustable?

Answer:

The assignment has an estimated timeframe of 6-month period starting from mid-February 2021 to mid-July 2021. However, the consultant can provide suggestion about suitable timeframe and/or methodology to ensure optimum delivery and completion of the assignment.

Would my application be considered if my team and/or I know someone currently working for the ACCESS Program?

Answer:

The ACCESS program provides equal and transparent opportunities to competent applicants. Applicants are requested to declare their relationship or any possible conflict of interest with any current staff, advisors and Board of Director (BoD) of the ACCESS Program. If an applicant makes a declaration, ACCESS program will review the submission and ensure that any association and conflict of interest is adequately managed.