****

**Terms of Reference**

**Gender Trainer**

**Background**

Oxfam has been working in Lebanon since 1993. The organization provides humanitarian assistance to vulnerable people affected by conflict, and promotes economic development, good governance at a local and national level, and women’s rights through working with partners. Oxfam also works with local partners to contribute to the Protection and Empowerment of marginalized women and men.

In terms of *Governance*, Oxfam strives to understand power structures and relations, while supporting organizations and institutions that come from and serve the people to be transparent and accountable, and supporting processes of engagement between citizens and the state. For Oxfam, Governance refers to both a type of programme as well as a broader approach and form of analysis.

With a growing portfolio, the Governance Program in Lebanon aims to empower women, men and gender non-conforming individuals to utilise their agency and own their rights and to create spaces and initiatives to foster a more inclusive and cohesive society.

**Purpose and Objectives**

In line with its Governance objectives, Oxfam in Lebanon works to identify women and youths to form community groups who can come up with quick impact projects in response to identified community needs, network with local stakeholders and come up with advocacy plans, **participate in trainings for capacity building** and act as solid communal structures who can ensure continuous representation and action beyond Oxfam’s intervention.

The current Terms of Reference describe **the delivery of a Gender training to a total of 24 women and youth groups all over Lebanon**.

**Consultancy Description**

Oxfam is looking to contract a consultant who can deliver a Gender training to a total of 24 groups, divided into 12 groups of women and 12 groups of youths.

The training will be implemented in 12 different geographic localities. In each of the below listed geographic regions, 1 women group and 1 youth group will be targeted:

1. Mashta Hammoud/Mashta Hassan – Akkar
2. Fnaidek – Akkar
3. Tikrit – Akkar
4. Beddawi – Tripoli
5. Jabal Mohsen/Tebbeneh - Tripoli
6. Mina – Tripoli
7. Deir el Ahmar – Bekaa
8. Baalback – Bekaa
9. Saida – South Lebanon
10. Barja – Mount Lebanon
11. Ein el Remmeneh/Shiyah - Beirut
12. Hay el Gharbeh/Ghobeiri - Beirut

In line with the objectives of the overall Capacity Building plan of the groups, the Gender training should allow community groups to:

1. Have a better understanding of gender and gender-related concepts;
2. Design gender-focused inclusive approaches for community engagement and data collection;
3. Be introduced to gender-sensitive project design;
4. Bring up the specific needs of women and marginalised groups in the communities they represent; represent women and other marginalised groups in front of different stakeholders, including local and national authorities;
5. Learn the importance of and start networking with other women-rights/community-based organizations to advance relevant points in their agenda.

The topics of the Gender training to be developed should include the following:

1. Introduction to Gender and basic concepts. This should include an overview of (1) historical gender-based differences in political, economic and social roles in Lebanon and (2) GBV as well as other gender related Protection concerns including backlashes on women, activists, and other marginalised groups;
2. Gender-sensitive needs mapping and data collection;
3. An introduction to gender-transformative approaches to project design [with a focus on prevention of Social Cohesion and Protection issues];
4. Importance of gender mainstreaming in conflict resolution and social cohesion interventions;
5. Mapping of and coordination with women-led and community-based structures.

Each group is expected to participate in 1 theoretical training covering the above-listed topics delivered in 2 sessions of 4-5 hours, in addition to 1 coaching session.

The coaching session is to be scheduled with each of the 24 community groups to support them in designing their Quick Impact Project(s) and their networking/advocacy efforts. This half-day coaching session will be organized in collaboration with the community groups and the WE’AM project teams.

The consultant will be closely supported by the Governance team and the Gender Advisor of Oxfam during the different stages of training development and delivery to ensure alignment with Oxfam’s feminist principles, gender-related policies and ways of work and institutional knowledge on gender issues.

Based on a needs assessment conducted with each community group prior to training delivery, the training will be adapted to correspond to the needs, aspirations and strategic goals of each cohort.

**Expected Outputs**

The consultant(s) is expected to deliver the following:

1. One youth and women focussed training material: a guiding manual clearly stating (1) the general objectives of the training and objectives of each chapter (2) a description of each training module (3) logistical requirements and materials needed for each training session (4) technical pre and post-tests (5) trainer guide as a PPT (6) trainee manual as a PPT.
2. Delivery of 24 Gender trainings (2 sessions each) in the different localities of the project.
3. A report summarising the results from the pre-post tests.
4. A final Service Report that encompasses the progress of the services, challenges, and impact.
5. An Evaluation Report summarising the feedback of participants at the end of the training programme.

**Timeline**

This consultancy is expected to be executed as per the following timeline:

|  |  |
| --- | --- |
| **Deliverable** | **Timeline** |
| 1. Submit first draft of training material | 1 week |
| 1. Finalize training material following Oxfam’s review and sign-off | 2 weeks |
| 1. Deliver 24 Gender trainings (2 sessions each) to community groups | 12 weeks |
| 1. Deliver technical assessment report (pre/post test) | 1 week |
| 1. Deliver 24 coaching sessions to community groups | 10 weeks [depending on the groups’ needs and the progress of the project] |
| 1. Deliver final Service Report and Evaluation Report | 1 week – following completion of all training and coaching sessions |

**Qualifications of the consultants/consultancy firm**

* University degree or equivalent working experience in social or gender studies;
* Proven experience working in delivering gender-related trainings to community groups [with a preference for trainers having worked with vulnerable and marginalized groups];
* Strong communication and facilitation skills;
* Fluent in spoken and written English and Arabic;
* Solid knowledge of the Lebanese historical, social and political context, with a sound understanding of women’s involvement in the different spaces;
* Good knowledge of the parties, organizations and actors working on women-focused themes;
* Cultural sensitivity and cultural understanding of the areas of intervention.

**Working Relations**

The selected consultant will collaborate with the Governance team and the Gender Advisor at Oxfam for the development of the training material and sign-off of deliverables. Administrative and financial matters will be addressed with Oxfam’s Logistics Officer.

**Expression of Interest (EOI)**

Interested consultants/firms should submit the following documents:

* Detailed CV of consultant/portfolio of consultancy firm with CVs of appointed consultants and trainers;
* Narrative proposal including the timeline of delivery, pedagogical methods of training delivery, suggested training tools, primary outline for Gender training material;
* Financial Proposal detailing all costs associated with the assignment;
* 2-3 samples of a previously developed training materials.

Oxfam in Lebanon reserves the right to reject any and all bids, including the Bidding processes, or not to award the contract at any time, without thereby incurring and liability to the affected Bidders.

Please submit the full application documents to (as mentioned above) to [lebanonprocurement@oxfam.org.uk](mailto:lebanonprocurement@oxfam.org.uk) by no later than November 7th mentioning “Gender Trainer” in the Subject Line.