

Terms of Reference (TOR) for the Development of Training Materials on Self-Help Groups (SHGs), Women's Rights Under Sharia, Social Cohesion, Psychosocial Counselling, and Conflict Resolution

Request for Quotation for the development of training material for the Project Entitled Empowering the most marginalized in Afghanistan (EMMA)

October 2024

I.INTRODUCTION

I.A. About EPDO:

EQUALITY for Peace and Development Organization (EPDO) is a women's rights Afghan non-profit, non-governmental organization founded in 2010 for empowering women and youth at the community and policy level in Afghanistan. EPDO envisions Afghanistan as a peaceful, prosperous and a welfare state where all Afghans enjoy equal rights without any form of discrimination. Therefore, EPDO aims to increase the capacity of vulnerable groups, especially women and youth, to enable them to represent their needs in all aspects of development. EPDO focuses on various spectrums of peace, security, livelihood, and development in Afghanistan — ranging from the salient need for humanitarian assistance, economic empowerment, and continuous development processes, to long-term projects for sustainable peace. EPDO thematic areas focusing on women are as, Humanitarian Response and Livelihood Support, Peacebuilding and Good Governance and Human Rights.

I.B. Background:

This initiative seeks to strengthen community cohesion and resilience through the development of Self-Help Groups (SHGs) and networks that promote women's rights, conflict resolution, and psychosocial well-being. SHGs will be empowered to form self-sustaining institutions that support community-driven development, while networks will work to advance women's rights from an Islamic perspective, respond to gender-based violence (GBV), and foster Social Cohesion and conflict resolution. Additionally, psychosocial counseling will be provided to vulnerable individuals, and community members will receive training in conflict resolution techniques to address local disputes and promote peace. This multi-faceted approach aims to enhance opportunities for men and women to contribute positively to their communities.

I.C. Objective:

The objective of this consultancy is to develop comprehensive training materials that address SHG formation, women's rights under Sharia, Social Cohesion, conflict resolution, and psychosocial support. These materials will serve as a resource for community leaders, facilitators, and participants, equipping them with the skills to lead sustainable initiatives, resolve conflicts, and improve social cohesion within their communities.

I.D. Scope of the Assignment:

The Consultant will be responsible for conducting a comprehensive needs assessment to identify the specific learning requirements of Self-Help Groups (SHGs), women's rights advocates, peacebuilders, conflict mediators, and psychosocial counselors in the target communities. This involves engaging with stakeholders to gather insights on local dynamics, conflict drivers, gender-specific challenges, and community priorities. The Consultant will then develop training materials that cover the SHG saving system, including group formation, SHG leadership, financial management, and self-sustenance, and provide guidance on utilizing seed grants for both economic and non-economic community development. Additionally, they will create materials on women's rights within an Islamic framework, focusing on Social Cohesion, conflict resolution, dialogue, mediation, and support for gender-based violence (GBV) victims. Conflict resolution training modules will be developed, incorporating techniques like mediation, negotiation, and active listening, aimed at empowering community leaders to resolve conflicts and foster peace. Psychosocial counseling content will also be designed, focusing on trauma-informed care, emotional support, and community-based mental health interventions for those affected by conflict and GBV. Furthermore, the Consultant will create materials that emphasize social cohesion and conflict-sensitive approaches, promoting inclusive initiatives for addressing local challenges. To enhance practical application, the Consultant will develop interactive activities, case studies, role-plays, and conflict resolution simulations relevant to the local context. Practical tools such as SHG action plans, conflict mediation guides, and psychosocial support assessments will also be provided. A comprehensive Training of Trainers (ToT) manual will be developed to train facilitators in delivering the materials effectively, covering facilitation techniques, group management, and evaluation methods. The training materials will be piloted with selected groups, and feedback will be collected from participants and trainers to assess their effectiveness. Based on this feedback, necessary revisions will be made, and the final versions of the training materials will be provided in both soft and hard copy, ensuring they are adaptable for different regions or contexts within the target areas.

I.E. Duties and Responsibilities of the Assignment:

- Conduct a comprehensive assessment of the current conflict resolution and women's rights context in Afghanistan in four provinces Jawzjan, Faryab, Nimroz and Samangan.
- Prepare and submit an inception report detailing the proposed approach, methodologies, and work plan for the assignment.
- Engage with relevant stakeholders, including local communities, relevant NGOs, government officials, and women's groups, to identify specific challenges and training needs.
- Prepare a report 3 to 5 pages summarizing the findings of the assessment, including key insights that will inform the training materials.
- Develop a structured outline and content for the training curriculum, ensuring it covers critical areas such as conflict resolution techniques (mediation, negotiation, active listening), global and local women's rights frameworks (CEDAW, Afghan laws), and the role of women in peacebuilding.

- Incorporate an intersectional approach, addressing the impact of gender, ethnicity, and socio-economic factors on conflict and women's rights.
- Ensure that the curriculum is culturally sensitive, gender-inclusive, and accessible to different literacy levels, and adaptable for both rural and urban contexts.
- The Consultant will be responsible for updating the training materials and translating them into both Dari and Pashto. Additionally, the Consultant will oversee the design of the materials in all three versions: English, Dari, and Pashto.

Development of Training Materials:

- Create a comprehensive Trainer's Manual, providing step-by-step guidance for conducting the training sessions, including instructions for activities, discussions, and role-plays.
- Develop a Participant Handbook that summarizes key concepts and provides practical exercises and resources for participants.
- Design presentation slides that incorporate visual aids, such as diagrams, infographics, and key points to enhance learning.
- Develop interactive activities, including role-playing scenarios, group discussions, conflict simulations, and case studies specific to Afghanistan.
- Create evaluation tools such as pre- and post-training assessments to measure participant learning and effectiveness of the training.

Testing and Refinement:

- Pilot the training materials with a selected group of stakeholders to ensure relevance and effectiveness.
- Collect feedback from participants and trainers during the pilot phase to identify areas for improvement.
- Make necessary revisions to the training materials based on feedback from the pilot sessions to ensure they meet the needs of the target audience.

Finalization and Handover:

- Submit final versions of all training materials, including both hard and soft copies, ensuring they are ready for use in future training programs.
- Provide a brief guide for trainers and facilitators on how to adapt and customize the materials for different audiences or regions within Afghanistan.
- Offer additional recommendations on sustainability and scalability of the training materials for broader use.
- By fulfilling these duties, the Consultant will ensure that the training materials are practical, culturally relevant, and capable of fostering conflict resolution and promoting women's rights in Afghanistan.

I.F. Deliverables and Timeline

The Consultant will create training materials on Self-Help Groups (SHGs), women's rights, social cohesion, psychosocial counselling, and conflict resolution. This includes easy lessons, guides for trainers, handbooks for participants, and interactive activities. Materials will be provided in both print and digital formats.

The overall consultancy should take no more than 30 days starting on the date of the signing of the contract. We expect the development of training materials to begin in October 2024. In accordance with the following timetable the consultant(s) will:

I.G. Qualifications and Experience:

- Advanced degree in Social Sciences, Gender Studies, Peacebuilding, Psychology, Conflict Resolution, or a related field.
- At least 5 years of experience in developing training materials related to SHGs, women's rights, Social Cohesion, conflict resolution, and psychosocial support.
- Experience working in conflict-affected or fragile environments, preferably in Afghanistan or similar contexts.
- Expertise in developing gender-sensitive and culturally appropriate training materials.
- Strong understanding of community-based conflict resolution, Social Cohesion, and psychosocial support.
- Excellent written and verbal communication skills, with proficiency in English; knowledge of local languages (Dari, Pashto) is an advantage.

I.H. Competencies:

- A proven track record of an ability to pragmatically apply in-depth knowledge and experiences of issues and practices in the fields of humanitarian, livelihoods, and women's rights in Afghanistan.
- Strong technical skill in livelihood curriculum development.

EPDO is committed to creating a safe environment for all project participants, especially children, young people, and vulnerable adults, and to prevent their physical, sexual or emotional abuse. The consultant will be expected to follow the EPDO policies and commitments and adhere to all relevant policies and procedures.

I.I. Submission Guideline

Interested applicants to send a technical and financial proposal for the work in line with the following guidance:

Capability statement: How the consultant or firm is structured for the assignment, the role each member of staff will play, including the CVs of the key personnel who will take part in the consultancy.

Technical Proposal: The consultant's understanding and interpretation of the Terms of Reference, a detailed methodology on how they develop livelihood training materials along with a detailed time schedule for each of the task's

Financial proposal: Itemized budget proposal that should include the consultancy fees, operational costs, and all associated costs including VAT and tax.

References: Names, addresses, telephone numbers of three organizations that you have conducted similar assessments for within the last three years, that will serve as your professional referees.

Interested consultants/firms that meet the requirements should submit an expression of interest to admin@epd-afg.org by 19 October 2024