

Terms of Reference Consultancy: Development of the Gender Equality and Mainstreaming Facilitation Manual

1. Background

Nutrition International (NI) is a global nutrition organization, which aims to transform the lives of vulnerable people, especially women, adolescent girls, and children, by improving their nutritional status and health, as these groups often have the greatest unmet needs. NI envisions a world where everyone, everywhere is free from malnutrition and able to reach their full potential. Nutrition International believes that good nutrition and gender equality are mutually reinforcing; improving nutrition is critical to achieving gender equality, and in turn improving gender equality leads to improved nutrition. Access to good nutrition is a universal human right and the potential to transform is closely linked to overcoming gender inequalities.

Nutrition International has a 30-year legacy of working to improve the nutrition, health, survival, and well-being of the most vulnerable – often women and girls. One billion women and girls are held back by malnutrition. Much of NI's work has contributed to overcoming gender inequities in nutrition; yet a more intentional and systematic approach to mainstreaming gender equality into NI's work offers potential to improve leverage, influence and coverage for deeper impact. Nutrition International's Program Gender Equality Strategy takes a phased approach towards mainstreaming gender. The approach begins with capacity building and organization-wide gender equality training for staff and partner organizations.

2. Purpose of the Assignment

In line with NI's Program Gender Equality Strategy (PGES), NI is committed to building the capacity of its staff and partner organizations on gender equality and mainstreaming. The purpose of this assignment is to develop a facilitation manual for use in conducting participatory gender equality and mainstreaming trainings. The specific objectives of this assignment are:

1. Document and develop a facilitator guide and participant workbook with activities and topics that will develop NI's staff and partner organizations' understanding of gender equality issues and skills in gender mainstreaming.
2. Work with subject matter experts to provide practical guidelines, tools and messages on mainstreaming and integrating gender equality and women's empowerment at NI Programs.
3. Create a module for use by Trainers for Trainers on how to conduct gender sensitive facilitation

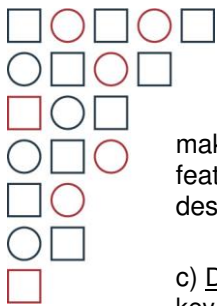
3. The Scope of Work

The consultant will take responsibility of developing the gender equality and mainstreaming training curricula for use by NI staff and partner organizations. NI requires three types of products from this assignment.

- a) Create a collection of training modules on gender equality and mainstreaming. The guide should compile existing modules and resources that the NI team has developed in the foundations of gender equality in nutrition course and the mainstreaming gender in the project cycle course. It should also incorporate new modules developed by the consultant in consultation with NI Gender Equality staff. These standalone modules should be developed in a way that they can easily be mixed and matched to create specialized in person 5-day trainings for staff and partner organizations. All modules should include trainer/facilitator notes, as well as supporting materials and any necessary animations, graphics, or flipchart examples that NI can replicate. All modules and activities should be designed to be as participatory as possible and based on adult learning methodologies as well as the build on the theory that trainings that promote personal reflection are a strong means for bringing about institutional and programmatic change¹ (Tchaban, 1999).

- b) Develop adaptations for virtual training sessions based on the above manual. The facilitation guide should include a section in each module, to outline where tweaks can be made to the activities to

¹ Tchaban, A. (1999). *Towards More Flexibility in Training: A Review of Some Experiences in Rationalizing the Provision of Vocational Qualifications. Employment and Training Papers.* For full text: <http://www.ilo.org/public/english/employment/strat/download/etp56.Pdf>



make them virtual-training-friendly. This might also include engaging animations graphics and design features and should be designed to be as participatory as possible. The adaptations should be designed to be delivered through various virtual platforms (ie. TEAMS or Zoom)

c) **Develop a participant workbook based on the above modules:** The participant workbook should present key concepts and resources in a user-friendly style and use language that can be easily translated or understood by speakers for whom English is not their first language.

d) **Create one Training for Trainers module on how to conduct gender sensitive facilitation.** This training is intended to be training that NI trainers can train partners on gender sensitive participatory techniques, practices, and methodologies. Content for this session may also be provided by the NI Gender team.

The consultant will be responsible for working with NI Gender team and other technical staff to identify training objectives and objectives for each training modules. NI will provide a template for trainer/facilitator notes. The consultant may also be responsible for copy editing and light formatting to finalize deliverables in NI's templates.

The anticipated period of performance will be 40 days between December 2022 and March 2023. The 40 days include the following tasks:

Task	Estimated number of Days
Consultation with NI Gender team and review of existing tools and documents	10
Development of facilitation manual .(with virtual adaptations)	15
Development of participant workbook	5
Development of a Training for Trainers module (to include pre-testing and refinement)	8
Package and Presentation of final training materials	2

The process must be participatory, inclusive, recognize diversity of NI, and follow good practice on originality, quality, referencing and citation. At the completion of the assignment, the consultant will hand over all information files to NI.

4. Deliverables

A. For the Facilitation Manual:

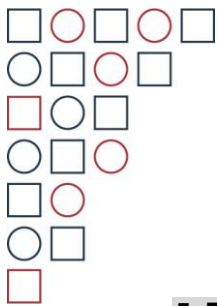
- Draft outline articulating all modules and the objective of each module in the manual
- Draft manual (with all modules, including new modules developed by the consultant, objectives, trainer notes, and supporting graphics, animations, and materials) for review by NI gender staff
- Virtual adaptation notes for all modules to be added into the draft manual
- Final Facilitation Manual
- Summary slide deck for the training modules

B. For the Participant Workbook:

- Draft workbook with summary notes from all modules including supporting graphics for review by NI staff
- Glossary of key gender equality terminologies and concepts with references
- List of key resources for further learning on gender equality
- Final Participant Workbook in NI Template

C. Training for Trainers (TFT) Module:

- Draft outline articulating all participatory facilitation approaches and the objective of the module
- Draft trainer for trainer notes for the module



- iii. Draft module for TFT (including objectives, trainer notes, supporting graphics, animations, and materials) for review by NI gender staff
- iv. Final Training for Trainers Module
- v. Summary slide deck for the training module for the TFT.

5. Required Competencies and Knowledge

- Post-graduate university degree or equivalent in development studies, social development, gender studies or equivalent
- A minimum of seven years' work experience in applying adult learning methodologies, instructional design, and/or training content development
- Demonstrated expertise and sensitivity in facilitating sessions on culturally/socially sensitive topics
- Training in nutrition, public health, education is an added advantage
- Knowledge and experience in developing gender training manuals, tools, and methodologies for diverse groups of participants, including those for whom English is a second language.
- Excellent interpersonal skills, cultural sensitivity, and ability to communicate effectively in English
- Ability to adhere to tight deadlines, exercise discretion and maintain confidentiality

6. Support

The Consultant will receive support from NI Global and Regional staff namely: the Senior Program Officer, Gender Mainstreaming and Regional Gender Equality Advisor. The Consultant will report to Sarah Pentlow, SPO Gender Mainstreaming NI.

As per the terms of the contract, the consultant team will be expected to adhere to NI standards for safeguarding, social responsibility and human rights and will be provided with copies of relevant policy documents (Child Protection, Gender Equality, Whistleblower Protection, Sexual Harassment and Sexual Exploitation Policy)

It is expected the assignment will take approximately **40 working days** to be completed no later than **March 31, 2023**.

7. Proposal

Interested candidates should submit the following documents in English by email to gender@nutritionintl.org

1. Technical proposal that will include a submission letter in relation to developing in-person and virtual curricula for gender equality and mainstreaming in nutrition programs and institutions, availability of a consultant (s), information on experience, and implementation plan spanning from January 2023 to March 2023 over **40 working days**.
2. Financial proposal in CAD including daily rates and/or subcontracting fees
3. Detailed CV with 3 references from organizations or institutions that have participated in trainings (either face to face in real time or via Zoom/other online platforms).
4. Recent samples of 2 comparable pieces of work – (can be documents or online links for reference). 2 examples of training curricula, including trainer notes, and supporting materials, that the consultant has developed in the past 5 years. At least one example must be related to gender and/or gender responsive programming in nutrition and health; examples relating to these topics are preferred.

Please include in the subject line for submission: **Consultancy – GE Facilitation Guide**

Due date: January 5, 2023 by 12:00PM Eastern Daylight Time (GMT-5)