



## TERMS OF REFERENCE

CONSULTANCY ON:

### **DEVELOPMENT OF A HUMAN RIGHTS EDUCATION TRAINING MANUAL AND FINALIZATION OF A TOOLKIT FOR A PROJECT IN HAITI**

#### **1. Background**

For more than 52 years, Equitas – International Centre for Human Rights Education has been working for the advancement of equality, social justice and respect for human dignity around the world. Equitas is recognized as a leader in global efforts to design and deliver innovative and effective human rights education programs and curricula for frontline human rights defenders and educators, children, youth and government institutions. Our tools and methodology allow individuals to shape and share positive attitudes and behaviors, thus contributing to lasting social change. The organization has reached over 3.2 million people in Canada and around the world.

In Haiti, Equitas is implementing a project called *Thriving Communities*. This project takes place in rural communities in northern and north-eastern Haiti where mining exploitation permits have been issued. It seeks to reinforce community members' efforts to mobilize themselves in the fight for human rights. The program's educational activities offer an opportunity for its members to reflect on the implication of mining, to engage the local population in making decisions that most affect them and lead community-based initiatives founded on human rights values and principles, and to encourage local authorities to support economic activities that respect the human rights of all people.

The Thriving Communities program is financed by the American Jewish World Service (AJWS) and is implemented in partnership with the Centre de formation pour l'entraide et le développement communautaire (CFEDEC) in collaboration with Partners for Engaged Citizenship (*Partenaires de la citoyenneté engagée*), and the members of the Massabyel, Roche Plate, Patricot, and Cadouch communities.

#### **2. Mandate**

Equitas is seeking a Consultant to develop a human rights education **training manual** and finalize a community engagement **toolkit**.

The **training manual**, including a detailed workshop agenda, will be for a 2-day workshop on conflict resolution, to increase the ability of local leaders (from target communities and local civil society organizations) to use a Human Rights Based Approach (HRBA) to discuss conflict resolution and to mobilize community members to participate in community-led initiatives and actions. The training will allow community members to gain knowledge and skills and also discuss local issues and plan for actions. For instance, they will learn a methodology to resolve conflict, discuss conflicts in their own community and plan strategies to address them.

The **toolkit** was developed during the Phase II of the project (2020). Equitas – in collaboration with CFEDEC and *Partners for Engaged Citizenship* coaches – developed a prototype toolkit for peer-to-peer educators called *Kominote dinamik – men nan men pou respè dwa moun yo*. This toolkit presents the key concepts of the Citizenship Engagement approach, while proposing a methodology adapted to the needs of low literacy users. In 2020, local partners trained and

supported local leaders from target communities to develop, implement and evaluate a community-led initiative using this preliminary version of the toolkit.

The consultant will improve and finalize the *Kominote dinamik* toolkit, based on the suggestions and lessons learned documented during the pilot phase. Additional tools (posters, activity sheets, flyers, etc.) will be developed to promote human rights, peaceful conflict resolution and to raise awareness about mining issues. The final version should be adapted to the needs of low literacy people.

### **3. Deliverables**

The Consultant will ensure the following key deliverables:

- Prepare a work plan that will describe how the work is to be carried out. This plan shall be reviewed by the Program Officer and the Director of Education to ensure an agreement by both parties.
- Develop a detailed outline of the training manual (overall structure, main themes/Modules and plan of activities) for a 2-day workshop to be approved by Equitas, in consultation with partners.
- Develop a human rights education training manual, including the agenda for the workshop (Develop activities, worksheets (tools) and reference sheets in line with the identified themes/Modules and expected results and content for reference sheets/additional resources) for a 2-day workshop
- Finalize the *Kominote dinamik* toolkit, based on the suggestions and lessons learned documented during the pilot phase and develop additional tools (posters, activity sheets, flyers, etc.) included in the Toolkit.
- Prepare and lead an online session to present the manual produced by the Consultant to the Equitas staff and partners who will facilitate the workshop.

All written deliverables of the consultancy will be delivered in French. The Consultant will ensure that the main expected deliverable will be consistent with other Equitas' guidelines and tools in terms of format, structure and length. The quality and content of the deliverables will be assessed by the Director of Education (in consultation with the Haiti Program Officer).

### **4. Activities**

To fulfill its mandate and produce the expected deliverables, the Consultant will be:

- Consulting stakeholders at Equitas including, but not limited to, the Haiti Program Officer, the Director of Education and relevant project teams to better understand the need of the organization in relation to the Consultant's deliverables;
- Reviewing existing manuals and tools used in the program recently;
- Participating in online check-in meetings with the Haiti Program Officer, the Director of Education to review progress on the work plan, any challenges and/or any need of support in order to provide the expected.

## 5. Duration, level of effort and location

**Contract number of days:** This assignment is expected to be carried out with a level of effort of **31 to 40** working days.

**Period of performance:** The consultancy is expected to be conducted between June and July 2021.

**Location:** Remote. The assignment is expected to be home-based with all meetings to be connected virtually. The Consultant will supply all necessary equipment required (ex: computer, phone, internet, etc.).

## 6. Management arrangements

The Consultant will report directly to the Equitas Director of Education, Jean-Sébastien Vallée (Responsible for approving deliverables and invoices). Equitas will provide relevant background documents necessary for the assignment. The Consultant will be expected to work closely with Equitas' Haiti Program Officer and Haiti team.

## 7. Qualifications of the consultant

The Consultant should have the following experience, skills, and knowledge:

- Bachelor's degree in education, international studies, political science or formal education/training in instructional design/curriculum development (or equivalent experience).
- A minimum of seven (7) years' work experience in-learner-centered curriculum design and delivery of training.
- Ability to communicate orally, and read and understand documents, in both of Canada's official languages (English and French); and excellent writing skills in French.
- Demonstrated commitment to contribute to and promote a work environment that values diversity, inclusion, and equality.
- Demonstrated experience in working with a non-profit in an advisory or consultancy role, assisting them to develop education materials.
- Ability to manage the available time and resources and to work to tight deadlines.
- Ability to communicate orally, and read and understand documents in Creole, an asset.
- Knowledge of Haiti, an asset.

## 8. How to apply

To apply, please send the following:

- Curriculum vitae, no longer than three pages and contain relevant information.
- One example of education materials produced
- Technical proposal outlining the consultant/firm's proposed approach for carrying out the required assignments (no more than 2-3 pages), including an indicative work plan and proposed timeline.
- Detailed budget providing the cost of the consultant's services, including daily rate in CDN\$, and total cost).

Please quote "**Haiti Consultancy – Equitas**" in the subject line.

**Applications should be emailed to Jean-Sébastien Vallée, [jvallee@equitas.org](mailto:jvallee@equitas.org) no later than May 25, 2021.**

Please feel free to contact us via email for any further details or inquiry.

Equitas will respond to applicants with its decision within 5 working days from the proposal deadline.

Technical and financial offer will be discussed upon selection.