



TERMS OF REFERENCE

CONSULTANCY ON:

DEVELOPMENT OF A HUMAN RIGHTS EDUCATION TRAINING MANUAL AND DETAILED TOT AGENDA FOR HRE PROJECT IN MENA

1. Background

Equitas has been working since 2006 in the Middle East and North Africa (MENA) region in over 10 communities and with 10 local partners to increase respect for human rights, reduce conflict and promote children's rights, gender equality and to identify emerging issues impacting marginalised groups (specifically women, youth and people living with disability), to develop innovative tools, educational resources and training to help build their leadership skills in communities.

In MENA, Equitas is working on a project aimed at raising awareness on human rights. One of the focus is building the capacities of partners in the field of Human Rights Education. The aim is to strengthen public outreach as well as to raise awareness of school students, young people, teachers and other target groups, such as public officials and CSOs, on human rights issues.

2. Mandate

Equitas is seeking a Consultant to develop a customized practical **Training Manual** and **TOT Agenda** to support partners in their training of elementary school-level teachers or other supervisors and other staff. The Manual will help the target group to integrate human rights values and conduct human rights education activities in their classrooms using Equitas Play It Fair! Toolkit (A Human Rights Education toolkit for children aged 6 to 12).

The **Training Manual** for training would in particular include:

- human rights content, in particular on children's rights and gender equality
- content on the inclusion of children living with disabilities
- human rights education methodology (a participatory training approach)
- skills building (methodological and facilitation skills) on working with teachers and preparing their plan for training teachers in the selected elementary schools to implement Play It Fair!
- guidelines and tips for teachers/supervisors and staff working with children in less formal settings on how to integrate Play it Fair! toolkit
- detailed activities/lesson plans and accompanying Reference sheets/tools.

The detailed **TOT Agenda** for the 5-day workshop will draw on the content of the Training Manual and will further develop the capacity of the participants in children's rights, gender equality, people living with disability and a participatory training approach. The workshop will also include guidance on how to work with teachers. This 5-day workshop will be facilitated by Equitas. This detailed agenda for carrying out this training will be developed and should be included in the training manual. Some components of the training, specifically geared to building participants' capacity to working with teachers, may include:

- importance of human rights education in schools
- teaching versus facilitating using a participatory approach and related techniques
- skills for facilitating training for groups with diverse backgrounds
- equal rights of girls and boys in the school context

- spaces for including human rights education (through Play It Fair!) in the school curriculum (e.g., in different subject areas of the curriculum including extracurricular activities)

3. Deliverables

The Consultant will ensure the following key deliverables:

1. Prepare a work plan that will describe how the work is to be carried out. This plan shall be reviewed by the MENA Program Officer and the Director of Education to ensure an agreement by both parties.
2. Develop a detailed outline of the Training Manual (overall structure, main themes/Modules and plan of activities) to be approved by Equitas, in consultation with partners.
3. Develop the full Training Manual for training elementary school teachers/supervisors. (For example, develop activities and worksheets (tools) in line with identified themes/Modules and expected results and content for reference sheets/additional resources)
4. Develop a simplified outline of the TOT Agenda to be approved by Equitas, in consultation with partners.
5. Develop the TOT detailed Agenda for the 5-day workshop will draw on the content of the Training Manual.
6. Prepare and lead an online session to present the manual produced by the Consultant to the Equitas staff who will facilitate the workshop in MENA.

All written deliverables of the consultancy will be delivered in English. 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 MENA 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 MENA 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 MENA program recently;
- Participating in online check-in meetings with the MENA 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

Budget and Contract Number of days: This assignment is expected to be carried out with a level of effort between **20 to 25** working days.

Period of Performance: The activities will take place from **June through August 15th 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' MENA Program Officer and the MENA 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 English.
- 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 Arabic, an asset.
- Knowledge of the MENA region.

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 "**MENA Consultancy – Equitas**" in the subject line.

Applications should be emailed to Jean-Sébastien Vallée, jvallee@equitas.org no later than May 30, 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.