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**Terms of Reference (TORs) on Modifications of
Specialized Trainings on Intimate Partner Violence (IPV)
Survival/ Transactional Sex Workers trainings for Online
Delivery**

**Funded by European Union under the ‘Scaling Up
Lifeline/Childline Zambia to Respond to COVID-19 Project’**

Implemented by Lifeline/Childline Zambia (LLCZ)

2021

1. Introduction

Lifeline/Childline Zambia (LLCZ) is a non-profit making organization which provides psychosocial support services including telephone counselling to children and adults facing vices including child abuse, gender-based violence (GBV), health challenges, suicidal problems etc. The organization, which was established in 2003, is headquartered in Lusaka (Zambia) and has satellite offices in other provinces of Zambia. LLCZ runs two hotlines/toll free lines: 116 and 933; for children and adults respectively. The organization's hotlines run 24 hours per day and 365 days per year.

LLCZ is implementing a European Union supported project titled 'Scaling Up Lifeline/Childline Zambia to Respond to COVID-19.' The overall objective of the project is to improve access to GBV response services and reduce the risk of GBV for individuals impacted by COVID-19 in Zambia whilst the specific objective of the project is for LLCZ to have increased capacity to prevent and respond to the complex protection needs of survivors and those at risk of COVID-19 related GBV. Under the contract signed between LLCZ and the EU; LLCZ has a contractual obligation of hiring a consultant to modify global specialized trainings on Intimate Partner Violence (IPV) and working with survival and transactional sex workers trainings for online delivery.

2. Problem Statement

Zambia, like any other nation on the globe, has not been spared from the scourge of the COVID-19 pandemic. Studies have indicated that one of the vices associated with the COVID-19 pandemic is gender-based violence (GBV) in its various manifestations. For instance, UN Women (2021) point out to the fact that, 'Since the outbreak of COVID-19, emerging data and reports from those on the front lines, have shown that all types of violence against women and girls, particularly domestic violence, has intensified.'¹ Evidence from LLCZ's call centre also shows an increase in GBV cases in Zambia including intimate partner violence (IPV) and the abuse of survival and transactional workers especially during the era of the COVID-19 pandemic. Therefore, there is need for the organization's counsellors and volunteers to be equipped with knowledge and skills vis-à-vis intimate partner violence (IPV) and working with survival and transactional sex workers. There is therefore, need to modify the globalized specialized trainings on IPV and working with survival and transactional sex workers to suit the local context. It is against such a background that LLCZ is seeking for a consultant to fulfil the aforementioned tasks.

¹ UN Women. 2021. The Shadow Pandemic: Violence against women during COVID-19. Available at: https://www.unwomen.org/en/news/in-focus/in-focus-gender-equality-in-covid-19-response/violence-against-women-during-covid-19?gclid=CjoKcQjwvYSEBhDjARIsAJMnolj9gytMfndTzRYQO3Z1QcSrL_bHnlR3l7TZ9Koh6DhF_BEj8m-xJoQaAhziEALw_wcB

3. Scope of Services

The Consultant is expected to perform the tasks outlined below:

- a) **Modification of global specialized trainings on IPV and survival/transactional sex workers:** The consultant will modify the global specialized trainings on IPV and working with survivors and transactional sex workers to fit the Zambian context. Therefore, the consultant will develop two training modules: one on IPV and the other on survival/transactional sex. The assignment (modification of trainings and development of modules) will be executed in 14 days. A report will be written at the end of each assignment. The report will cover the aim of the exercise, methodology, duration, progress that was made, challenges, and recommendations, among other relevant information.
- b) **i. 3-day online training of counsellors and volunteers on IPV and survival/ transactional sex workers:** The Consultant will train LLCZ's counsellors and volunteers on IPV and working with survival / transactional sex workers. The Consultant will write a report at the end of the assignment that details the aim of the training, number of participants, duration, methodology, training materials used, feedback from the participants, challenges and recommendations.
ii. 3-day online training of counsellors and volunteers transactional sex workers: The training will seek to impart knowledge on the counsellors on survival/transactional sex work. The Consultant will write a report at the end of the assignment that details the aim of the training, number of participants, duration, methodology, training materials used, feedback from the participants, challenges and recommendations.
- c) **3 x ½ day facilitated discussions:** The Consultant will facilitate discussions on IPV and survival / transactional sex workers trainings and survivors of GBV in general. A report will be submitted after the exercise, highlighting the aim of the discussions, methodology, number of participants, duration, key issues, feedback from participants, challenges and recommendations.

4. Requirements

- University degree in gender studies, development studies, sociology, psychology, social work, law or political science. An advanced university degree such a master's or PhD would be an added advantage.
- At least 7 years of professional work experience at national or international levels in work related to women's rights and empowerment, gender equality, and GBV (including SGBV and IPV) etc.
- Experience in working on or with marginalized women such as survival / transactional sex workers.
- Languages: Proficiency in English and any local Zambian language. The trainings will be conducted in English.
- Experience in developing training manuals.
- Excellent Facilitation Skills.
- Good interpersonal and written and oral communication skills.

5. Overall Deliverables

The requested deliverables for the project are as follows:

- a) Modification of global specialized trainings on IPV and working with survival/ transactional sex workers trainings to suit the Zambian context. The modification of both IPV and transactional trainings (including the development of training material) will be done in 14 days.
- b) Designing the trainings on IPV and working with survival / transactional sex workers for LLCZ's counsellors and volunteers: design of the curriculum, pedagogical support material, and training methodologies and techniques.
- c) Implementing the trainings on IPV and working with survival / transactional sex workers for LLCZ's counsellors and volunteers: implementation plan, and an intermediate implementation report with the available implementation relevant data (i.e.: number of counsellors and volunteers trained disaggregated by gender, number of hours of training, feedback loop data, overall challenges and lessons learnt, etc., attendance sheet of counsellors and volunteers, as well as any other available supporting documentation). The two trainings (IPV and survival/transactional sex work) will be conducted in six days i.e., 3 days for each training.
- d) Facilitation of discussions: The consultant will facilitate discussions on the pertinent issues mentioned above. The discussions will be held in three days. The duration of each training day will be half a day.
- e) Monitoring and evaluating the training and discussions: Final implementation report, with the same type of data/leveraging intermediate implementation report. The final implementation report will also include findings from the pre- and post-test, and any other relevant training material. The final implementation report will be consolidated and will cover all the activities Implemented during the assignment. The report will include the aim, activities, methodology, duration, number of participants, target, feedback from participants (in case of trainings and discussions), challenges and recommendations.

6. Duration of Assignment and Reporting Procedures

The whole assignment, including modification of trainings, development of training manuals, implementing the trainings, facilitating the discussions and writing of the reports will be implemented in 23 days. The two trainings will be conducted in 6 days (3 days for each training) and the 3 discussion sessions will last half a day each whilst 14 days will be for the modification of trainings, and development of the training manuals. The assignment will start in May 2021 and end not later than December 2021. During the contracted period, the selected Consultant will report to the Chief Executive Officer.

7. Equipment and Support

The selected consultant will be expected to use their own laptop. Support will be provided to the consultant by LLCZ via office space to conduct debriefings as well as logistical support for arranging training session.

8. Proposal Submission and Evaluation

A technical proposal should be submitted along with the cover letter and CV. The Technical Proposal (six pages maximum) shall clearly include, but not necessarily be limited to the following items:

- Introduction (including the consultant's understanding of the required assignment).
- Qualifications and relevant experience of the consultant (attach separately CV of proposed person).
- Proposed approach and methodology to address the training and discussions' outputs as specified in the Terms of Reference.
- Work plan including time frame and topics to be delivered for the training and discussions.
- Two references (including telephone numbers) and web links (pictures and videos) to your previous work, if available.

The evaluation of Technical Proposals will be according to the consideration of the following factors:

- i. Introduction (including the consultant's understanding of the required assignment)
- ii. Qualifications and relevant experience of the consultant and proposed team, in case of working with a team.
- iii. Proposed approach and methodology for conducting the assignment with preliminary time schedule.
- iv. Completeness and clarity of the proposal.

9. Application Deadline

The deadline for the submission of applications is Monday 28th June 2021. The application documents should include a cover letter, CV and a proposal of not more than 6 pages. The email address for applications is lifelinechildline@yahoo.com. The subject line for the applications should read: 'Consultancy: IPV Training and Discussions.'