

TERMS OF REFERENCE

For Gender equality, GBVH and leadership training services

Project Title:	Strengthening Women’s Participation in the Workforce
Duty Station:	Yerevan and all regions (marzes) of Armenia
Start Date:	10 September 2023
Deadline:	10 January 2024

OxYGen Foundation is looking for a consultant/expert or group of consultants/experts or a firm to provide training and educational services.

A. BACKGROUND and DESCRIPTION

“Strengthening Women’s Participation in the Workforce” project is a two-year, regional – Georgia and Armenia – project aimed at the amelioration of women workers work conditions and to foster their more fully participation in the workforce. It is funded by US DOS/DRL and implemented by Solidarity Center (SC). OxYGen Foundation received a subgrant for implementing activities focusing on building women's networking capacity and assisting the SC to involve trade unions and women trade union members in existing networks. OxYGen will also work with program participants and the Confederation of Trade Unions of Armenia (CTUA) to support policy and legislative initiatives that reduce barriers that hinder women's full participation in the Armenian economy.

The overall project’s goal is to increase women’s full, equal, and safe participation in the workforce, including vulnerable women worker’s access to decent work.

B. THE ASSIGNMENT

The objective of this assignment is to provide training and educational services on gender equality, non-discrimination, and gender-based violence and harassment (GBVH) to a variety of target audiences. The assignment will consist of:

- A. **Four 2-day workplace gender equality awareness training sessions targeting employees (both men and women) of male-dominated sectors and young people.** These workshops will focus on existing methods to improve working conditions for women and will discuss gender issues in the workplace from the perspective of men and women to identify inequalities and barriers to improved, safe, and fair working conditions.
Target group: men and women workers from male-dominated sectors
Number of trainees: 80 (20 per group)

- B. **Two 3-day educational seminars targeting Trade Unions, HR associations, and Employers' Unions (employers).** These seminars will focus on existing workplace culture and efforts to address issues such as discrimination and GBVH. These seminars will also lead the participant employers toward agreements between these stakeholders

on a campaign to promote business compliance with anti-GBVH laws and workplace protections. The participants will be recruited in cooperation with OxYGen.

Target group: men and women workers, trade union members, HRs, employers

Number of trainees: 40 (20 per group)

- C. **Two 3-day leadership training seminars for 12 women participants.** These seminars should focus on the ways for women to access leadership roles and be able to participate in, and influence, political processes.

Target group: women workers from selected sectors in Assignment (A).

Number of trainees: 24 (12 per group)

The training and seminars should aim to enhance participants' understanding of key concepts related to gender equality, non-discrimination, and GBVH, and equip them with practical knowledge and skills to prevent and respond to these issues in the workplace. They should be tailored to the specific needs and challenges of the target audiences, with a focus on promoting gender equality and preventing GBVH in the workplace, while also shedding light on ways for women to access leadership roles and be able to participate in, and influence, political processes. The sessions should be delivered in a participatory and interactive manner, using a variety of training methods and tools such as group work and assignments for each participant to present for the next training. The participants should be encouraged to identify worker rights priorities and issues related to gender equality, non-discrimination, and GBVH. The expected outcome is for participants to be able to integrate a gender-responsive approach in their work and to contribute to creating safe and inclusive work environments that promote gender equality and prevent GBVH.

The consultant(s)/firm is responsible for:

- Development of detailed session plans, handouts, and other relevant materials to support the training and seminars.
- Recruitment of participants in cooperation with OxYGen Foundation
- Arranging venues, accommodation (if necessary) and food for the participants. The transportation for the participants will be provided by OxYGen. However, the consultant/firm is encouraged to organize the trainings in the regions, if possible.
- Conducting the workshops.
- Development of evaluation tools and conducting evaluations to measure the impact of the sessions on participants' knowledge and skills. The evaluation methodology and tools should be consulted with OxYGen.

The assignment should be carried out **by January 2024.**

C. SCHEDULE OF ASSIGNMENT

The Service Provider will be responsible for ensuring timely and proper implementation of the following activities/deliverables:

	Activity	Timeframe
1.	Prepare session plans for each training session and educational seminar, including detailed outlines of the topics to be covered, training methods and tools to be used, and estimated timelines.	September 20
2.	Arrange accommodation, food, and transportation in cooperation with OxYGen Foundation and agree on the details, timeframe, format, and dynamics of the sessions.	September-November
3.	Conduct four 2-day training sessions targeting employees of male-dominated sectors and young people involving 20 participants for each training.	September-November
4.	Conduct two 3-day educational seminars targeting Trade Unions, HR associations, and Employers' Unions (employers) involving 20 participants for each seminar.	September - November
5.	Conduct two 3-day leadership seminars for 12 participants (in each) for the women workers from selected sectors in Assignment (A).	November-December
6.	Prepare handouts and other materials to support the training and seminars, such as PowerPoint presentations, case studies, group exercises, and reading materials, lists of participants.	September-November
7.	Provide any additional materials, such as videos or podcasts, that may be relevant and useful for participants to refer to after the training and seminars.	September-November
8.	Prepare and distribute - evaluation tools to assess participants' knowledge, attitudes, and skills related to gender equality, non-discrimination, and GBVH.	September-November
9.	Participate in the meetings, discussions organized by OxYGen, if requested, and provide feedback on trainings and make recommendations for the next workshops improvement.	September-November
10.	Prepare and submit a final report summarizing the results of the evaluations, identifying key learnings and recommendations for future training and educational activities, and outlining the impact of the training and seminars on participants and their organizations.	January

The working language of the trainings will be Armenian, reporting will be done in English.

The consultant/firm may be required to travel to different regions of Armenia.

D. Qualifications, Experience and Documentation Requirements

- Certificate of Organization/company - registered and operating in the Republic of Armenia. In the case of a group of individual experts - CVs of the group members.
- Proven capacity of implementing trainings and workshops on the topic.
- Proven qualifications or specialized knowledge/experience required for the organization and experts in the team to implement trainings and workshops on GBVH, gender equality and leadership. These can be the CVs of personnel and experts involved in the training, and links to information on previously conducted similar activities.
- Methodology of conducting the trainings and workshops and the full concept of implementing the Assignment
- Financial proposal – detailed budget of the Assignment,
- Successful work experience with Solidarity Center and/or OxYGen is an asset.

E. How to apply

Interested candidate(s) with required qualification should submit the expression of interest (proposal) by **17:00, 27 August 2023**, to info@oxygenfund.am by CC-ing to kayvazyan@oxygenfund.am. If you have questions regarding the Assignment, please contact us by email before **August, 21, 2023**.

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