Terms of Reference

Delivery of Training on Human Right Based Approach in Project Cycle

1. SCA Background

Swedish Committee for Afghanistan (SCA) is an aid organization that has been working in Afghanistan since 1982. We carry out development projects in the areas of education, healthcare, rural development and rehabilitation of persons with disabilities. SCA has about 6,000 employees, 99 per cent of whom are Afghans. Our operations are especially directed to the most vulnerable groups in the society and are always carried out in close cooperation with the local communities. SCA is operating in fourteen of Afghanistan’s provinces through five regional management offices in Mazar Sharif, Taloqan, Wardak, Jalalabad and Ghazni and four liaison offices.

We mainly work in the poor rural areas of Afghanistan with a special focus on women, children, persons with disabilities and returnees. The work with human rights and gender issues is central to SCA and permeates the entire organization.

In Sweden, SCA has about 8,000 members and monthly sponsors, as well as an office in Stockholm with about 20 employees.

SCA is a politically and religiously independent aid organization that is mainly funded by thousands of individuals, SIDA, EC and the World Bank. The member-based organization was established in 1980.

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Human Rights and Gender Unit is the core unit of SCA with a mandate to promote and implement gender mainstreaming and rights based approach throughout all SCA programmes including its operational environment. The HRG Unit is entrusted with the task of creating structures, systems, tools and methods to incorporate gender concerns at the organizational and programmatic levels as well as perform functions related to oversight and backstopping.
2. Rationale

A human rights-based approach is a conceptual framework for the process of human development that is based on international human rights standards and operationally directed to promoting and protecting human rights. It seeks to analyse inequalities which lie at the heart of development problems and redress discriminatory practices and unjust distributions of power that impede development progress. Under a human rights-based approach, plans, policies and processes of development are anchored in a system of rights and corresponding obligations established by international law. This helps to promote the sustainability of development work, empowering people themselves—especially the most marginalized—to participate in policy formulation and hold accountable those who have a duty to act.

HRBA seeks to analyze discrimination and inequalities that lie at the heart of development problems and to transform these practices and the underlying power dynamics. The HRBA is a paradigm shift in that it shifts the notion of development away from charity to one based on rights and corresponding obligations.

By integrating a human rights based approach, development programmes are guided by the following human rights principles and norms:

- Equality and non-discrimination
- Participation and empowerment
- Accountability
- Indivisibility and universality of human rights
- Transparency

The main aim of the training is to introduce the concept of rights-based approach to development to SAC' staff; and deepen their practical understanding of human rights concepts and principles at local, national and international levels, as well as enhance their ability to establish linkages between human rights issues and development.
3. **Objectives of the training**

Overall objective by applying the principles and tools related to the Human Rights Based Approach (HRBA), and through own action planning and in all the stage of project cycle, participants will acquire theoretical knowledge but more focus practical skills with regard to HRBA as well as professional competencies to apply HRBA to development planning, implementation, monitoring and evaluation, More specifically, the training will:

- Introduce participants to the rights-based approach to development;
- Deepen participant’s understanding in the principles, practices and policies those underpins rights-based approach to development;
- Expose participants to existing tools, to facilitate the use of rights-based approaches in development Objectives
- Develop participants skills in using rights-based approaches in planning, implementing and evaluating projects and programmes through practical exercise of integrating RBA principle in different stages of project in the training

4. **Scope of the training**

The Consultant/Trainer shall undertake to perform the services with the highest standards of professional and ethical competence and integrity. The Consultant is strongly encouraged to develop highly interactive and practical outputs for this assignment. The Consultant is required to perform the following functions at minimum:

Develop and implement the training including:

- Conducting TNA to know the specific needs of participants
- Develop and share TNA report
- Develop training manual based on the need identified
- Developing and finalising the agenda for the training based on number of days agreed and share for feedback,

Developing/elaborating the following:

- The methodology/approaches to the training; and
A set of workshop materials. This set of materials should include a Participants’ Resource Package and a standard power point presentation should be included. The power point presentation should be made available in an electronic form.

- Facilitate the training based on the agreed agenda, training objectives and outputs.
- Prepare a final report of the training assignment that includes assessment of participant evaluations.

The training materials will be finalized after conclusion of the training and based on participants’ observations and feedback and will be included in the final report.

5. **Approach and Methodology**

The training will expose participants to a range of participatory methodologies and techniques, based on principles of adult experiential learning, which promote the sharing of personal knowledge and experience. Participants and facilitators commit themselves to engage in a process of mutual teaching and learning. The emphasis is on practical application and the development of strategies for action. Continued reflection and evaluation are central to the learning process. Transformative learning theory underpins the workshop content and process. The workshop will be highly participatory and practical, focusing on techniques, tools and tips of training management, with participants themselves designing, delivering and critiquing presentations. Participants will be required to apply lessons in developing and delivering training based on their own experience.

6. **Expected Learning outcomes**

- Be able to explain and relate core concepts of human rights and HRBA to development, including how HRBA is applied in SCA’s programme development cooperation.
- Be able to explain the essential concepts and elements of the key human rights instruments and mechanisms (national, regional and international) supporting a HRBA to development.
- Be able to identify the key limitations and challenges related to HRBA, through exposure to cases and examples of real life challenges and benefits of a HRBA.
- Be able to correctly identify and demonstrate use of core principles related to HRBA: Applying the human rights system & standards; Participation and Empowerment; Non-
discrimination, Equality & Vulnerable groups; Accountability by using available tools and guidelines, and present their findings to the other participants.

- Have developed action plans relevant to their individual position, which will guide the application of HBRA to development, and demonstrate a keen interest and willingness to see these implemented.
- Correctly identify and apply key human rights based tools, and lead or support the application of HRBA at a strategic level and in the different phases of development programming in SCA.

7. Management of Task

The Human Rights and Gender Unit (HRGU) of SCA will have the direct management and technical supervision role towards the consultant.

8. Responsibilities

SCA will:

- Provide the consultant/consultants with all relevant SCA organizational and programme documents, and provide assistance in accessing external documents providing contextual background if necessary
- Assist the consultant/team leader in arranging her/his travel to and from Afghanistan, covering the costs of international flights and visas. Provide accommodation, subsistence and transportation costs for the duration of the work
- Arrangement of the training workshop SCA’s
- Provide consultant fee agreed in the contract

Consultant Responsibilities

- An inception report, which details the methodology/approaches, timelines, and outlines a draft agenda for the training workshop. To be submitted within one week of signature of contract.
- The final agreed agenda for the training and the full complement of workshop materials to include. Training modules and handout materials for participants;
Power point presentations, flipcharts, videos, forms, exercises, etc. for training sessions;

- Power point presentations, flipcharts, videos, forms, exercises, etc. for training sessions and developed evaluation templates (questionnaires) for gathering feedback from participants. To be submitted a minimum of five (5) days prior to convening the workshop.
- Facilitation and delivery of the training sessions
- The final report on the training including a thorough evaluation of the workshop. To be submitted within two (2) weeks of the completion of the workshop.

9. Professional Qualifications

- Advanced University Degree in Law, development, Human Rights and other related field.
- Professional experience on issues of Human Rights and development.
- At least 5 years of documented experience in developing, facilitating/delivering interactive/participatory training sessions in the area of human rights, HRBA, development, Gender and any other related field. Documented experience in conducting TOT.
- Excellent skills in presenting complex technical information in an easily comprehensible way.
- Adaptability and flexibility in working within complex and dynamic environment.
- Ability to deliver high quality products in a timely manner.
- Fluency in English.
- Fluency in English (written and spoken) with excellent drafting and communication skills. Ability to communicate in Dari/Pushto will be a plus.

10. Documents and contents need to be submitted

Interested consultants are required to submit the following:
• Technical Proposal that include a description of the methodology to be applied, tentative work plan. CVs of consultants to be also annexed with the proposal
• In addition, the consultant should add a summary on financial offer including consultancy fee, Travel costs to Afghanistan (if travelling from another country) and proposed payment schedule, based on achievements and milestones
• Accommodation and food for time in Afghanistan for the consultant will be arranged and paid for by SCA.

11. Deliverables and Timelines

The duration of the training assignment is 16 working days and the training to be organized in the month of July 2019.

• Three day for organizing training needs assignment
• Five days for preparation and development of training agenda, modules and handouts
• One day for consultations; finalization of the training materials, agenda, detailed modules and handouts
• Five days of actual delivery of the Training workshop
• Two days For the preparation of final report

12. Proposal Submissions

Please subject your email as RBA - Gender and Human Rights Unit

Please be aware that tenderers may not be allowed to make any corrections or additions to the tender after the deadline for submission has passed. Although the tenderer may correct obvious misstatements or miscalculations. SCA may in certain cases ask that the tender is clarified even after the deadline of submission has passed if it may be done without risking special treatment. The tenderer has no right for compensation for the tender or cost associated with the tender process. The deadline for submitting of proposal is 30th June 2019. The proposals to be submitted in the following email address Evaluations@sca.org.af not later than 30th June, at 16:00.