



Request for Proposal (RFP)

Anti-Harassment in the Workplace Training

Terms of Reference.

Background

The African Wildlife Foundation (AWF) is the leading international conservation organization focused on Africa's wildlife and wild lands. AWF's programs and conservation strategies are designed to protect the wildlife and wild lands of Africa and ensure a more sustainable future for Africa's people. AWF protects Africa's wildlife, its wild lands, and its natural resources.

Since its inception in 1961, in the spirit of Africa's independence movement, AWF has always focused solely on conservation in Africa. From initial investments in Africa's wildlife colleges that trained today's cadre of protected-area managers and wildlife authority directors, AWF has backed African capacity and leadership for conservation for almost six decades. AWF's approach to supporting priority landscapes is to build the capacity of local institutions to take on roles and responsibilities to deliver conservation.

African Wildlife Foundation has always been an organization about people. Empowering people is at the heart of our mission statement, and this philosophy extends to the relationship we have with our employees. It is against this backdrop that we seek to conduct staff awareness on Sexual Exploitation and Abuse (SEA) in the workplace in bid to enhance our employee relations. A key aspect in the prevention and reporting of SEA is awareness. AWF staff, consultants, representatives, and partners should be able to define, recognize and respond to SEA, including understanding their obligation to report. This training is intended to capacitate them to do this. AWF seeks to approach SEA in a holistic manner, based on the premise that preventing sexual exploitation and abuse means more than having the right policies in place.

Objective

The objective of this training is to raise staff awareness about Sexual Exploitation and Abuse (SEA) in the workplace. It is intended to familiarize them with a range of measures to combat sexual exploitation and abuse, create an understanding of its impact victims and the consequences for staff who perpetrate SEA.

The training will sensitize the staff around the standards of conduct for AWF personnel and their obligation to uphold these standards, what they can do to prevent SEA and how to report such abuses. Managers, Heads of Departments and HR staff will also learn about their additional responsibilities to enforce such standards of conduct within their functions.

Scope of work

The scope of work will include the following activities: -

- Review the AWF Anti-Harassment policies
- Design a contextualized SEA training package that covers, among others: -
 - SEA standards and response
 - Treating people with respect and using positions of power responsibly
 - Recognizing prohibited conduct and suspicious behavior
 - The reporting processes
 - Preventing PSEA cases
 - Managing an SEA investigation



- The investigation manager's role and key investigation principles
- Managing risks in handling an SEA allegation
- Conduct SEA awareness workshops with all staff; and/ or specific groups of staff.

Additional Information

- AWF has approximately 260 staff spread across 14 countries in Africa, USA and Europe. It is preferred that the training be conducted in virtual workshops.
- It is envisaged that the Consultant will cover the content in 2-4 hours and include adequate interactive learning methods that will keep the staff engaged.
- We recommend smaller class sizes to ensure maximum participation from the staff.

Deliverables

1. Training methodology and workplan as an outcome of the kickoff discussions
2. SEA training material/ package
3. Interactive training/ workshop delivery using adult learning methods
4. Training evaluation forms
5. Final training report with feedback from participants

Experience and Profile of the Consultant

1. Extensive and proven experience in providing similar training services to global audiences.
2. Relevant academic qualifications and experience with NGO sector also preferred.
3. Must have access to internet, laptop, conference call tools, etc. for remote consultancy modalities
4. Proficiency in English. French knowledge will be a plus.

Confidentiality

The Consultant will be bound by an absolute duty, both during and after the contractual period, to maintain and safeguard the confidentiality of information that the Consultant will be entrusted with or exposed to during the assignment under this Agreement.

Duration of the Assignment

The consultant will be expected to complete this assignment at most 6 weeks after the day of signing the contract.

Duty Station

The consultant will undertake a distance mode of working based on the agreed work plan and methodology. The consultant is expected to use his/her own computer and other equipment required for the task.

Collaboration and Reporting

The Consultant will work closely with the Senior Director, People and Culture or a designate.

Modalities of Payment

The modalities for the payment of this consultant will be based on the agreement between the Consultant and AWF regarding the rules and regulations of the Procurement department of the African Wildlife



Foundation.

Application Process and Requirements

Interested individual consultant(s) or companies should submit a bid, which must include the following:

1. Technical proposal, including outline of approach and methods to be applied, proposed period, work plan and any comments on the TOR.
2. Outline of consultant(s) experience in similar work.
3. Financial quotation
4. CVs of core team proposed
5. At least four examples of similar work undertaken.

Mandatory requirements: - Certificate of incorporation if bidding as a company, PIN Certificate, Tax Compliance Certificate

Send application to:- procurement@awf.org.

Application Deadline: 8th July 2022

Any questions or clarifications on the Terms of Reference should be sent to procurement@awf.org with copy to KOlege@awf.org before **4th July 2022 09.00 am EAT**.

When applying, include as subject area “**Anti-Harassment Training**”