



Call for Proposal: GSE and PSEAH Training Consultancy

INTRODUCTION

HELVETAS is a Swiss and German registered non-profit international development organization operational in 30 developing countries around the world. Our vision is a just world in which all men and women determine the course of their lives in dignity and security, using environmental resources in a sustainable manner. Helvetas is active in 30 countries in the following three thematic areas: a. water, food and climate; b. skill, jobs and income and c. voice, inclusion and cohesion. Helvetas engages in emergency relief, reconstruction, and rehabilitation. Our working approaches prioritize local ownership, multi-stakeholder and equitable partnerships, and downward accountability. We are a gender, culture, race, creed, political and religion neutral un-bias organization which promotes inclusion, diversity and tolerance, respect and fair treatment for and between employees, partners, contributors and community groups.

OBJECTIVES

The main objective of the consultancy is to conduct a series of training for the staff of Helvetas Myanmar to understand HELVETAS' overarching vision, mandate, principles and commitments to gender and social equity. The consultant will prepare training design and deliver trainings for all Helvetas Myanmar staff covering –

- 1) introducing PSEAH¹ and GSE² principles at minimum level understanding in humanitarian and development projects;
- 2) how GSE concept are applied in the organizational setting; and
- 3) understanding anti-harassment and mobbing and their responsibility and accountability toward these.

¹ PSEAH - *Prevention from Sexual Exploitation, Abuse and Harassment*

² GSE - *Gender Equality and Social Equity*

The specific tasks include:

- Initial meeting with the program team and the gender focal person
- Desk review all key regulatory, GSE policy documents and resources of HELVETAS Myanmar
- Based on this desk review, training design will be developed which is context relevant and applicable
- Pre-discussion with the program team on the training design and content
- Carry out an interactive and practice based trainings
- Assess pre and post learning of participants
- Elaborate and submit a short report which summarizes key takeaways of the trainings and shares key observations and recommendations for HELVETAS Myanmar to follow up or improve on.

DELIVERABLES

- 1) Assessment report to incorporate into training design
- 2) Training Materials (presentations, handouts, templates etc)
- 3) Training completion report (including pre and post learning assessments, key takeaways, recommendations for further steps)

TIME FRAME

The consultant should propose a maximum number of training days per course. Training services must be scheduled between May and July 2024. We anticipate around 70 participants, with each training accommodating 10 to 15 trainees.

SUBMISSION OF PROPOSAL

Interested service providers are requested to submit a proposal in English that should cover:

1. Profile and experiences of conducting similar consultancy services together with CVs of proposed consultant/s.
2. Budget in MMK with a proposed workplan

Note: The Shortlisted service providers will be invited for a brief presentation of the proposal to the program team.

Criteria for selection of service providers

1. Track record and experiences of the service provider (40%)
 - A. on conducting training services on the GSE and PSEAH
 - B. on designing and implementing interactive trainings on the topics or related
 - C. on facilitation experience (experiential learning for more participative in learning)
2. Financial proposal (40%)
3. Availability to complete the service within the proposed timeframe (20%)

YOUR QUALIFICATION

We seek a service provider - an individual, a team of Myanmar citizens, or a Consulting Company. The service provider, will have

- Relevant professional experience e.g. gender and social equity work, human resources work, protection work, legal work or related.
- Knowledge of codes of conduct, behavioral/safeguard regulations, anti-corruption and abuse of power, and/or prevention from sexual exploitation, abuse and harassment (PSEAH).
- Proven experience in designing and implementing interactive training on the topics or related.
- Facilitation experience (experiential learning for more participative in learning)
- Familiarity with countering and dealing with online bullying, harassment and other digital and online harms is a strong asset.
- Familiarity with NGO working sector is an asset.
- Intermediate English, fluent Myanmar, an additional local language is an asset.

YOUR OFFER

Please submit your proposal (highlighting the experiences and the CV of the proposed candidate/s and cost specified above tasks) to hr.mmr@helvetas.org by **7 May 2024**. To explore more about our organization, please visit our website <https://www.helvetas.org/en/myanmar>.