



**SEND**  
**SIERRA LEONE**  
Working to promote good governance and  
equality of men and women in Sierra Leone



**Trócaire**

## **Terms of Reference for the Development of a Training Manual for Female Aspirants and Candidates**

### **Overview of the Terms of Reference (ToR)**

This ToR outlines the process to gather information and create a training manual for women aspirants and candidates to contest in local and national elections and participate in leadership successfully. It defines how the consultancy will be implemented in Sierra Leone within the objectives and scope of the Training Manual for Female Aspirants and Candidates. It further defines the roles and responsibilities of the parties involved in the ToR. It provides clarity on available resources and support services available to ensure that the Training Manual is developed to meet standards and to add value to the women empowerment activities of SEND-SL, Trócaire and partners.

### **Brief background of Social Enterprise for Development Sierra Leone (SEND-SL)**

SEND-SL is a non-governmental organisation (NGO) with a vision is to see a Sierra Leone where people's rights and well-being are guaranteed. SEND promotes good governance, voice, accountable essential services, and equality for women and men in Sierra Leone. We liaise with communities, traditional authorities, government institutions, and partners to combine resources to develop innovative solutions to alleviate poverty and enhance quality self-reliance. SEND-SL's intervention districts are Kailahun, Kenema, Kono, Western Area Rural, Western Area Urban, Bonthe, and most recently, expansion to the district of Bo.

SEND-SL and Trócaire started a partnership in 2018 with funds from Irish Aid and the Ford Foundation, implementing the project *Women Igniting the Spirit of Entrepreneurship (WISE)* in the Western Area Rural District of Sierra Leone.

### **Brief background of Trócaire**

Trócaire is one of Ireland's leading INGOs, with over 40 years of experience in the Humanitarian and Development sectors. Trócaire works through partners in 17 developing countries to bring about lasting change and is a member of the Caritas Internationalis network. Trócaire has supported programmes in Sierra Leone since the 1990s, focussing on civil society strengthening, women's empowerment, and humanitarian response. The organisation currently partners with 16 local civil society organisations (CSOs) on integrated support to women and their communities to promote food security and nutrition, income generation and savings, resource rights, women's political participation and empowerment, and prevention and response to sexual and gender-based violence (SGBV).

Trócaire Sierra Leone's programming focuses predominantly on supporting women's economic, social, and political empowerment.

### **Project Context**

Trócaire, with funding from Irish Aid and Ford Foundation, worked with partners to support women aspirants and candidates running for office in Northern Sierra Leone, more specifically, Western Area Rural, Kambia, Port Loko, and Bombali districts during the 2018 elections. Trócaire and its partners' programming supported 27 successfully elected women leaders, including 3 Members of Parliament (MP), 2 Mayors, and 22 Local Councillors. Meanwhile, SEND-SL worked extensively in the Eastern Province to elect 4 female MPs and 28 female councillors in Kailahun, Kenema and Kono districts. The results saw



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Kono District electing its first-ever female MP. Kailahun elected its first-ever female independent MP and achieved the 30% quota of women's representation in the national parliament.

After the 2018 elections, Trócaire commissioned the [On the Campaign Trail: Documenting Women's Experiences in the 2018 Elections in Sierra Leone](#) research to capture lessons to help address the challenges women aspirants and candidates faced. According to the report's findings, there is a need for additional and enhanced training sessions with more in-depth political content and a localised, specialised manual for women aspirants and candidates. Training of this level requires multiple sessions over a more extended period. A written and illustrated campaign manual should be developed and distributed to candidates as part of the training sessions. The campaign training manual should include campaign planner pages, maps, contact lists, fundraising tips, and other practical resources. Copies of the Sierra Leone Constitution and the local laws governing elections should be distributed to candidates, alongside the campaign training manual. The report also recommended sessions on social media and training for campaign managers of the female candidates to enable them to manage the campaigns effectively

In partnership with Irish aid, SEND-SL's research on the [Cost of Women's Participation in Decision-making, Governance and Politics](#) provided similar findings and recommendations. The report recommended the need for the training of the aspirants and candidates to navigate the electioneering process.

Trócaire and the SEND-SL seek the service of a consultant to develop a Training Manual to implement the research recommendations to build the capacity of women aspirants and candidates under the WISE Project to increase participation of women across the country.

### Objectives of the Training Manual

The overall objective of the Training Manual is to guide CSOs to ensure that women have access to more significant personal and professional resources to challenge persistent barriers to women's political participation and leadership in Sierra Leone.

#### The specific objectives of the manual include:

- To increase women's participation in electioneering processes as aspirants and candidates.
- Develop a structured training manual of resources that addresses the challenges women face in electioneering processes as aspirants and candidates.
- To capacitate Trócaire supported partners on women's empowerment with the skills to facilitate the empowerment, accompaniment, mentoring, and coaching of female aspirants and candidates for electoral success.

### Methodology

#### The development of the training manual will be based on a combination of the following:

- **Literature Review:** A desk study of publications and other documentation on women's political empowerment by Trócaire and SEND-SL and external resources available in Sierra Leone and a similar sub-Saharan African context. Review of best practice training programmes that support women's political participation and a secondary analysis/report of similar programming/interventions implemented in Sierra Leone or another international context.
- **Focus Group Discussions (FGDs):** FGDs in selected communities and at the district level in Bombali, Port Loko, Kambia, and Western Area Rural districts.
- **Key Informant Interviews (KIIs):** KIIs with critical stakeholders, political party representatives, female politicians, and Trócaire partners.



### Scope of Work

In partnership with Trócaire, SEND-SL seeks to recruit a national or international consultant to develop a training manual for female electoral aspirants and candidates' empowerment between July and December 2021. The consultant will work closely with SEND-SL's Training Manual Development Manager, who will support the process.

### The consultant is expected to carry out the following deliverables in three phases:

#### Phase 1: Formative Research

1. Develop an inception report based on the consultancy ToR guidelines including timeline and detailed methodology. SEND-SL and the Manual Development Steering Committee (MDSC) will review and provide feedback.
2. Review existing training manuals by SEND-SL, 50/50, NDI, CGG, and Trócaire and other international documents to compile lessons learned and content to support the process.
3. Draft data collection tools for primary data collection.
4. Conduct FGDs and KIIs in selected districts (Bombali, Port Loko, Kambia, and Western Area Rural). Participants will include political party representatives, women groups, traditional leaders, media representatives, youth leaders, security personnel, spouses and family members of female aspirants.
5. Organise and conduct district meetings with relevant stakeholders in selected districts to inform experience and lessons learned to support writing the training manual.
6. Develop a preliminary findings and recommendations report from desk review and primary data collection.

#### Phase 2: Training Manual Development

7. Using these findings, develop a training manual and related materials adaptable to multiple contexts for CSOs in Sierra Leone to capacitate female aspirants and candidates for review by MDSC
8. Conduct a minimum of three pilot sessions with potential women aspirants to ensure methodologies and approaches are relevant and iterate accordingly.
9. Conduct validation meeting of a training manual with the MDSC and other stakeholders in Freetown. Complete final edits of the training manual.
10. Submit the final version of the training manual and materials for publication and workshop.

#### Phase 3: Dissemination of Training manual to key stakeholders

11. Conduct a capacity building workshop using the training manual for Trócaire partners and other NGOs promoting women's political participation in leadership. The training will equip the partners with tools and skills to use the manual to facilitate further training and engagements with women aspirants, candidates and women groups.
12. Host a webinar to share learning with Trócaire and partners' and present during the launch of the manual to communicate its contents to key stakeholders, aspirants, MDAs, and other organisations.

### Summary of Deliverables

No	Deliverable	Days
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1	Develop an inception report to SEND-SL and the Manual Development Steering Committee (MDSC).	2
2	Review existing training manuals to compile lessons learned to support the process.	4
3	Draft data collection tools for primary data collection.	1
4	Conduct FGDs and KIIs in Bombali, Port Loko, Kambia, and Western Area Rural districts.	4
5	Organise and conduct district meetings with relevant stakeholders in each of the four districts	5
6	Develop a preliminary findings and recommendations report from desk review and primary data collection.	3
7	Develop a training manual and related materials that are adaptable to multiple contexts for CSOs in Sierra Leone capacitate female aspirants and candidates	20
8	Conduct a minimum of three pilot sessions with potential women aspirants to ensure methodologies and approaches are relevant and iterate accordingly.	3
9	Conduct validation meeting of a training manual with the MDSC	1
10	Complete final edits and submit the final version of the training manual and materials for publication	2
11	Conduct a capacity building workshop using the training manual for Trócaire partners and other NGOs.	3
12	Host a webinar to share learning with Trócaire and partners' and present during the manual launch.	2
<b>Total Number of days require</b>		<b>50</b>

**SEND is expected to carry out the following duties/responsibilities:**

1. Oversee the overall development of the training manual and related materials and provide feedback on drafts submitted to the consultant
2. Effect payments on the accomplishment of the tasks according to contract and deliverables are met
3. Facilitate all validation activities and ensure the relevant participants can participate and contribute

**Expertise required**

The candidate should possess a postgraduate university degree in a development-related discipline, gender, politics, or other relevant social science fields. A post-doctorate degree is desirable but not essential.

**Relevant Experience**



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#### **Essential Criteria:**

- Five or more years' experience in gender-transformative approaches and gender mainstreaming
- Demonstrated experience in women's political participation programming or research.
- Strong understanding of, and commitment to, gender equality and women's empowerment and its policy implications
- Excellent writing and organisational skills
- Knowledge and substantial experience using computer office tools and statistical software, such as Microsoft Office.
- Willingness to travel to project locations, including remote areas.
- Committed to signing SEND Safeguarding Policy.

#### **Desirable Criteria:**

- Strong understanding of adult learning and instruction delivery techniques
- Familiarity with results-based programme management and human rights-based programming will be an asset.
- Strong understanding of gender issues and the political sphere in Sierra Leone

#### **Application Process**

Interested candidates must submit the following documents/information to demonstrate their qualifications:

#### **A technical proposal, which should include:**

- A brief methodology on how you will approach and conduct the assignment concerning the specification in ToR.
- A rationale of your suitability to the role, including experience in similar jobs and evidence of similar work
- A financial proposal that includes a work plan and daily rate
- A curriculum vitae from the lead consultant and any other team members will assist in the assignment.
- Submit two samples of previous work relevant for the assignment
- Name and contact information of three referees for contact regarding relevant experience.
- A conflict of interest statement.

Applications should be submitted to the following email addresses with the subject title: '**Development of a Training Manual for Female Aspirants and Candidates**' to [ayamga@sendsierraleone.com](mailto:ayamga@sendsierraleone.com) and [jattu@sendsierraleone.com](mailto:jattu@sendsierraleone.com)

For queries or questions in advance of submitting the proposal, contact [ayamga@sendsierraleone.com](mailto:ayamga@sendsierraleone.com) or on +23278206853

#### **Closing date for applications:**

23:59 (GMT) on 11<sup>th</sup> July 2021. Application submitted after the stated date and time will not be accepted.