

Terms of Reference (TOR)
Request for Consultancy Services for Training Refresh on Foundational GBV Concepts & GBV Guiding Principles and Ethics

Date of issue:	November 24th, 2025
Contract title:	Request for Consultancy Services for Training Refresh on Foundational GBV Concepts & GBV Guiding Principles and Ethics
Contract type:	Time-Based Contract
Project title:	WASH-GBV-EMPCA Gaza Emergency Response 2025
Closing date:	Thursday, November 27th, 2025, at 15:00 PM (local time).
Contracting Authority:	Women's Affairs Center- Gaza مركز شؤون المرأة- غزة Contact person: Ahmed Abu Toha شخص الاتصال: احمد أبو توهة Tel: +972599158885 WhatsApp: +972599158885 E-mail: procurement@wac.ps

1. Background

Women's Affairs Centre (WAC) is implementing a focused capacity refresh intervention targeting WAC Staff and GBV frontline staff. Building on their existing expertise, WAC is delivering two core training modules to refresh and consolidate knowledge and skills, ensuring consistent application of survivor-centered, ethical, and rights-based practices across all GBV services.

Each module will be delivered progressively across three competency levels (Beginner – Intermediate – Advanced) to allow all staff, from newly recruited to experienced professionals, to reinforce skills, deepen understanding, and strengthen practical application in their respective roles.

Note: This TOR is open for submission by both local companies based in Gaza and international companies or consultants with relevant experience in GBV training and capacity development.

2. Purpose of the Assignment

The purpose of this assignment is to design and deliver two structured training modules aimed at refreshing and standardizing conceptual and ethical competencies among WAC staff and GBV frontline staff. The trainings will ensure that all participants maintain a unified high-level understanding of GBV definitions, root causes, forms of abuse, and essential guiding principles that govern safe, quality, and ethical GBV service delivery.

3. Training Modules

Module 1: Foundational GBV Concepts

Participants: All relevant WAC staff, including psychologists, case managers, lawyers, project coordinators, and other staff.

Duration / Training Hours: 30 hours total (10 hours Beginner, 10 hours Intermediate, 10 hours Advanced)

Objectives:

- Refresh understanding of gender and gender-based violence (GBV).
- Reinforce knowledge of structural and social root causes of GBV, including power imbalances and gender inequality.
- Refresh identification of different types of violence (physical, sexual, psychological, economic, etc.).
- Reaffirm GBV as a violation of human rights.

Training Levels:

- Beginner Level: Refreshes foundational concepts and terminology.
- Intermediate Level: Reinforces applied understanding using contextual examples and analytical discussions.
- Advanced Level: Focuses on complex scenarios, critical analysis, and advanced field application.

Expected Outputs:

- Refreshed and standardized understanding of GBV terminology across all staff.
- Enhanced ability to analyze and categorize GBV incidents in line with international standards.
- Staff capable of articulating social and structural factors contributing to violence.

Module 2: GBV Core Guiding Principles & Ethics

Participants: All relevant WAC staff, including psychologists, case managers, lawyers, project coordinators, and other staff.

Duration / Training Hours: 30 hours total (10 hours Beginner, 10 hours Intermediate, 10 hours Advanced)

Objectives:

- Refresh application of survivor-centered guiding principles: safety, privacy, confidentiality, dignity, and non-discrimination.
- Reinforce understanding of informed consent and informed assent, and their application.
- Refresh ethical standards for safe data collection, storage, and information handling.
- Reaffirm Rights-Based Approach.
- Reinforce Joint Operating Principles (JOPs) and Core Humanitarian Principles (CHPs): humanity, neutrality, impartiality, independence, do no harm, dignity, transparency, accountability, cultural sensitivity, PSEA, and centrality of protection.

Training Levels:

- Beginner Level: Refreshes ethical concepts and survivor-centered principles.
- Intermediate Level: Reinforces applied scenarios, ethical dilemmas, and practical implementation.
- Advanced Level: Focuses on complex case analysis, advanced decision-making, and field application.

Expected Outputs:

- Refreshed ethical decision-making and professional judgment among staff.
- Consistent application of confidentiality, safety, and survivor-centered practices.
- Clear understanding of humanitarian principles and practical integration in GBV programming.

4. Roles and Responsibilities

Trainer / Training Specialist:

- Prepare training agendas and materials for both modules.
- Deliver training using participatory methods.
- Administer pre- and post-tests and share results with the HR/Training Unit.
- Provide a short report summarizing outcomes and participant engagement.

5. Deliverables

- Training agendas for both modules.
- Complete training materials (presentations, handouts, exercises).
- Pre/post-test results.
- Final training report.

6. Timing

The consultancy assignment will be completed within one month from the date of contract signing. The timeline includes all phases: preparation, training material finalization, training delivery, post-training evaluation, and reporting.

The detailed schedule will be agreed upon between WAC and the consultant during the

initial meeting to ensure timely delivery of all outputs. Any changes to the agreed timeline must be discussed and approved by WAC.

Task	1st Week	2nd Week	3rd Week	4th Week
Selecting and contracting with consultant; meeting and agreeing on the time plan	✓			
Desk review of relevant program materials; finalize training content; design participant exercises		✓		
Deliver training modules to staff at three levels (Beginner, Intermediate, Advanced)			✓	✓
Post-training evaluation, reflection, and feedback incorporation				✓
Final report submission and dissemination; debrief/presentation				✓

7. Evaluation Criteria

a. Technical Offer: 70%

b. Financial Offer: 30%

7.1 Technical Evaluation:

#	Criteria	Mark
1	Experience in delivering GBV trainings, at least 3 years	25
2	Experience working with NGOs, especially women's organizations, at least 3 years	20
3	Quality of proposed training methodology and approach, including adaptation for different staff competency levels	40
4	Quality of reporting and training follow-up plan, including clear actionable recommendations	15
Total		100

7.2 Financial Evaluation

Service	Unit	Quantity	Price per Unit (\$)	Total Price (\$)
Conducting GBV Training Refresh for WAC staff (Modules 1 & 2)	Hour	60		
Total Amount				

Award criteria: WAC will award the Contract to the Candidate whose proposal is substantially responsive and achieves the highest overall score.

8. Application process:

1. Technical Offer:

- Brief bio highlighting relevant professional experience in GBV training and capacity development.
- Proposed approach and methodology for delivering the refresher training modules, including adaptation for Beginner, Intermediate, and Advanced staff.
- Clear timeframe with details on training delivery and follow-up.
- Examples of previous similar assignments (if available).

2. Financial Offer:

- Submit in USD using the enclosed template.
- Closing date: Thursday, November 27th, 2025, at 15:00 PM (local time).

Submission: Email to procurement@wac.ps

Only shortlisted candidates will be reached out.

Participants: All relevant WAC staff, including psychologists, case managers, lawyers, project coordinators, and other staff.

11. General Instructions:

- **Validity:** Proposals shall remain valid and open for acceptance for **45** days after the closing date
- **Negotiations:** WAC reserves the right to contact the candidates having submitted proposals determined to be substantially and technically responsive, to propose a negotiation of the terms of such proposals. Negotiations will not entail any substantial deviation to the terms and conditions of the Request for Proposal but shall have the purpose of obtaining from the Candidates better conditions in terms of technical quality, implementation periods, payment conditions, etc. Negotiations may however have the purpose of reducing the scope of the services or revising other terms of the Contract to reduce the proposed remuneration when the proposed remunerations exceed the available budget.

- **Signature and entry into force of the Contract:** Prior to the expiration of the period of the validity of the proposal, WAC will inform the successful Candidate in writing that its proposal has been accepted.

Within **5** days of receipt of the Contract, not yet signed by WAC, the successful candidate must sign and date the Contract and return it to WAC. On signing the Contract, the successful Candidate will become the Contractor and the Contract will enter into force once signed by WAC.

If the successful Candidate fails to sign and return the Contract within the days stipulated, WAC may consider the acceptance of the proposal to be cancelled without prejudice to the Contracting Authority's right to claim compensation or pursue any other remedy in respect of such failure, and the successful Candidate will have no claim whatsoever on WAC.

- **Cancellation for convenience:** WAC may for its own convenience and without charge or liability cancel the procedure at any stage.

CANDIDATE INFORMATION	
Name	
Address	
Mobile Number	
E-mail Address	
Organization Name (if applicable)	
Current Job Title (if applicable)	

After having carefully read the Terms of Reference for the Consultancy Services for Training Refresh on Foundational GBV Concepts and GBV Guiding Principles and Ethics, and after having examined the Request for Proposal documents, I hereby offer to execute and complete the services in full conformity with all the conditions and requirements stated therein, for the sum indicated in my financial proposal.

Further, I hereby:

- Accept, without restrictions, all the provisions in the Request for Proposal including the General Terms and Conditions for Service Contracts.
- Certify that I do not support terrorist or terrorism activities, and do not condone the use of terrorism.
- Provided that a contract is issued by the WAC I hereby commit to perform all services described in the Terms of Reference within the time frame.

The above declarations will become an integrated part of the Contract and misrepresentation will be regarded as grounds for termination.

Full Name:.....

Date Signed:

Signature: