



NETWORK OF ETHIOPIAN WOMEN'S ASSOCIATIONS (NEWA)

Term of Reference for Consultancy Service

**Developing toolkits for Advocacy, Community Mobilization and Integrating
FGM, Child Marriage and Violence in Humanitarian Programing**

1. Introduction

The Network of Ethiopian Women's Associations (NEWA) is a pioneering national coalition dedicated to advancing women's rights, promoting gender equality, and empowering women across Ethiopia. As a collective force against gender-based violence (GBV), NEWA works alongside its member organizations, which operate throughout the country, to advocate for the protection and promotion of women's rights. The coalition plays a crucial role in ensuring that gender-sensitive policies, laws, and programs are effectively implemented at both national and regional levels.

Established in 2003 by a group of visionary women, NEWA was founded to create a unified voice for women's advocacy. It began with 13 local associations and organizations, striving to strengthen women's collective influence and engagement in national policy dialogues. By 2009, NEWA re-registered in accordance with the revised legal framework governing civil society organizations, and today, it has grown to include 38 member associations and organizations. These members work tirelessly to ensure that women's interests are reflected in national plans and policies, and that their social, economic, political, and legal rights—enshrined in both national and international frameworks—are fully realized. NEWA and its member organizations have a broad reach, working across almost all regions of Ethiopia, including the two chartered city administrations, Addis Ababa and Dire Dawa.

NEWA is implementing a range of projects that align with its broader objective of promoting gender equality. One such initiative is the project titled “**Empowering Women-Led Associations and Community Structures to Strengthen Grassroots and National Movements to End Child Marriage, FGM, and Violence.**”

With support from UNICEF, this project is being implemented at both the national level and across three regions: Amhara, Oromia, and Somali. At the regional level, the project operates through a subgrant modality, where selected NEWA member organizations receive subgrants to facilitate implementation.

The project generally aimed to build a mass movement around ending child marriage, FGM and violence through strategic engagement of women and youth-led organizations and their allies at different levels.

The specific objective includes:

- To build the capacity of community structures and champion the effort to end child marriage, FGM and violence.

- To sensitize women leaders in the government and non-governmental organizations and mobilize them to influence the decision-making to prioritize the advancement of gender equality, and the ending of child marriage, FGM and violence.
- To build critical mass and momentum of efforts to end child marriage at the grassroots and higher level.
- To strengthen the network and platform for allies of social norms change including men, boys and youth.

Among the key activities under this project are developing a toolkits or a guideline for NEWA, member organizations and community structures on community mobilization, advocacy strategy and integrating FGM, Child Marriage and Violence within humanitarian programming. These toolkits or guidelines will be used to build institutional capacity of NEWA and its members with tools needed for undertaking effective to conduct evidence based tailored advocacy, community mobilization and integrating FGM, CM and violences with in humanitarian programming.

2. Objective

The overall objective of the consultancy service is to develop three distinct toolkits that serve as practical guides for NEWA and its member organizations to effectively engage in advocacy, community mobilization, and integrating FGM. Child Marriage and Violence in Humanitarian Programming. These toolkits will provide a standardized framework, methodologies, and best practices tailored to the Ethiopian civil society context.

3. Specific Objectives

The specific objectives of the consultancy are:

- ☐ To analyze contemporary advocacy strategies, tools, and methods and develop a nationally tailored advocacy toolkit that guides NEWA and member organizations. The advocacy toolkit needs to target policy makers, leaders of formal and non-formal structures and actors to end FGM, CM and other harmful traditional practices.
- ☐ Assess current approaches for integrating FGM, child marriage, and violence prevention into humanitarian programs, specifically within civil society organizations (CSOs). Develop a specialized toolkit that guides NEWA, its member organizations, and

grassroots organizations to effectively incorporate these issues into their humanitarian interventions.

- To develop a comprehensive community mobilization toolkit that equips organizations with strategies and guidance to effectively mobilize the community within their effort to end FGM, CM and other harmful traditional practice.

4. Methodology

The guideline or toolkits development will be undertaken based on desk review conducted using the existing literatures at the contemporary period. Available tools developed and operationalized after 2005 will be utilized and contextualization should be considered. Therefore, based on the secondary data on the area the consultant will develop a guideline or a toolkit. Using a simple, clear and concise language should be considered. Also, the consultant should do the drafting and validation of toolkits through feedback mechanisms from NEWA and its members and other key stakeholders like the National Alliance to End Child Marriage and FGM. Then the finalization of the toolkits will be done a Training of Trainers (ToT) session and feedbacks from the training will be used to finalize the toolkits.

5. Required key deliverables

It is expected that the Consultant will produce the following deliverables:

- a) Inception report detailing the methodology and work plan for the toolkits or guidelines.
- b) Draft outline or table of content with subtopics
- c) Draft versions of the advocacy, community mobilization, and integrating FGM in Humanitarian Programming toolkits.
- d) Finalized toolkits, including three separate, detailed guides for advocacy, community mobilization, and project management.
- e) PowerPoint Slide for conducting ToT on the developed toolkits.
- f) Conduct the ToT and training report.
- g) Final version of the three toolkits will be developed.
- h) Translate the toolkits in to Amharic, Afan Oromo and Somali languages. Upon submission of the final versions of the three toolkits, the consultant will be responsible for translating each toolkit into the specified local languages.

6. Qualifications

The Consultant [A proposed lead by the firm] is expected to have the following skills:

- Proven experience in developing strategies, guidelines and toolkits.
- The consulting firm should have personnel with relevant education backgrounds; MA and/PhD holder on social science and humanity background qualifications in sociology, social work, law, and gender and development studies, and human rights and proven experience in international and local Gender equality, women rights, and social inclusion perspectives.
- Multidisciplinary team in in the area -particularly in sectors related to gender, human rights, and related fields.
- Background in research and adequate experience in preparing and developing a toolkits, strategy and policy on gender, advocacy and related fields.
- Excellent command of oral and written English skills.

7. Contact details

The duration of the consultancy is a maximum of 30 days from the date of signature of the consultancy contract with NEWA.

Tentative starting date: ____/2025

The expected level of effort (tentative): 30 days

SN	Activity	Timeframe
1	Inception report with a detailed work plan after initial consultations, defining the structure, the implementation plan, and key dimensions of advocacy, community mobilization and project management	3 days
2	Draft outline or table of content with subtopics	2 days
3	Conduct desk review and draft the toolkits/guidelines	15 days
4	Share the draft version of the guidelines to NEWA	2 days

5	Collect feedback refine, the report	5 days
6	Submit the final version of the guidelines/toolkits	3 days
7	Conduct a ToT training on the toolkits	4 days
8	Translate the toolkits in to Amharic, Afan Oromo and Somali languages	10 days

8. Application procedure

Interested and qualified (individual or institution) consultants are invited to submit their proposal (s) comprising the following: separate technical and financial proposals (single document of Word or PDF format) – including but not limited to:

- Consultants' understanding of the assignment and context
- Approach to the assignment Methodology and work plan for performing the assignment
- Deliverables and their work plan
- A detail of the experience of previously conducted similar assignments and capacity to undertake the assignment.
- Recent CV including experience in gender, social inclusion analysis and guideline or toolkits development in relation to advocacy, community mobilization and project management and the lead person plus three professional references including previous clients.
- Financial proposal showing clearly the budgeted cost for the work to be conducted by the consultant under the scope of work (e.g. per diem, and professional fee).

NB: The above documents should be submitted as part of the application. Incomplete applications will not be considered. Please make sure you have provided all requested materials.

9. Evaluation of applicants

Candidates will be evaluated using a cumulative analysis method taking into consideration the combination of the applicant's qualifications and financial proposal. A contract will be awarded to the individual consultant/institution whose offer receives the highest score out of the below-defined technical and financial criteria. Only candidates obtaining a minimum of 50 points in the technical evaluation will be considered for financial evaluation therefore financial documents will be opened once the technical part is rated above 50%

Technical Evaluation (70%) – max. 70 point

Financial Evaluation (30%)-Max. 30 points

10. How to Apply

The applicants are requested to submit their sealed bid documents in soft copy via email to newarecruitments@gmail.com , or in hard copy to the following address:

NEWA Office (Bole Sub-City, Woreda 5, In front of Gibson Youth Academy 24 Campus, Addis Ababa, Ethiopia.)

Google Maps location: <https://goo.gl/maps/1i7Y7yChAHima8wM7>