

Scope of Work

Consultant Title: Sexual Harassment Grievance Management Trainer

1.0 Background

The Electricity Generation Company Malawi Limited (EGENCO) is a parastatal company whose primary purpose is to generate electric power for use in Malawi.

We are looking for an external Consultant with expertise in Sexual Harassment with a survivor-centered approach to conduct workshops and develop a Train-of-Trainers concept for EGENCO. The assignment should be completed within 3 months after contracting.

EGENCO would like to adopt a survivor-centered approach in handling sexual harassment cases and other cases of discrimination. EGENCO has a team of grievance handlers and dedicated focal persons, who will be trained by the consultants to follow a survivor-centered grievance handling approach. These grievance handlers and dedicated focal persons shall then be equipped to provide trainings and workshops to EGENCO staff and contractors in the future on Sexual Harassment and Gender-Based Violence.

2.0 Objectives

The main subject of this SOW is the development and delivery of a tailor-made training for a dedicated team of grievance handlers and dedicated focal persons and also providing a manual for the participants to conduct follow-up trainings to other EGENCO staff and contractors on Sexual Harassment with a survivor-centered approach:

- (a) Develop a tailor-made training manual for future trainings to be conducted by the grievance handlers and/or focal persons focusing on different target groups and using a variety of training formats.
- (b) Develop and conduct a training of trainers for the dedicated team of grievance handlers and focal persons.

3.0 Activities/Tasks

The consultant will:

- Attend a Kick off meeting with EGENCO and develop an action plan
- Review EGENCO information provided by the EGENCO team to understand current sexual harassment case reporting procedures and current situation
- Develop training concept and manual for training of staff
- Develop Training of Trainers (ToT) concept, and conduct training for selected trainers
- Finalize training concept and manual including ToT findings
- Submit a post-training draft report including recommendations on how to adopt the survivor-centered approach into EGENCO grievance handling and practice and provide recommendations on how to complement the existing policies to adapt to a survivor-centered approach for discussion with the EGENCO Engendering team
- Provide final report for EGENCO

4.0 Application for this SOW

The application should include:

- Consultant CVs
- Information about the qualifications of the consultant/s to deliver the requested work
- Reference projects for similar work
- Cost and time estimate (LOEs)
- Proposal on methodology and approach to deliver the requested outcome

5.0 Point of contact

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