



Terms of Reference

Consultancy Position: Trainer and Mentor for Emerging CSOs

Overview of CSRC and the Program

The Civil Society Resource Centre (CSRC) is a board-led Ethiopian CSO registered in August of 2019. CSRC is set up as a knowledge hub for CSO's, where information, research, technical support, and assistance is made available to emerging CSO actors in Ethiopia. In line with its broader goal of being a civil society support hub, the Centre runs a state-of-the-art facility for existing and emerging CSOs and provides working space as well as other need -based technical support to emerging civic societies and civic leaders.

One of the flagship programs the Centre runs annually is the Strategic and Targeted Mentorship and Training Program, which provides need-based and tailored training as well as individual mentorship opportunities for emerging civic society organizations. While this program has continued to provide mentorship and hosting to emerging organizations that had undergone formal registration, the Centre observed a growing demand for similar support from informal initiatives that lack the legal personality to access such programs. Thus taking into account the demand, the impact made by the program and the need to expand and build on gaps identified, the Centre has now designed the Civil Society Lab. The program is a unique early-stage intervention that focuses on supporting emerging human rights initiatives aspiring to formally join the local civic space. During the program selected initiatives will be hosted at the Centre's co-working space, provided technical assistance and mentorship as well as material support.

As part of the CSO Lab, CSRC is seeking to hire an experienced trainer and mentor to deliver training sessions on **Understanding Civic Space and the Role of Civil Society, Grant Writing and Innovative Funding, and Project Cycle Management.**

Duty Station

The Trainer will be expected to deliver the training in Addis Ababa.

Objective

The purpose of this assignment is to engage a highly qualified trainer and mentor who will:

- Provide comprehensive training and mentorship on topics critical to the growth and sustainability of CSOs.
- Equip participants with the knowledge and skills necessary to effectively operate within the Ethiopian civic space, secure funding, and manage projects efficiently.

Scope of Work

The selected trainer and mentor will be responsible for delivering the following sessions:

Understanding Civic Space and the Role of Civil Society

- Provide an overview of the Ethiopian civic space
- Discuss the role of civil society organizations in promoting human rights, governance, and democratic values.
- Address the challenges and opportunities for CSOs within the current civic space in Ethiopia.

Grant Writing and Innovative Funding

- Train participants on effective grant writing techniques, focusing on how to identify funding opportunities and align proposals with donor priorities.
- Introduce innovative funding strategies for CSOs, including social enterprise models, crowdfunding, and corporate partnerships.
- Share best practices for building relationships with donors and funders.

Project Cycle Management

- Provide participants with a clear understanding of the project cycle, from project design and planning to implementation and evaluation.
- Teach practical skills in developing project plans, setting objectives, managing resources, and reporting to donors.
- Emphasize the importance of monitoring and evaluation (M&E) and share tools and techniques to track progress and measure impact.

Deliverables

The selected trainer and mentor will be expected to deliver the following:

1. **Training materials:** Develop and submit training materials, including presentations, exercises, and handouts, prior to the training sessions.
2. **Training sessions:** Facilitate three interactive training sessions covering the specified topics.
3. **Mentorship sessions:** Provide one-on-one or group mentorship for participants in applying the skills learned during the training.

4. **Post-training report:** Submit a report summarizing the training sessions, mentorship outcomes, and participant feedback.

Duration and Timeline

The assignment is expected to take place over a period of **two months** (with flexibility), covering preparation, delivery of training, mentorship, and reporting.

Required Qualifications

The ideal candidate must meet the following requirements:

- **Academic qualifications:** Minimum of an advanced degree in Social Sciences, Law, Public Administration, Development Studies, or related fields.
- **Professional experience:** At least 5 years of relevant experience in the civic space, civil society capacity building, grant writing, and project management.
- **Technical expertise:** Proven experience in delivering training and mentorship on the topics outlined in this ToR.
- **Communication skills:** Strong presentation, facilitation, and mentoring skills.
- **Language:** Proficiency in English and Amharic is required.

Application Process

Interested candidates are requested to submit the following documents:

- **Updated CV** outlining relevant experience.
- **Technical proposal** including a brief methodology for conducting the training and mentorship.
- **Financial proposal** detailing expected fees for the duration of the assignment.

Submission Deadline

All applications must be submitted by **October 3** to contact@csrc-et.org copying henok.teshome@csrc-et.org with the subject line “Application for Trainer and Mentor – CSO Lab Program.”

N.B. The financial proposal must clearly indicate the fee to be charged for training days inclusive of preparatory activities. One training day will cover eight (8) active training hours.