February 05/2026

Terms of Reference (ToR)

For

The Recruitment of a Professional Trainer to Facilitate an Internal Capacity-Building Workshop on Survivor-Centered Documentation and Gender-Sensitive Human Rights Monitoring

1. about EHRCO

The Ethiopian Human Rights Council (EHRCO) is an independent, non-governmental, non-profit, and non-partisan civil society organization established on October 10, 1991, and re-registered with the Agency for Civil Society Organizations (ACSO) under Registration No. 1146.

It works to promote human rights, the rule of law, and democracy. Its staffs regularly engage with survivors and witnesses of serious human rights violations, including gender-based violence, conflict-related abuses, and violations affecting women and other vulnerable groups, in order to document abuses, provide support and referrals, and advocate for accountability and protection, requiring high ethical standards, professionalism, and sensitivity to trauma, gender, and power dynamics.

2. Context of the Assignment

In implementing its Monitoring, Investigation, Documentation, and Reporting (MIDR) mandate, EHRCO operates in a highly challenging human rights environment characterized by ongoing armed conflicts, weak governance, limited rule of law, and widespread impunity. These conditions contribute to pervasive and often repeated human rights violations, restricted access to affected areas, security risks for monitors, and heightened fear, trauma, and mistrust among survivors and witnesses. As a result, human rights monitoring and documentation require exceptional care to ensure accuracy, safety, and ethical engagement, particularly when interacting with victims who may face stigma, retaliation, or re-traumatization.

Within this complex context, survivor-centered, trauma-informed, and gender-sensitive documentation practices are essential to ensure ethical, safe, and effective engagement with survivors and witnesses. To address these challenges, EHRCO seeks to recruit a qualified professional trainer/consultant to design and facilitate an internal capacity-building workshop for staff, strengthening skills and harmonizing methodologies in line with international human rights standards, ethical documentation principles, and the "do no harm" approach.

3. Training Objectives

1. Enhance staff capacity to apply survivor-centered, trauma-informed, and gender-sensitive approaches in monitoring, interviewing, and documenting human rights violations, ensuring safety, dignity, informed consent, and the "do no harm" principle.
2. Equip staff with standardized tools and practices aligned with international human rights standards to ensure consistency, accuracy, and credibility in investigation, documentation, and reporting across teams.

3. Build staff skills to assess and manage security, ethical, and psychosocial risks during field engagement, including safe interaction with survivors and witnesses in conflict-affected and politically sensitive environments.

4. Scope of Service

The scope of the assignment includes designing and delivering an internal capacity-building training for EHRCO staff focused on survivor-centered, trauma-informed, and gender-sensitive approaches to human rights monitoring, investigation, documentation, and reporting. The consultant will assess existing staff capacities and practices, develop context-appropriate training materials aligned with international human rights and ethical documentation standards, facilitate interactive training sessions, and provide practical guidance on risk management, professional conduct, and the "do no harm" approach in conflict-affected and high-risk settings.

4.1. Methodology

The training should use participatory and practice-oriented methodologies, including short expert presentations, facilitated discussions, case studies from real monitoring contexts, role plays and simulation exercises, group work, and reflection sessions, to reinforce survivor-centered, trauma-informed, and gender-sensitive documentation skills.

4.2. Time Frame and Location

The training will be delivered in two sessions over a total of three days in Addis Ababa and will not involve any travel outside the city.

5. Deliverables

The trainer/consultant will be expected to deliver the following outputs, appropriate to a capacity-building training of this nature:

- A detailed training agenda and session plans tailored to EHRCO's MIDR mandate and operational context
- Context-appropriate training materials and tools, including presentations, handouts, case studies, and practical exercises
- Facilitation and delivery of a two-session, three-day internal capacity-building workshop in Addis Ababa
- Improved staff knowledge and skills in survivor-centered, trauma-informed, and gender-sensitive monitoring and documentation
- Practical guidance and standardized approaches to support ethical, safe, and harmonized documentation practices in line with international human rights standards and the "do no harm" principle

6. Trainer Qualifications and Experience

The trainer/consultant should meet the following minimum qualifications and competencies:

- **Second degree** in Law, Human Rights, International Law, transitional Justice, conflict studies, peace & Security, humanitarian Law, Political Science or related field with at least 5 years of experience with assignment related works, intimacy to the political landscape of Ethiopia and familiarity to the Ethiopian civic ecosystem**.**

- Demonstrated professional experience in human rights monitoring, investigation, documentation, and reporting, preferably in conflict-affected or high-risk contexts
- Proven expertise in survivor-centered, trauma-informed, and ethical engagement approaches, including application of the "do no harm" principle
- Strong background in gender analysis, gender-sensitive programming, and documentation of gender-based violence and violations affecting women and vulnerable groups
- Prior experience designing and facilitating capacity-building trainings or workshops for civil society organizations, human rights institutions, or similar actors
- Excellent facilitation, communication, and interpersonal skills, with the ability to engage diverse participants and handle sensitive topics with professionalism, empathy, and cultural sensitivity

7. Evaluation Framework for Trainer/Consultant Applications

Component	**Evaluation Parameters**	**Weight %**
Technical Proposal	**Demonstrates suitability, experience, and methodology**	**60 %**
Academic and Professional Qualifications	Relevance and level of academic degree(s) and professional experience in human rights, law, social sciences, gender studies, psychology, or related fields	10%
Relevant Experience	Demonstrated experience in human rights monitoring, documentation, investigation, and working in conflict-affected or high-risk contexts	15%
Technical Expertise	Expertise in survivor-centered, trauma-informed, and gender-sensitive approaches; knowledge of ethical documentation principles and "do no harm"	15%
Training and Facilitation Skills	Experience designing and delivering capacity-building workshops for CSOs or human rights organizations; ability to engage	10%

	participants on sensitive topics	
Methodology and Approach	Quality and appropriateness of proposed training methodology, tools, agenda, and alignment with EHRCO's MIDR mandate	10%
Financial Proposal (40%)	**Cost-effectiveness and clarity of financial plan**	**40%**
Budget Realism and Clarity	Appropriateness and reasonableness of the professional fee, preparation, and delivery costs	20%
Cost Breakdown	Clear, itemized presentation of all costs (training materials, logistics, etc.)	10%
Value for Money	Overall assessment of cost relative to proposed technical quality	10%

8. How to apply and recommended presentation of proposals

The technical proposal should at least highlight understanding of the assignment; explain why it is suitable for this consultancy service, the methodology to be applied and CV of consultant. The costs in the financial proposal should be presented in Birr and should include consultancy fees, expenses and taxes. Except freelance consultants, consultancy firms should submit their TIN certificate and business licence together with their application.

How to Apply

Interested applicants who meet the above criteria can deliver technical and financial proposals in a sealed envelope at EHRCO Head office which is person located **near Addis Ababa Stadium, Sahle-Silassie Building, 8th Floor, Room 19, or**

Email their application with supportive documents electronically via EHRCO organizational email info@ehrco.org and CC to gediehrc@gmail.com within 8 days of this advertisement.

Please clearly state for which post you are applying for in the subject of your email otherwise it will be rejected automatically. Note: Only short listed candidates will be contacted.

- EHRCO has a zero-tolerance stance toward sexual harassment, exploitation and abuse, and child abuse in any form, perpetrated by our staff, members, or any associated personnel against anyone.

- EHRCO is an equal opportunity employer and particularly encourage women and persons with disabilities (PWDs).