Terms of Reference (TOR) for Training Consultant

Position: Consultant(s)/Trainer(s)
Location: Arba Minch
Duration: TBD (Expected end of June 2025)
Application Deadline: Within five (5) calendar days from the date of this announcement

1. Background

The Ethiopian Human Rights Council (EHRCO), is a non-profit CSO. It was founded in 1991 and re-registered with the Ethiopian Civic Society Authority with Registration No 1146/1991. EHRCO remotes human rights, democracy, and the rule of law. EHRCO promotes Human Rights through human rights Monitoring, Investigation, Documentation and Reporting (MIDR), advocacy, education, research, and legal aid across Ethiopia. Recognized with the 2022 Amnesty International Germany Human Rights Award and Raoul Wallenberg's champion title for combating gender-based violence, EHRCO is a leader in human rights advocacy.

2. Objective of the Assignment

The main objectives of the consultancy are:

- To deliver tailored, practical training on human rights monitoring, reporting, and documentation.
- To enhance the skills of participants in advocacy strategies, community outreach, and field-level engagement.
- To provide tools and methods aligned with national and international human rights standards.

3. Scope of Work

The Consultant(s) will:

- Prepare an inception report detailing the training methodology, timeline, and session plan.
- Design and deliver a 2-day in-person training session, including practical activities.
- Provide training materials including PowerPoint presentations, handouts, and pre/post-assessment tools.
- Submit a post-training report summarizing key outcomes and participant evaluations

4. Deliverables

- **Inception Report:** A detailed training plan and methodologies which shall be submitted shortly after selection;
- **Training Materials**: PowerPoint, and pre/post assessment tests, shared with EHRCO two days before training;
- **Delivery of Training**:
- **Reporting:** final compiled report within seven days after the session.

5. Qualification of the Applicant (s)

- **Education**: Master's degree in Law, Human Rights, or Gender Studies (specialization in human rights/gender preferred).
- **Experience**: Minimum 4 years in teaching human rights, training facilitation, and research, with expertise in participatory methods and Ethiopia's civil society landscape.
- **Skills**: Independent work, strong oral and written communication in English and Amharic (additional local languages a plus), and engaging facilitation skills.

6. Mode of Communication

Training and materials in Amharic and English

7. Application Requirements

- Updated CV and other credentials.
- Technical and financial proposals (personnel, travel, contracts, other costs).
- TIN, VAT certificate, and renewed license required.

8. Proposal Evaluation Criteria

The applicant's proposals will be evaluated as per the following criteria:

No.	Evaluation Criteria	Points

A	**Technical Proposal (60%)**	
	Understanding of the Assignment	**20%**
	Technical Approach	**20%**
	Qualification and Experience	**20%**
	Sub total	**60%**
B.	**Financial Proposal**	**40%**
	Total	**100%**

8. How to Apply

Submit documents to erchosam@gmail.com and cc: info@ehrco.org within five days of TOR publication.

N.B.

- This is consultancy-based temporary work, not permanent employment.
- The budget set on the financial proposal shall be allocated in ETB.
- EHRCO retains the right to amend the TOR before agreement.
- Female and PWD candidates are encouraged to apply for this assignment.
- EHRCO has zero tolerance for harassment and abuse.
- Deductions for consultancy services will be applied in accordance with the relevant government legislation.