

Terms of reference to select experts in training and capacity-building in the development of advocacy and policy dialogue actions in favour of equality between men and women in the southern Mediterranean

1. Framework

The European Institute of the Mediterranean (IEMed), in partnership with the Fédération de la Ligue démocratique des droits des femmes (FLDDF), the Center of Arab Women for Training and Research (CAWTAR), the Forum Femmes Méditerranée (FFM), the Association DJAZAIROUNA des victimes du terrorisme, the Réseau Universitaire et Scientifique sur les Femmes et le Genre (RUSEMEG) and the Palestinian Businesswomen's Association (ASALA), is implementing the project "Capacity-building in the Southern Mediterranean to Open Policy Dialogue and Monitoring for Women In Society - CSO WINS". The project is funded by the Neighbourhood Civil Society Facility in the framework of the European Neighbourhood and Partnership Instrument of the European Union. It targets 8 southern Mediterranean countries: Algeria, Egypt, Jordan, Lebanon, Libya, Morocco, Palestine and Tunisia.

The overall objective of the CSO WINS project is to strengthen the capacity of civil society organizations working for equality between men and women in the southern Mediterranean to mobilize policy-makers and public opinion for the defence and promotion of women's rights and to take part in the implementation and monitoring of policies concerning gender equality and women's rights. To achieve this goal, the project fosters the transfer of lessons learnt in the field of advocacy and networking of the organizations working for gender equality at a Euro-Mediterranean level.

In this framework, a **6-day capacity-building workshop is scheduled for March 2016 in Morocco on lobbying, advocacy and technical and organizational skills for policy dialogue and monitoring the progress of women-related policies at a Euro-Mediterranean level for 36 representatives of organizations from the Euro-Mediterranean region.**

There will be 24 representatives of southern Mediterranean organizations wishing to engage in the advocacy field in favour of women (hereafter: beginning organizations), and 12 representatives of organizations that have developed good advocacy practices selected in June 2015 (see list: <https://www.euromedwomen.foundation/pg/actus/view/4778/fr/1>). These 12 organizations will share their experiences with the 24 beginning organizations.

This workshop will have the following components:

- Advocacy and policy dialogue tools,
- Support for the formulation of strategic advocacy action plan outlines by the 24 beginning organizations to promote gender equality and women's rights,
- Organizational management to improve the implementation of advocacy and policy dialogue actions for gender equality in the southern Mediterranean,
- Coaching and networking techniques to enhance the impact, synergies and exchange of experiences between the organizations of the Euro-Mediterranean region (peer learning).

A half-day session will be devoted to exchanging the main women-related policies at a Euro-Mediterranean level and the advocacy initiatives existing in the southern Mediterranean with local, national and European policy-makers.

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A call for participants will be launched online in order to identify 24 beginning organizations. These organizations must be based in one of the project's target countries: Algeria, Egypt, Jordan, Lebanon, Libya, Morocco, Palestine, and Tunisia. Moreover, candidates will be requested to indicate their training needs in terms of advocacy and policy dialogue for gender equality.

The aim of these terms of reference is to select a team of experts in training and capacity-building in strategic issues for the development of advocacy and policy dialogue actions in favour of gender equality by southern Mediterranean civil society organizations.

2. Objective and results of the capacity-building workshop

The workshop aims to strengthen the capacity of southern Mediterranean organizations to influence policy and decision-making processes concerning gender equality and women's rights and foster networking with organizations with similar objectives.

The main results expected from the workshop are:

- increase the capacities of the 24 beginning organizations in the field of advocacy and policy dialogue in favour of gender equality, which will be evaluated through the self-assessment questionnaires completed by the participants before and after the workshop.
- strategic advocacy action plan outlines in favour of gender equality and women's rights will be prepared by the 24 beginning organizations as an exercise in applying the new skills acquired, with the assistance of the 12 organizations that have developed good advocacy practices.

Once the workshop ends, 8 of the 24 beginning organizations will be selected to develop a specific advocacy action, based on the action plan outlines, which will be completed in the weeks following the workshop, based on the knowledge acquired and with the assistance of organizations sharing similar objectives.

3. Proposal of structure of contents and methodology for the capacity-building workshop

Module A – Lobbying, advocacy and policy dialogue in favour of gender equality and women's rights (60% of the workshop)

Educational objectives:

- Become familiar with the advocacy tools and cycles,
- Plan advocacy and policy dialogue actions at a local, national and Euro-Mediterranean level in the current political framework (the exchange session with policy-makers mentioned in point 1 is scheduled within this framework),
- Prepare a strategic advocacy action plan, which will establish an advocacy objective, the advocacy target and the actions envisaged,
- Others, if appropriate: to be specified in the proposal.

Module B – Governance and organizational capacities applied to advocacy (25% of the workshop)

Educational objectives:

- Have a good command of communications techniques and persuasion strategies,
- Fundraising,
- Monitor and assess the advocacy actions,
- Others, if appropriate: to be specified in the proposal.

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Module C – Networking with other organizations in the implementation of advocacy and policy dialogue actions (15% of the workshop)

Educational objectives:

- Create alliances around an advocacy action,
- Build a network or a coalition to monitor the policies at a local or national level,
- Understand the coaching techniques to foster peer learning,
- Others, if appropriate: to be specified in the proposal.

The contents and structure of modules proposed above will be adjusted according to the experience of the training team and the profiles of the 24 beginning organizations.

The methodology proposed must emphasise participation in order to encourage peer learning between participants. This approach can take the form of small groups or pairs, analyses of practical cases, exercises, role playing, and so on. The objective is to establish a climate of confidence in which participants feel free to talk about their organization, find creative answers to common problems, and share innovative methods previously tested.

The language of the workshop will be Arabic.

A simultaneous translation service will be available in French and/or English depending on the needs of the participants selected and the training team.

4. Indicative schedule and budget

- Launch of the call for participants: November 2015
- Selection of the 24 beginning organizations: January 2016
- Holding of the workshop: March/April 2016 (dates to be confirmed)

The budget available for the conception and carrying out of the workshop modules is a maximum of €10,000, not including transport and accommodation expenses, which will be paid by the organization.

5. Function of the team of experts responsible for conceiving and developing the workshop modules

- Define the programme and the contents addressed in each workshop module,
- Propose one or several trainers for each module,
- Adapt the contents of each module depending on the needs of the workshop participants,
- Design the materials of each module and ensure that they are pertinent to the participants' needs,
- Prepare self-assessment questionnaires for each workshop module (to be completed by participants before and after each module),
- Ensure training sessions linked to each workshop module,
- Assess each workshop module.

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6. Submission of proposals

Interested candidates are invited to submit their proposal, in English or in French, before **22 November 2015**, to the following address: euromedwomen@iemed.org. This can refer to all three training modules proposed or to only one or two of these modules.

Candidatures must be sent in a **single file of a maximum of 16 pages**, and include the following elements:

a) Detailed and argued proposal of the programme and content structure of one, two or three of the workshop modules clearly indicating the module or modules chosen, the methodology and the team proposed: maximum 5 pages

b) Methodological and content structure improvements proposed in relation to point 3 of these terms of reference: maximum 2 pages

c) CV of the members of the training team indicating the training experiences in terms of advocacy and policy dialogue in the southern Mediterranean, and the languages spoken (maximum 4 trainers): maximum 2 pages/CV

d) Detailed budget in euros for the conception and carrying out of one, two or three workshop modules (see point 6): maximum 1 page.

7. Selection criteria

a) **Overall quality of the proposal**: pertinence of the methodology in relation to the terms of reference, feasibility of the proposal in relation to the budget available. The proposals including all modules will be examined very carefully;

b) **Methodological and content structure improvements**;

c) **Expertise in relation to the contents** of the module or modules chosen (see point 3.);

d) **Professional experience in training** of the civil society organizations in the Euro-Mediterranean region;

e) **Languages**: a good command of **Arabic, French or English** is essential. Understanding more than one language will be an advantage;

f) **Other criteria**: candidatures presented by women experts, as well as by experts from southern Mediterranean countries, are encouraged.