

## **Consultancy announcement**

### **Consultancy to develop a training manual and deliver training on the prevention of sexual exploitation, abuse and harassment in the forestry sector**

**Deadline for application: 26 December 2024**

RECOFTC is an international nonprofit organization working towards a future where resilient communities with respected rights thrive in forest landscapes that they manage sustainably and equitably. We take a long-term, landscape-based and inclusive approach to supporting local communities to secure their land and resource rights, stop deforestation, find alternative livelihoods and foster gender equality. We have more than 37 years of experience working with people and forests and have built trusting relationships with partners at all levels. As a trusted, honest broker, we occupy a distinct position as an international organization that supports, informs and brings together governments, communities, businesses, academia and civil society organizations. Our innovations, knowledge and initiatives enable countries to foster good forest governance, mitigate and adapt to climate change and achieve the UN Global Goals.

RECOFTC operates in the Asia-Pacific region, with country offices in Cambodia, Indonesia, Lao PDR, Myanmar, Nepal, Thailand and Viet Nam.

RECOFTC is currently seeking a consultant or consultants to develop a training manual and deliver training on the prevention of sexual exploitation, abuse and harassment (PSEAH) in the forestry sector. The consultant/s will be engaged for 25 working days, distributed over three months with the consultancy to be completed no later than 30 March 2025. The consultant/s can work remotely except when conducting the training sessions, allowing for flexibility while ensuring timely delivery of project outcomes.

#### **Specific tasks and duties**

Working under the direct supervision of the Programme Lead, Gender Equality and Social Inclusion, the consultant/s will be crucial in advancing RECOFTC's commitment to fostering inclusive, equitable and sustainable forest landscapes while prioritizing the safety and well-being of communities and staff.

This assignment will support RECOFTC's zero-tolerance policy against sexual exploitation, abuse and harassment, as well as all forms of bullying and discrimination within the workforce, among related personnel and within the communities and stakeholders RECOFTC engages with.

The consultant/s will be responsible for the following tasks:

1. Conduct a desk review of existing literature, policies and guidelines on Sexual Exploitation, Abuse and Harassment (SEAH) in the forestry sector, including international frameworks and best practices.
2. Perform a needs assessment through SEAH situational analysis in RECOFTC country programmes in close collaboration with RECOFTC Executive Committee, Country Directors, Gender Equality and Social Inclusion focal points and Youth Engagement Committee.

3. Develop a comprehensive, user-friendly training manual on PSEAH for the forestry sector. The manual should:
  - Provide practical tools, case studies and guidelines for implementing effective prevention and response measures
  - Serve as a resource for organizations, community leaders and workers in the forestry sector to prevent, identify and respond to incidents of SEAH
4. Deliver a Training of Trainers session to selected RECOFTC staff, using participatory methods and tools

### **Deliverables and timeline**

The consultant/s are expected to work for 25 days spread over three months and must be completed no later than 30 March 2025.

The following table provides a summary of deliverables:

<b>Deliverable</b>	<b>Timeline</b>
Inception report (including methodology and work plan)	1 week from contract start
A draft outline of the PSEAH training manual	4 weeks from contract start
Needs assessment report	5 weeks from contract start
Draft PSEAH training manual	8 weeks from contract start
Training of Trainers session for RECOFTC staff	9 weeks from contract start
Final report: Training programme development, modules and all created materials	12 weeks from contract start

### **Qualifications and experience**

The consultant/s should have the following qualifications and experience:

#### **Essential**

- Postgraduate degree in Gender Studies, Social Sciences, Environmental Studies or a related field
- At least 5 years of experience working on gender-based violence (GBV), SEAH or safeguarding, particularly in forestry, conservation or natural resource management sectors
- Proven experience in developing training materials and manuals
- Proven experience in delivering training sessions
- Knowledge of international and regional frameworks on SEAH and gender equality
- Strong understanding of forestry landscape and community dynamics, particularly in the Asia-Pacific region
- Excellent writing and communication skills in English
- Experience in conducting needs assessments and situational analyses
- Familiarity with participatory training methodologies and adult learning principles
- Understanding of intersectionality and its application in addressing SEAH issues
- Experience in developing monitoring and evaluation tools for SEAH interventions

## Desirable

- Experience working on gender equality in a forestry context
- Knowledge of local languages in RECOFTC country programmes
- Previous experience working with international organizations or NGOs in the Asia-Pacific region
- Familiarity with digital tools and platforms for remote training delivery

## RECOFTC's core values

At RECOFTC, our core values are the foundation of our culture and guide all our work. In addition to job-specific skills and experience, the applicant should possess the following characteristics, attitudes and skills:

- Embrace innovation
- Adapt to and learn from challenges
- Nurture commitment, responsibility and ownership
- Collaborate with partners and stakeholders
- Commit to sustainability
- Cultivate participation, gender equity and social inclusion
- Prioritize wellbeing

## How to apply

Interested candidates are invited to submit the following documents:

1. Technical proposal. Provide a detailed proposal demonstrating your competency to accomplish the assignment. Include a description of your experience. If applying as an institution or group, attach the CVs of key staff who will be assigned to the consultancy, highlighting their relevant experience in delivering similar consultancies.
2. Cover letter. The cover letter should explain why the candidate is suitable for the position and provide the current contact details of three referees, including recent supervisors and or contact persons from similar consultancies.
3. Coordination confirmation. Confirm your ability to coordinate within RECOFTC's working hours (08:30-16:30 Indochina Time), specifying a preferred two-hour window for engagement and meetings.
4. Financial proposal. Submit a financial proposal indicating the all-inclusive fixed total contract price.

Please submit your application to [srijana.baral@recoftc.org](mailto:srijana.baral@recoftc.org). Please include the consultancy title in the email subject line. Only shortlisted individuals will be notified.

For more information about RECOFTC, please visit our website [www.recoftc.org](http://www.recoftc.org).

RECOFTC is committed to non-discrimination and equal opportunity. Applicants will not be discriminated against based on ethnicity, religion, age, nationality, physical disability, sexual orientation, gender identity, colour, marital status, medical condition, or any other classification protected by RECOFTC's values and code of conduct. Reasonable accommodations may be made to enable qualified disabled applicants to participate in the application process. If you require special accommodation, please inform RECOFTC's Human Resources in writing at the time of application. The successful candidate will be selected based on merit. RECOFTC strongly encourages women to apply.