

TERMS OF REFERENCE

CONSULTANCY FOR THE REVIEW AND ADAPTATION OF STUDY CIRCLE MATERIAL ON GENDER-BASED VIOLENCE (GBV)

1. BACKGROUND AND CONTEXT

Civic Forum on Housing and Habitat – Zambia (CFHHZ) is a national non-governmental organization dedicated to advancing rights related to adequate housing and access to essential services through evidence-based advocacy and community-driven approaches. With operations covering seven provinces, CFHHZ emphasizes inclusive development, secure land tenure, economic empowerment, climate resilience, and environmental sustainability.

CFHHZ collaborates with We Effect Zambia and ChildFund Zambia as a consortium partner in the Women Empowerment and Micro Small Enterprise Support (WEMSES) project. This partnership initiative, funded by the European Union (EU) and the Common Market for Eastern and Southern Africa (COMESA) under the Lusaka Transmission Distribution Rehabilitation Project (LTDRP) from June 2023, aims to enhance economic empowerment and foster social cohesion among women and youth benefiting from subsidized electricity connections in the peri-urban Lusaka communities.

As part of its implementation strategy, the project utilizes Study Circle methodologies to promote peer learning, critical reflection, and community-led initiatives. However, the current Study Circle materials on Gender-Based Violence (GBV) need a comprehensive technical review and adaptation to align with EU standards, rights-based frameworks, and the evolving needs of communities.

2. PROJECT BACKGROUND

The WEMSES project focuses on economic empowerment and social transformation, aiming to enhance social cohesion and equality among beneficiaries. It is spearheaded by We Effect Zambia, in collaboration with ChildFund and CFHHZ. This initiative falls under the Lusaka Transmission Distribution Rehabilitation Project (LTDRP), which commenced in June 2023. The project beneficiaries are drawn from various communities in Lusaka, including Mtendere East, Chainda, John Howard, Chawama, Kamanga, Garden, Mandevu, and Ngwerere.

2.a OVERALL OBJECTIVE:

To enhance access to complementary services, including business management training and credit facilities, for women benefiting from subsidized electricity connections in the targeted areas.

2.b SPECIFIC OBJECTIVES:

- 1) Strengthen resilient women- and youth-owned businesses to ensure the continuous delivery of quality empowerment services.
- 2) Promote gender-responsive, transformative, sustainable, and rights-based empowerment services that foster entrepreneurship among women and youth.

3. PURPOSE OF THE ASSIGNMENT

The primary purpose of this consultancy is to review, update and adapt the existing Study Circle materials on GBV, ensuring they are:

- 1) Technically sound and contextually relevant
- 2) Gender-responsive and rights-based
- 3) Aligned with EU policies and cross-cutting priorities (gender equality, gender equity, human rights, social inclusion)
- 4) Suitable for participatory, adult-learning methodologies
- 5) Accessible to diverse literacy levels among beneficiaries

4. OBJECTIVES OF THE CONSULTANCY

4.1 Overall Objective

To strengthen the quality, relevance, and effectiveness of the GBV Study Circle materials through a comprehensive review and revision for adaptation process.

4.2 Specific Objectives

Assess existing Study Circle materials and identify gaps, inconsistencies, and areas for improvement to be revised and adapt.

- 1) Ensure alignment with EU Gender Action Plan (GAP III) principles and relevant international GBV frameworks.
- 2) Integrate socio-economic empowerment linked to GBV prevention strategies.
- 3) Enhance usability and practical application for facilitators and community groups.
- 4) Strengthen participatory, inclusive, and transformative learning approaches.

5. SCOPE OF WORK

5.1 Desk Review

- 1) Review existing Study Circle materials and associated project documents.
- 2) Analyze relevant frameworks, including EU gender policies and national GBV frameworks.

5.2 Gap Analysis

- 1) Identify technical, structural, and contextual gaps.
- 2) Assess inclusivity, gender responsiveness, and accessibility.
- 3) Evaluate alignment with adult learning and participatory methodologies.

5.3 Revision and Updating of Materials

Revise and enhance the materials to:

- 1) Clarify concepts on GBV, gender equality, gender equity, and social norms.
- 2) Integrate practical tools addressing prevention, response, and referral pathways.
- 3) Ensure contextual relevance for target communities.
- 4) Improve structure, flow, and usability of materials.

5.4 Validation Process

- Facilitate (or support) stakeholder validation processes for revised materials.
- Incorporate feedback and insights from CFHHZ and consortium partners.

6. EXPECTED DELIVERABLES

- i. Inception Report (within 5 days)
- ii. Gap Analysis Report (10 days)
- iii. Revised Study Circle Materials on GBV (5 days)
- iv. Validation Report (5 days)
- v. Final Assignment Report (5 days)

7. METHODOLOGICAL APPROACH

The assignment will utilize:

- A rights-based and gender-transformative approach.
- Participatory and inclusive methodologies.
- Adult learning principles.
- Conflict-sensitive and culturally appropriate strategies.
- Alignment with EU visibility, safeguarding, and inclusion standards.

8. DURATION AND LEVEL OF EFFORT

The consultancy is expected to be completed within 30 calendar days from the date of contract signing.

9. REQUIRED QUALIFICATIONS AND EXPERIENCE

- An advanced degree in a relevant field demonstrating relevant experience for the assignment and reference for similar works undertaken.
- Social development qualifications will be an added advantage
- Minimum of 7 years' experience in the field.
- Demonstrated expertise in GBV and women's economic empowerment.
- Familiarity with EU-funded programs.
- Strong analytical and communication skills.

10. REPORTING AND MANAGEMENT

The consultant will report directly to CFHHZ. All deliverables will be subject to approval by CFHHZ to ensure alignment with project goals.

11. ETHICAL CONSIDERATIONS AND COMPLIANCE

All work must adhere to:

- Human rights and gender equality principles.
- Application of "Do No Harm" and safeguarding measures.
- Maintaining confidentiality and originality.

- Compliance with national GBV guidelines.

12. PAYMENT TERMS

- 30% – Upon submission of the Inception Report
- 40% – Upon submission of the Draft materials
- 30% – Upon completion of

13. EVALUATION AND SELECTION CRITERIA

The evaluation will be conducted in line with CFHHZ procurement principles, ensuring transparency, fairness, and value for money.

13.1 Evaluation Structure

Component	Maximum Score
Technical Proposal	80 points
Financial Proposal	20 points
Total	100 points

13.2 Technical Evaluation (80 Points)

Criteria	Max Points
Understanding of the assignment	15
Methodology and approach	25
Relevant experience	15
Qualifications of personnel	10
Previous similar work	10
Participatory approaches	5
Total	80

Minimum Pass Mark: 60/80 (75%)

13.3 Financial Evaluation (20 Points)

Formula:

Financial Score = (Lowest Price / Bid Price) × 20

13.4 Final Score

Final Score = Technical Score + Financial Score

Contract awarded to highest scoring bidder.

13.5 Additional Provisions

- CFHHZ may request clarifications
- Non-compliant proposals will be rejected
- Conflict of interest will lead to disqualification
- Tie-breaker: highest technical score

Subject Line: Consultancy – Review and Revision of GBV Study Circle Materials (WEMSES Project)

Applications should be submitted before close of business on 24th July, 2026 to: info@civicforum.org.zm

or delivered to:

The Executive Director
Civic Forum on Housing and Habitat – Zambia
Plot 11037, Off Benakale Road
Northmead, Lusaka