



**Terms of Reference (ToR) / Call for Proposals:  
Consultancy for SGBV Values Clarification and Attitude Transformation,  
Community Dialogue and Training**

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**Re-issue Date:** March 3, 2025

**Deadline for Submission:** March 14, 2025

**Location:** Abuja, Nigeria

**Issued By:** Disability Rights Advocacy Center (DRAC)

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## **1. Background**

The SAFE project was conceptualized to address systemic, harmful traditional practices within the Federal Capital Territory (FCT) that perpetuate sexual and gender-based violence (SGBV), particularly against women and girls with disabilities. These harmful practices can encompass forced and early marriages, intimate partner violence, female genital mutilation, emotional abuse, and other forms of violence exacerbated by cultural norms, which disproportionately affect women and girls with disabilities.

DRAC's earlier studies and interventions highlighted the critical role of community leaders—chiefs, religious heads, male influencers, and others—in either sustaining or challenging these harmful beliefs and practices. While previous initiatives successfully raised awareness and provided economic empowerment avenues for some women with disabilities, deeply entrenched cultural beliefs enabling violence remained insufficiently addressed. Recognizing this gap, the SAFE project strategically engages influential leaders to foster community-wide transformation by dismantling harmful norms and promoting alternative, non-violent practices.

## **Project Goal and Approach**

By targeting the structural drivers of SGBV—particularly negative community norms and practices—the SAFE project aims to create environments where women and girls with disabilities can exercise their rights and autonomy free from violence. Activities include specialized trainings, stakeholder dialogues, and the development of practical toolkits to guide community leaders in recognizing and rejecting harmful practices, while promoting gender equality and disability inclusion. Through this work, the project envisions lasting cultural shifts that ensure safer, more inclusive communities for all individuals.

## **2. Objectives of the Consultancy**

This consultancy aims to develop and deliver comprehensive training materials, manuals, and sessions focused on **SGBV Value Clarification and Attitude Transformation (VCAT)**, as well as community dialogues to combat harmful cultural

norms and practices. Particular emphasis will be placed on recognizing the specific forms of SGBV experienced by women and girls with disabilities and integrating disability-inclusive approaches. The consultant will be responsible for:

1. Facilitating a 2-day Stakeholders' Consultative Meeting with community leaders and influencers to strategize on combating harmful norms and practices at the community level.
  2. Developing an SGBV VCAT Manual tailored to community leaders, incorporating the various forms of SGBV affecting women and girls with disabilities.
  3. Designing and delivering a 3-day VCAT training for community leaders.
  4. Designing and delivering a 3-day training on SGBV, gender equality, human rights, relevant laws, and related topics for 30 community leaders, emphasizing the intersectionality of gender and disability.
  5. Developing a Community Dialogue Manual and Handbook for quarterly community dialogues aimed at rejecting harmful practices and promoting alternative, harmless and disability inclusive cultural norms.
  6. Training staff and community outreach volunteers on effectively using the Community Dialogue Manual.
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### **3. Scope of Work**

Under the guidance of the Executive Director of DRAC, the consultant will:

- **Task 1: Stakeholders' Consultative Meeting**
  - Plan and facilitate a 2-day consultative workshop with community leaders/influencers.
  - Guide participants in identifying key harmful norms and practices, including specific forms of SGBV targeting women and girls with disabilities.
  - Document key outcomes and recommendations from the workshop.
- **Task 2: SGBV VCAT Manual Development**
  - Conduct a desk review of existing materials, guidelines, and best practices relevant to SGBV, including disability-specific considerations.
  - Develop a comprehensive manual focusing on value clarification and attitude transformation, ensuring it is culturally sensitive, disability-inclusive, and accessible for diverse community leaders.
- **Task 3: VCAT Training Design and Delivery**

- Design a 3-day training curriculum based on the newly developed VCAT manual.
  - Deliver interactive sessions to community leaders, ensuring active engagement, practical learning, and skill-building exercises.
  - **Task 4: SGBV, Gender Equality, Human Rights Training**
    - Design a 3-day training covering SGBV, gender equality, human rights frameworks, and relevant legislation, with a focus on intersectionality (gender and disability).
    - Deliver this training to 30 community leaders, emphasizing participatory methods and real-life application within the community context.
  - **Task 5: Community Dialogue Manual and Handbook Development**
    - Develop a user-friendly manual and handbook to guide quarterly community dialogues aimed at rejecting harmful practices and promoting alternative cultural norms.
    - Ensure the manual includes clear instructions, facilitation tips, and culturally appropriate messaging, with specific attention to disability inclusion.
  - **Task 6: Staff and Volunteer Training**
    - Conduct training sessions for DRAC staff and community outreach volunteers, equipping them with knowledge and skills to effectively use the Community Dialogue Manual.
    - Provide ongoing support and mentorship as needed for the rollout of community dialogues.
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#### 4. Deliverables

1. A comprehensive, culturally relevant, disability-inclusive SGBV VCAT Manual for community leaders with training curriculum and facilitation guide (**not less than 120 pages**) – including detailed session outlines, materials, and activities.
2. Stakeholders' Consultative Meeting Report – Summary of key discussions, decisions, and recommended strategies from the 2-day workshop.
3. Training Sessions Delivery – Successful facilitation of the 3-day VCAT training and the 3-day SGBV/gender equality/human rights training.
4. Community Dialogue Manual and Handbook (**not less than 70 pages**) – Practical, easy-to-use guide to facilitate effective quarterly community dialogues, reflecting disability inclusion principles.

5. Staff and Volunteer Training Report – Documentation of training methods, participants, outcomes, and recommendations for follow-up.
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## 5. Methodology and Approach

The consultant is expected to employ a participatory and interactive approach, ensuring that all materials and trainings are designed to maximize stakeholder engagement, cultural relevance, and sustainability. This may include:

- Literature reviews, consultations, and focus group discussions.
  - Interactive workshop facilitation and experiential learning techniques.
  - Inclusive approaches that respect cultural sensitivities and diverse needs (e.g., gender, disability, literacy levels).
  - Clear and concise reporting for knowledge sharing and project accountability.
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## 6. Timeline

- Estimated Start Date: March 24, 2025
- Completion Date: May 20, 2025

*The development of training materials and manuals is expected to be completed by **May 20, 2025**, ensuring timely preparation for implementation. However, the facilitation of training sessions will be staggered across various quarters of the year based on project timelines and community readiness. As such, while the consultant's primary deliverables will be completed early, their engagement may extend further based on the agreed training schedule.*

A detailed work plan, including milestones and deliverables, will be agreed upon at the contract's inception.

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## 7. Consultant Profile and Qualifications

- **Academic Background:** Advanced degree in Social Sciences, Gender Studies, Human Rights, Public Health, or a related field.
- **Professional Experience:** 8 – 10 years of experience designing and delivering SGBV-related interventions, particularly focusing on cultural norm transformation and community engagement.
- **Technical Expertise:** Proven track record in developing training manuals and facilitation guides, with demonstrated experience incorporating disability-inclusive strategies.

- **Facilitation Skills:** Strong facilitation and communication skills, with the ability to engage diverse stakeholders (including marginalized groups) effectively.
  - **Cultural Competency:** Demonstrated knowledge of cultural dynamics related to gender equality, SGBV, and disability rights.
  - **Language Skills:** Proficiency in English and any relevant local languages is an added advantage.
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## 8. Application Process

Interested consultants or consulting firms should submit the following documents to [procurement@drac-ng.org](mailto:procurement@drac-ng.org), by March 14, 2025:

1. **Technical Proposal** – Outlining proposed methodology, work plan, and approach to the assignment including proposed formats / templates for the manuals.
2. **Financial Proposal** – Detailed budget, including consultant fees and any associated costs.
3. **CV/Resume** – Highlighting relevant experience and qualifications of the consultant and their core team (where applicable).
4. **Samples of Previous Work** – At least two examples of relevant manuals, curricula, or training materials developed previously.

Please use the subject line: “**Consultancy Application: SGBV VCAT & Community Dialogue**” when submitting your application.

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## 9. Evaluation Criteria

- **Technical Approach (40%)** – Clarity, completeness, and suitability of proposed methodology.
  - **Relevant Experience (30%)** – Demonstrated track record in similar assignments, including disability inclusion.
  - **Financial Proposal (20%)** – Reasonableness and cost-effectiveness of budget.
  - **Work Plan (10%)** – Feasibility and alignment with project timelines.
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## 10. Disclaimer

DRAC reserves the right to accept or reject any proposal without providing any reason and is not obliged to award the contract to the lowest bidder. Only shortlisted candidates will be contacted.

For any inquiries or clarifications, please send an email to [drac.nigeria@gmail.com](mailto:drac.nigeria@gmail.com). We look forward to receiving your proposals and partnering with a consultant who can effectively contribute to our efforts in transforming harmful norms, promoting gender equality, and fostering safe, inclusive communities—particularly for women and girls with disabilities.