

TERMS OF REFERENCE (ToR)

Consultancy Services for Training of Key Protection and Human Rights Stakeholders in Gabiley

- **Project Title:** Sustainable Urban Integration of Displacement-Affected Communities (SUIDAC)
- **Funding Partner:** European Union (EU)
- **Implemented by:** Cities Alliance/UNOPS
- **Implementing Partner:** Gabiley Local Government
- **Consultant:** Individual Consultant or Consultancy Firm
- **Assignment Duration:** 30 days
- **Target:** Approximately 100 participants
- **Reporting To:** SUIDAC Project Manager

2. Background and Purpose

Gabiley Municipality is implementing the Sustainable Urban Integration of Displacement-Affected Communities (SUIDAC) Project, funded by the European Union (EU) and implemented in partnership with Cities Alliance/UNOPS. The project aims to strengthen inclusive governance, social cohesion, protection, and equitable access to essential services for displacement-affected communities and other vulnerable populations in Gabiley.

To support the achievement of these objectives, Gabiley Municipality is seeking a qualified consultant or consultancy firm to design and deliver a Training of Key Protection and Human Rights Stakeholders in Gabiley. The assignment will strengthen the capacity of government institutions, legal actors, civil society organizations, community representatives, and other key stakeholders to enhance their understanding of protection and human rights principles, identify and respond to protection risks, facilitate safe referral pathways, promote inclusion and accountability, and strengthen coordination and collaboration in delivering effective, rights-based protection services for displacement-affected and vulnerable populations.

3. Target Participants

Approximately 100 participants will be drawn from:

- Refugee-Led Organisations (RLOs)
- Community-Based Organisations (CBOs)
- Civil Society Organisations (CSOs)
- Public Notaries in Gabiley
- Attorney General's Office
- Solicitor/legal representatives

- Immigration authorities
- IDP and refugee representatives
- Host community representatives
- Religious leaders
- Elders and clan leaders
- Gabiley Local Government staff

Participants will be organised into manageable groups of approximately 30–35 participants per session, subject to the final arrangement.

4. Objectives

The consultant shall:

1. Strengthen knowledge of human rights and protection principles.
2. Improve identification of protection risks affecting vulnerable and displaced populations.
3. Strengthen understanding of referral pathways, confidentiality, and informed consent.
4. Promote inclusive, non-discriminatory access to services and justice.
5. Strengthen community-based protection mechanisms.
6. Improve coordination among relevant stakeholders.
7. Promote safeguarding, accountability, participation, and do-no-harm principles.

5. Scope and Training Content

Preparation

The consultant shall review relevant materials, assess training needs, develop the methodology and agenda, prepare training materials, and develop pre/post-training assessments.

Training Topics

Each training day shall provide a comprehensive overview of protection and human rights, combining theoretical knowledge with practical discussions and interactive learning. The consultant shall ensure that every training session covers the following core topics:

- Introduction to protection principles, human rights, dignity, equality, non-discrimination, and inclusion.
- Overview of protection risks and vulnerabilities, including the rights and protection needs of IDPs, refugees, returnees, and other vulnerable groups.
- Roles and responsibilities of government institutions, legal actors, civil society organizations, Refugee-Led Organizations (RLOs), Community-Based Organizations (CBOs), community leaders, and other protection stakeholders.

- Identification of protection concerns, referral pathways, institutional coordination, confidentiality, informed consent, and safe information management.
- Access to justice, legal aid, and available protection and referral services.
- Community-based protection approaches, stakeholder coordination, community engagement, awareness raising, and protection mainstreaming.
- Development of practical action points and recommendations to strengthen coordination, accountability, and protection service delivery in Gabiley.

The consultant shall use participatory training methods, including presentations, group discussions, case studies, practical exercises, and question-and-answer sessions, to ensure active participation and effective knowledge transfer.

6. Training Methodology

The training shall be practical and participatory, using:

- Short presentations.
- Group discussions.
- Case studies and local examples.
- Group exercises and problem solving.
- Stakeholder and referral mapping.

Training should be delivered primarily in Somali, with English used where necessary for technical materials.

7. Deliverables

The consultant shall provide:

1. Inception Note and Work Plan.
2. Pre-assessment of human rights protection from the stakeholders.
3. Three-Day Training Delivery for approximately 100 participants.
4. Attendance, Evaluation Records and Session Photos, including pre/post assessments, participant feedback and three days photos.
5. Final Training Report summarizing implementation, attendance, results, challenges, lessons learned, and recommendations.

8. Qualifications and Experience

Individual Consultant:

- Bachelor's degree in law, Human Rights, Social Sciences, Development, Protection, or related field (Master's degree is an advantage.)

- Minimum 5 years of relevant experience in protection, human rights, displacement, legal protection, or related fields.
- Proven experience delivering stakeholders or community training.
- Knowledge of protection, referral mechanisms, and inclusion.
- Strong facilitation and communication skills.
- Fluency in Somali and good working knowledge of English.

Consultancy Firm:

- Legally registered consultancy/training organization.
- Minimum 5 years of relevant organizational experience.
- At least three similar assignments in the last two years.
- Qualified lead trainer meeting the above requirements.
- Relevant references and evidence of previous work.

9. Financial Proposal

The consultant/firm shall submit a professional consultancy/consultant fee for the assignment.

10. Payment Schedule

A provisional payment structure is:

- 40% upon approval of inception note, work plan, and training materials.
- 60% upon acceptance of the final report.

11. Application Requirements

Applicants shall submit:

- Technical proposal and methodology.
- Training work plan.
- Updated CV / company profile.
- Relevant certificates.
- Evidence of similar assignments.
- Professional references.
- Separate financial proposal showing the consultancy/consultant fee.

Submission Deadline and Address

Interested consultants or consultancy firms are invited to submit their proposals **no later than Sunday, 30 August 2026, at 12:00 AM (East Africa Time)**.

Submission Address:

Gabiley Municipality Headquarters - Department of Planning - Gabiley Somaliland.