



WORKERSRIGHTS WATCH
“Struggling for workplace without exploitation”
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TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT
Revision of Sexual Harassment training materials

Project Title: Tackling Sexual Harassment in the Kenya Horticultural Sector

Organization: Workers’ Rights Watch

Job Title: Consultant

Duration: 15 days

Contract Type: Consultancy

Closing date: 19th April 2019

Project Background:

In 2014, workers’ Rights Watch (WRW) and Women Working Worldwide (WWW) co developed a model anti-sexual harassment policy for the Kenyan horticultural sector. In 2015, they worked in collaboration with the Kenya Flower Council (KFC), Fair-trade Africa and 7 flower farms in Kenya, to pilot the policy in the cut flower subsector, in order to gauge its effectiveness in helping the farms deal with incidences of sexual harassment. The project’s aim was to develop participatory and sustainable workplace structures that protect women workers from sexual harassment. The policy would define sexual harassment and spell out the measures required for its implementation at farm level as well as the structures responsible for aspects of ensuring its implementation. in Kenya,

The implementation phase involved training of supervisors and managers of flower farms on both the substantive provisions of law relating to sexual harassment as well as the practical mechanisms for preventing or redressing sexual harassment. Gender Committees in the respective farms were also trained on how to handle reported cases as well as their broader functions in regards to contributing to the prevention of sexual harassment in the workplace. Ultimately, the duty of implementing the policy would fall upon the management through the management structures and the Gender Committee. The workplace shop stewards would be tasked with monitoring the implementation of the policy, on a day to day basis.

In this phase of the project covering August 2018 to July 2019, Hivos has granted WRW to scale up and to intensify the implementation of the project in Kenya. This phase will draw from the learning of the initial project phase and from the goodwill of the flower sector to foster the development of a culture of protection of women workers from sexual harassment at the workplace.

Purpose of consultancy

Workers’ Rights watch has conducted several monitoring exercises including a baseline study conducted in November 2018 to assess the practicability of the policy, status of its adoption by farms, challenges faced by farms in implementing the policy, areas for capacity strengthening and advocacy strategies. It is with the outcome of these processes that WRW seeks to revise the existing training materials and develop new materials if necessary, to help implement phase 2 of the project that aims at strengthening the capacity of policy users to implement and cascade learning on the policy. To accomplish this, WRW seeks the services of a consultant with demonstrated skills to engage in policy matters, who will guide and help in the revision and improvement of the training materials.

Scope of Work

The Consultant will be required to:

1. Review findings from the assessments and the current training materials including a training manual, the SH policy and guidelines tool and questionnaires to highlight any observable weaknesses that may hinder the successful adoption of the policy
2. Identify areas that may require improvements and design means through which these improvements can be realized
3. Conduct a revision of the materials, highlighting the relevance of the changes made
4. Consult WRW and other relevant stakeholders on changes to be made
5. Present the final materials/ tools developed.

Duration and working schedule:

The consultancy period will be fifteen (15) working days, including 1 day for an inception briefing meeting.

Location of assignment: The consultant may work within WRW premises in Kiambu town or other preferred location that would provide them ease in accessing relevant resources to guide in the process.

Deliverables for the consultant:

1 day	Contract signing and Inception briefing meeting
9 days b	Review of current training materials and other literature
10 days after contract signing	Submit a brief report/ Justification on change areas
15 days after contract signing	Delivery of revised materials and other newly developed tools (if any)

Supervisory arrangements: The consultant will work under the direct supervision of WRW’s programmes coordinator

Essential Minimum Qualifications and Professional Experience Required:

1. Be highly qualified and proficient in spoken and written English
2. Hold an undergraduate degree from a recognised institution in fields of Law, community development, Teaching/training, HR/ administration and other relevant. (A post graduate qualification will be prioritized)
3. Have at least 3 years' experience in policy engagement, legal practice, research, training and other relevant areas
4. Having an understanding of the Kenyan horticultural sector and policies/ regulations applying to the sector would be highly desirable
5. Demonstrate experience in using innovative approaches such as graphics, charts etc. to document key content.
6. Demonstrate ability to meet project deadlines with no supervision.

Experience working for an NGO, Research institution, legal institution or similar local organization will be an added advantage

Other requirements;

The consultant should include the following information in the bid:

- Expected consultancy fee for this assignment
- Detailed profile of the applicant, indicative of previous relevant experience
- Reference for client for similar assignment
- At least a copy of a completed similar assignment
- Any other information relevant to this TOR

To Apply:

Interested consultants (individuals) with experience in executing similar assignments are invited to submit their applications through the following address info@workersrightwatch.org

The deadline for applications is Friday 19th April 2019.