



WORKERSRIGHTS WATCH
“Struggling for workplace without exploitation”
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TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT – RAPPORTEUR

Sexual harassment policy training

(This is an advertisement for individual consultants – Consultancy firms will not be considered)

Project Title: Tackling Sexual Harassment in the Kenya Horticultural Sector

Organization: Workers’ Rights Watch

Job Title: Rapporteur

Duration: 20 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 gage 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

WRW has strived to ensure awareness raising on the proposed model sexual harassment policy for the sector by conducting trainings and capacity building sessions for farms on means to implement the policy and deal with complaints relating to Sexual Harassment (SH). WRW does this through full day trainings to farms on the policy, guidelines and case studies, to enable them understand the practicability of the policy. Each farm participating in the project receives two (2) days of training; Day 1 for workers and gender committee members and Day 2 for managers and supervisors.

Between April and July 2019, WRW will offer trainings on SH to 10 farms for 20 days. In order to have an accurate record of the actual discussions, training areas, case studies and recommendations, WRW requires the services of a rapporteur.

Scope of Work

The Rapporteur consultant will:

1. Participate in designing an activity report framework at an inception briefing meeting with WRW program officers.
2. Accompany WRW to all trainings conducted within the course of the proposed timeframe for the assignment.
3. Take complete notes of the proceedings (3 sessions each day running from 9am to 4pm)
4. Consolidate notes/recordings if any, provided by other accompanying officers.
5. Present draft report for input by the project officers.
6. Present an overall/ summary report if necessary

Duration and working schedule:

The rapporteur consultancy will be for twenty (20) working days, during which the farm visits will be made, including 1 day for the briefing meeting.

Location of assignment: The trainings will take place in Naivasha, Kiambu, Athi river and Nanyuki regions.

Deliverables for the rapporteur:

1 day	Contract signing and Inception briefing meeting (Rapporteur will design a reporting framework in consultations with the project officer)
20 days	Accompany WRW to trainings and take complete notes of proceedings

Within the course of the assignment period	Consolidate notes and Draft reports for each of the 20 training days based on the presentations and discussions during the training sessions and other related meetings
Final report to be presented within 7 days after the final training.	Present a minute-report for each training session

Essential Minimum Qualifications and Professional Experience Required:

1. Be highly qualified and proficient in spoken and written English with a good understanding of Swahili
2. Hold an undergraduate degree from a recognised institution in English, literature, journalism, or other relevant fields
3. Have at least 2 years' experience in minutes taking, reporting or other documentation processes
4. Demonstrate the ability to use a neat, concise and clear style in writing and communication
5. Demonstrate experience in using innovative approaches such as graphics, charts etc. to summarize key content.
6. Ability to meet project deadlines with no supervision.

Experience working for an NGO, Research 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.