



**Consultancy Opportunity
Training and Technical Assistance Module Development on
Ensuring Access to Essential Social and Economic Services**

About Free the Slaves

Founded in 2000, Free the Slaves (FTS) is a pioneer and leader in the global effort to eradicate modern slavery. Our mission is to liberate those in slavery and to change the conditions that allow slavery to persist. Free the Slaves works at the grassroots level, with and through local partners, to empower vulnerable individuals and communities to achieve freedom from, and develop resistance to, slavery and trafficking, and to build national capacity to combat slavery and trafficking.

Headquartered in Washington, D.C., FTS has programs in Africa, Asia, the Caribbean, Latin America and the Middle East.

For more information, see: www.freetheslaves.net.

Terms of Reference

Summary

- Purpose: Development of a Training and Technical Assistance Module on Ensuring Access to Essential Social and Economic Services
- Audience: FTS staff (trainers) and field level staff of FTS partners (trainees)
- Reports to: Joha Braimah, FTS West Africa regional director
- Timeframe: May 2021 – October 2021
- Location: The work will be done remotely

Program Background

Free the Slaves has developed a community-based model, which focuses on identifying and supporting at-risk communities so they acquire the intellectual, organizational, legal, political and physical assets that reduce vulnerability to slavery and liberate those in slavery.

The Free the Slaves approach to eradicating modern slavery is embodied in our [Community Liberation Model](#) (CLM), which serves to increase sustained community resistance to modern slavery. The strengthening of community resistance and resilience reduces new cases of modern slavery, liberates those in modern slavery and yields sustained declines in the prevalence of modern slavery.

The four pillars of the CLM are: (1) Educating and mobilizing vulnerable communities so that they know their rights and how to assert them; pursue norms conducive to reducing vulnerability (such as gender equity); and, organize for self-protection; (2) Liberation, care and reintegration so that victims are released from slavery and receive the necessary care and services to live in freedom and dignity; (3) Enhancing the rule of law to ensure appropriate anti-slavery and complementary laws exist and are enforced; and, (4) Ensuring household security to reduce vulnerability through access to essential social and economic services.

Free the Slaves has been creating a Community Liberation Toolkit comprised of four modules corresponding to the pillars of the CLM. The goal of developing the Community Liberation Toolkit is to capture the competencies embedded in the FTS Community Liberation Model so that they can be efficiently transferred to FTS partners. The first three modules of the toolkit have been developed and effectively piloted.

The purpose of this consultancy is to develop Module 4: Ensuring Access to Essential Social and Economic Services - Training and Technical Assistance.

MODULE 4 will:

- Focus on fostering partnerships between anti-slavery organizations and relief and development organizations and agencies, with the objective of developing household economic and livelihood capacity to build resistance to slavery and human trafficking.
- Identify opportunities and challenges to integrating anti-slavery and anti-trafficking interventions into development programs.
- Help participants develop action plans for supporting vulnerable families and household access to available social protection services and advocating for greater integration of anti-slavery and anti-human trafficking into the programs of relief and development organizations.

Essential social and economic services include, but are not limited to, access to healthcare, credit, education, food, shelter, energy, water and sanitation. Essential services can include providing micro-enterprise training and capital, and increasing civic participation.

Consultancy Opportunity

The primary audience for the proposed training is the staff of NGOs serving communities where slavery is occurring and/or where there is a high risk of slavery. A particular emphasis should be placed on developing material suitable for frontline community workers and their supervisors.

The goal of the training is to ensure the participants develop the knowledge and skills to advance the access of the communities they serve to essential services.

Deliverables

In collaboration with FTS staff, the consultant will develop the following for the Access to Essential Social and Economic Services Training and Technical Assistance Module, using a format similar to that used for previous modules:

- Trainer Manual
- Participant Manual
- Training PowerPoint Slides
- Technical Assistance Guide
- Evaluation Guide
- Preparation and Logistics Guide
- Backpackers Guide (a summary for use in the field by trainees)

Module Content

The specific content will be subject to discussion between the consultant and FTS staff. The following is a tentative and illustrative outline of the content to be covered in the training module:

- **Definitions and concepts:** Common understanding on key terms.
- **Essential services overview:** Conceptual clarity on how to enhance access to services to strengthen and sustain a policy environment that effectively supports victim/survivor access to services, and essential services that allow individuals and communities to resist slavery and trafficking.
- **Policy framework:** Understanding the policy framework and how it is implemented (national to community level), including implementation apparatus, duty-bearers, and budget allocation.
- **Policy analysis:** Methods and tools for analyzing policies and laws that directly affect access to essential services by the most vulnerable individuals and communities;

identifying how community members can claim access to services; identifying policies that need to be improved; identifying barriers to, and gaps in, policy implementation.

- **Advocating for change:** Methods and tools to advocate for increased access to essential services, especially at the community level; identifying advocacy actors, advocacy channels, advocacy targets; empowering citizen engagement and voice; developing an advocacy strategy and plan.
- **Coalition-building:** Methods and tools for working effectively in coalitions to pursue joint advocacy aims; conducting stakeholder analysis and selecting strategic allies and coalitions; building consensus and momentum to promote access to essential services.
- **Measuring impact:** Methods and tools to measure actions, outputs, impact, and level of contribution.

Duration of Training and Technical Assistance

The training should be designed for a five-day in-person workshop, as well as an online training version to be undertaken via ten 90-minute sessions over the course of five days. The training workshop outputs should include an action plan by each workshop participant. The Technical Assistance Guide should address follow-up consultations with the participants and their supervisors during implementation of their action plans, typically over a 6 to 12 month period.

Pilot Test of the Training Module

The consultant may be asked to participate in a pilot test of the module during a training workshop and will work with Free the Slaves staff to make revisions to the module based on feedback from the pilot test. The pilot test will be held in a country where FTS has a program.

Coordination with FTS

The consultant will:

- Stay in regular communication and consultation with the FTS West Africa regional director, including key stages such as the setting of the module outline and table of contents, development of the draft content of the module, the pilot-test training, and finalization of the module.
- Consult with FTS staff and other experts on the core competencies needed by a prototypical community development worker tasked with helping communities gain increased access to essential services.
- Submit drafts of all deliverables for review by FTS staff and external reviewers; the consultant will revise drafts as needed based on the feedback.

Budget

The consultancy fee will be based on the full and satisfactory completion of all the deliverables noted above. The total fee will not exceed \$20,000.

Schedule

The period of the consultancy is May – October 2021. The following is a tentative schedule for key events during that period:

- Consultant appointment and orientation: by end April 2021
- Conduct consultations, online research and desk review of existing resources: May 2021
- Develop first draft of the module: June 2021
- Revise the module based on FTS and external review: July – August 2021
- Pilot test the module: September 2021
- Revise the module based on feedback from pilot test: September - October 2021
- Finalize the module: October 2021

Desired Qualifications

- A high level of expertise and experience in the content areas cited above
- Experience in developing and applying practical tools that are suitable for NGOs working with highly vulnerable communities
- Proven ability and experience in facilitating training workshops
- Extensive experience in the development of training curricula and materials
- Demonstrated experience in training local grassroots organizations on human rights and human trafficking
- Fluency in English (written and spoken) with excellent communication skills
- Post-graduate degree in a relevant field
- At least 10 years of relevant professional experience

Application Process & Proposal Submission Instructions

Please submit a proposal that includes the following:

- A technical proposal including your understanding of our needs, a work plan including the overall approach, proposed methods, etc.
- A description of the consulting organization or individual applicant, including the curriculum vitae of the primary consultant and short biographies of any additional

members of the team, highlighting expertise needed to support the technical proposal and references

- A financial proposal for the completion of the deliverables
- Examples of training modules, guides and other materials prepared by the applicant

Applications should be submitted to: <https://smrtr.io/5jmRF>

Early applications are encouraged as applications will be considered as they come in, the applications will be reviewed on a rolling basis, and a consultant will be selected as soon as possible.

Candidates will be evaluated based on the following selection criteria:

- Technical proposal
- Financial proposal
- Experience and expertise of the consultant
- Examples of training modules, guides and other materials

Free the Slaves is an equal-opportunity organization. Qualified applicants are considered for consultancies without regard to age, race, color, religion, sex, national origin, sexual orientation, disability or veteran status.