

Terms of Reference

Trainer (team)

for

International Programme for Ugandan Rural Women of Farmer Based Organisations on
"Advocacy, Association Development and Leadership"

1. Introduction

The German Association of Rural Women (dlv-LandFrauen gGmbH) with its 450.000 members is the biggest women organization in rural areas of Germany. The organization advocates for the amelioration of the social, economic, and legal status of women in rural Germany. Additionally, the dlv is the professional organization of German women in farming and the agricultural business sector.

Taking advantage of its collective strength and decades of experience, the dlv has been involved in international development cooperation since 2017. The international projects are implemented by the dlv-LandFrauen gGmbH (dlv) as a representative of the Deutscher LandFrauenverband e.V. (dlv).

Since 2022 the dlv is focused on empowering women in rural areas in Uganda's agricultural and food sector. Furthermore, the program aims to strengthen female leadership skills, knowledge about lobbying and advocacy, and to empower Farmer Based Organizations (FBOs)/women groups in the agriculture and food sector. As part of this project, dlv organises an international training programme of several phases of which 20 women from Uganda participate in a **11-day study tour from 1st to 11th September 2024 in Germany** as well as:

- 1-day Visa preparation meeting in Kampala, June 2024 (facilitated by partner organisations UNYFA and UNFFE)
- 1-day preparation workshop in Kampala, August 2024 (facilitated by partner organisations UNYFA and UNFFE)
- 3-expert days for consultation of the 20 participants, between the study tour and follow-up workshop (September 2024 – November 2024)
- 2-day follow-up workshop around Kampala, November 2024
- 2-day evaluation workshop around Kampala, April or May 2025

The project is commissioned under the German Federal Ministry of Economic Development and Cooperation (BMZ) in collaboration with the Deutsche Gesellschaft für International Zusammenarbeit (GIZ) GmbH.

2. Purpose of ToR

For the development and facilitation of the study tour, one preparation workshop (needs assessment which is possible digitally) and two workshops in Uganda listed below dlv is looking for a trainer or a trainer team (preferred) in the field of Lobbying and Advocacy, organisational/association development, networking and leadership for rural women, women groups, and Farmer-based organisations.

- a. 1-day Preparation workshop in Kampala together with our partner organisations UNFFE and UNYFA (the trainer/trainer team will only be responsible for the needs assessment which is possible to submit digitally since the partner organisations have the lead of this workshop)
- b. Study tour from 1st to 11th September 2024 in Germany will comprise
 - 1) theoretical input about topics mentioned above
 - 2) visits and exchange with dlv Rural Women associations at a local level in Germany (Mecklenburg-Vorpommern and Niedersachsen Weser-Ems, each one day) as well as visits to farms/agricultural businesses (of German rural women)
 - 3) First steps in the development of transfer idea/activity (participants will develop their own small activities to be implemented back in Uganda based on topics facilitated during the study tour)
- c. 3-expert days for consultation of the 20 participants to finalise a concept note for the implementation of individual projects (*transfer ideas*)
- d. 2-day follow-up workshop in Uganda (Date: Nov 2024) with the participants to discuss their progress and challenges in implementing their transfer ideas/activities and check the finalised concept notes. At the end of this workshop, all 20 participants must submit a finalised concept note including budget to dlv before starting to implement their activities.
- e. 2-day evaluation and exchange workshop in Uganda (Date: April/May 2025) on how the implementation process of the participants transfer ideas/activities went along and what improvements could be made as well as exchange of ideas/experiences with other participants

3. Information about structure and content of activities:

Target group: The participants of the study tour are up to 20 women from rural areas in Uganda. Most of the women hold a leadership position or have the ambition to hold one in the future. All women are active female members of a Farmer Based Organization (district level or subcounty level) or women's group in Uganda.

The focus of the study tour must be the acquisition of

- ❖ lobbying and advocacy in rural areas, that is equipping the women with knowledge and tools on how to represent their interests better and how their women group or farmer-based organisation can represent interests of rural women. Therefore, this also touches the topic of organization and association/women group development
- ❖ profunde knowledge of Networking and
- ❖ Leadership skills for rural women

The aim is that with this acquired knowledge and experience, the women will implement innovative approaches, that is small projects, by themselves in their communities.

4. Your tasks

You will work closely with the dlv project team to develop the workshop topics, but will be responsible for the content, schedule, and practical implementation of a study tour (b), consultation (c) and two workshops, that is d) and e) (content, structure, pedagogical methods, developing workshop materials (handout, etc.), ideas and organisation of further excursions):

- a) Conception, design and implementation of the **study tour** programme (1st to 11th September 2024) in close coordination with the project leaders consisting of
 - ➔ theoretical inputs on the topics of lobby and advocacy/representation of interests (tool box for lobby and advocacy) of and for women and women groups/farmer-based organisations in rural areas, networking, leadership and organisational and association development (group strengthening, group dynamics).
- b) Conception, design and implementation of two follow-up workshops in close coordination with the dlv project managers:
 - ➔ Aim of the **first workshop** in Uganda (Nov 2024) should be the guidance of the participants to finalise the concept note to implement their transfer ideas/projects on issues of organisational development, Lobbying and Advocacy or Networking or Leadership. Activities of the workshop should be submitted in a final concept note with a budget.
 - ➔ Aim of the **second workshop** in Uganda (April/May 2025) should be the guidance of the participants to effectively evaluate the process of transferring their ideas on the above-mentioned topics into their communities and whether they observe a positive or negative impact of that change. Furthermore, the participants should exchange their ideas with other participants.

5. Your profile

- University or university of applied sciences degree in relevant fields (e.g., development studies, agricultural sciences, gender studies, political sciences or other relevant fields of study).
- At least 5 years of professional experience in the fields of facilitating trainings/consultancy for organisational development on rural level, association development, group strengthening, advocacy and lobbying, agriculture or food sector, rural development, gender, women empowerment, etc., preferably in the international development sector
- Proven experience in designing training sessions and producing training materials in relation to the above-mentioned topics
- Proven work experience in Sub-Saharan Africa, preferably in East Africa
- Proven experience in facilitating workshops for people in rural areas
- Proven experience in working with rural women/farmers
- English at a negotiable level
- Experience in methods of women empowerment
- Experience in working with or for international development organisations
- Willingness to travel to Germany in September 2024 and to Uganda in Nov 2024 and April/May 2025
- Ability to work independently and flexible (especially between the study tour and follow-up workshop to consult the 20 participants regarding their concept notes/pre-check the submitted concept notes.)

6. Duration of assignment and allocation of expert days

The consultant will be allocated a total number of **31 expert days**:

- 1) Needs assessment for the preparation workshop
 - a. **1 day preparation:** needs assessment for the preparation workshop in August 2024 for the 20 Ugandan participants facilitated by the dlv-partner organisations UNFFE and UNYFA
- 2) 9-day study tour from 2.-10.09.2024 on Networking and Leadership and Advocacy and Lobbying (program will be for 9 days, arrival/departure will be paid separately)
 - a. **7 days of preparation:** conception of the workshop programme: content and practical design (content, structure, pedagogical methods, development of training materials, etc.); intensive consultation with project managers from dlv; planning of excursions embedded in theory.
 - b. **9 days implementation** of the 9-day study tour (workshop sessions and excursions) through Germany (Start in Berlin, Mecklenburg-Vorpommern, Niedersachsen Weser-Ems, departure from Bremen)
 - c. **1 day report writing:** report of study tour inclusive evaluation and photo protocol

- 3) **3-expert days** for consultation of the 20 participants to finalise a concept note for the implementation of individual projects (*transfer ideas*)
- 4) 2-day follow-workshop in November 2024
 - a. **2 days preparation:** 1 day for conception of the workshop programme, content (content, structure, pedagogical methods, development of workshop material, implementation plan (action plan), concept note etc.); intensive consultation with dlv project team; 1 preparation day in Uganda
 - b. **2 days implementation** of the 2-day workshop in Uganda (Nov 2024)
 - c. **1 day report writing:** workshop report inclusive evaluation and photo protocol
- 5) 2-day workshop in April/May 2025
 - a. **2 days preparation:** 1 day conception of the evaluation and exchange workshop; intensive consultation with dlv project team. 1 preparation day in Uganda.
 - b. **2 days implementation** of the 2-day workshop in Uganda (April/May 2025)
 - c. **1 day report writing:** workshop report inclusive evaluation and photo protocol

Interested and qualified applicants should by **16th June 2024** submit their CV, Financial and Technical proposal with a tentative workplan to krebs@landfrauen.info ; kindly also share work samples of similar workshops already facilitated.

Travel expenses inclusive meals and accommodation as well as workshop materials will be fully covered by dlv for the trainers as well as for the participants.

Women as well as female trainer teams are strongly encouraged to apply.

Short listed consultants will be invited for a brief online interview in the last week of June 2024.