



Terms of Reference (ToR)

Facilitator: Gender Capacity-Building Training for Female District-Level Staff

Background

The Joint Programme on Strengthening Local Governance and Decentralized Service Delivery (Dowlad-kaab programme) is a five-year initiative by UNDP, UNICEF, and UN-HABITAT funded through the Somalia Joint Fund to further strengthen local governments in effectively responding to the needs and rights of all people as

rights-holders as well as amplifying the voices of communities, with a focus on women, youth, and marginalized groups to hold their local leaders accountable. Dowlad-kaab Programme works with local, state, and federal levels of government to create an enabling environment for inclusive and sustainable governance systems at the district level, advancing responsive basic social service delivery, enhancing state legitimacy and rebuilding trust.

Dowlad-kaab programme emphasizes local ownership and a modular approach to governance, demonstrating a sequenced and coordinated implementation modality. In close collaboration with the Federal Ministry of Interior, Federal Affairs, and Reconciliation (MoIFAR), Dowlad-kaab Programme will utilize key governmental structures to enhance coordination and capacity across government levels and clarifying roles and responsibilities of federal, state and local tiers of government as duty-bearers. MOILG and UNDP will increase women's council for their understanding on decentralize service delivery to improve their skills to facilitate and wider representation and provides good guilty service, because local people know best about local needs and local government has the greatest impact on any project success.

Gender equality is a cornerstone for effective and inclusive governance and development. To enhance the performance and confidence of female staff at the district level, there is a need to build their capacity in gender-sensitive programming, leadership, and service delivery. This training aims to strengthen their technical knowledge, leadership capabilities, and understanding of gender mainstreaming.

1. overall Objective

The overall objective of this assignment is to design and deliver a gender capacity-building training program to female staff at the district level, equipping them with the knowledge and tools to perform their roles effectively with a gender-sensitive approach.

The facilitator will be responsible for the following:

- Design a participatory, context-specific training curriculum and materials on gender equality, leadership, and public service delivery.

- Conduct pre-training needs assessment (if needed) to tailor the content to participants' roles and knowledge levels.
- Deliver interactive training sessions at the district level (in-person or hybrid, depending on context).
- Facilitate discussions, case studies, role plays, and group work to encourage experience sharing and peer learning.
- Evaluate participant learning and collect feedback.
- Submit a final training report with recommendations.

2. Key Topics to Cover

- Introduction to gender concepts and gender equality
- Gender mainstreaming in government services and development programs
- Women's leadership and empowerment
- Addressing gender-based barriers in public service
- Communication and negotiation skills for women in leadership
- Creating a gender-sensitive workplace environment

3. Deliverables

- Training agenda and curriculum
- Training materials and handouts (soft and hard copies)
- Pre- and post-training evaluation tools
- Conduct of training sessions
- Final training report including:
 - Summary of sessions
 - Participant feedback
 - Lessons learned and recommendations

4. Duration and Location

- **Duration:** 20 days, including preparation and reporting
- **Location:** Jowhar District

5. Reporting and Supervision

The facilitator will report to the project coordinator / DGs at the Ministry of Interior and Local of Hirshabelle state and work closely with the district administration and relevant stakeholders.

6. Required Qualifications

- University degree in Gender Studies, Social Sciences, Development Studies, or related field.
- At least 5 years of proven experience facilitating gender-related trainings, particularly with women in government or community roles.
- Strong understanding of gender mainstreaming and capacity-building methodologies.
- Excellent facilitation, communication, and interpersonal skills.
- Fluency in Somali and English language.

7. Application Requirements

Interested candidates should submit:

- A cover letter outlining relevant experience
- CV

- Proposed training methodology

8. Application Process

Interested candidates should submit a CV, cover letter, and a sample of previous relevant work to the email: procurement.moi@gmail.com and copies Dg@moi.hs.so by Deadline for submission will be on **17 June 2025 at 5:00PM** hour's local time.