



Terms of Reference

Recruitment of Trainers for Online Humanitarian Capacity Strengthening Trainings

Background

The African Women's Development Fund (AWDF) is strengthening its institutional readiness and capacity to engage effectively with humanitarian funding and support feminist and women's rights organisations responding to crises across Africa.

Women's rights and feminist organisations are often among the first and most trusted actors responding to crises within their communities. Their proximity to affected populations, contextual knowledge, relationships of trust and networks of care enable them to provide locally grounded and responsive support. However, many organisations face barriers to accessing, managing and implementing humanitarian funding, including limited humanitarian technical knowledge, complex donor requirements, safeguarding obligations, security and duty-of-care considerations, monitoring, evaluation and learning requirements, and financial management and accountability standards.

AWDF will implement two complementary online training programmes:

1. Online humanitarian capacity-strengthening trainings for AWDF partners in Sudan and the Democratic Republic of Congo (DRC)
2. Online humanitarian capacity-strengthening trainings for AWDF staff.

The trainings will support participants to understand and navigate humanitarian principles, standards, funding requirements, safeguarding obligations, risk management, monitoring and reporting expectations while ensuring that humanitarian action remains grounded in feminist principles, including care, dignity, agency, inclusion, accountability, flexibility, local leadership and power shifting.

The partner training will also recognise feminist and women-led organisations as knowledge holders and create space for peer learning and exchange. The staff training will support AWDF to develop a shared institutional understanding of humanitarian action and strengthen its role as a feminist funder and partner to organisations responding to crises.

AWDF is therefore seeking qualified and experienced trainers or training teams to design and deliver these online training sessions.

Purpose of the Assignment

The purpose of this assignment is to engage trainers to design and facilitate participatory, practical, feminist and context-sensitive online humanitarian capacity-strengthening sessions for AWDF partners and staff.

The trainers will be expected to adapt the content to the different learning needs of the two participant groups and ensure that the sessions are relevant to the realities of feminist and women's rights organisations operating in crisis-affected contexts.

Objectives of the Assignment

The trainers will:

- Strengthen participants' understanding of humanitarian principles, standards, systems and funding requirements.
- Build participants' capacity to design, implement, monitor and manage humanitarian and crisis-response interventions.
- Strengthen understanding and application of feminist approaches to humanitarian action and funding.
- Support participants to identify and manage safeguarding, security, duty-of-care and other operational risks.
- Strengthen crisis-sensitive monitoring, evaluation, learning and reporting practices.
- Improve participants' understanding of humanitarian grant-making, financial management, compliance and accountability.
- Promote peer learning, reflection and knowledge exchange.
- Support AWDF staff to develop a shared institutional approach to humanitarian funding and partner accompaniment.

Scope of Work

The selected trainer or training team will be responsible for the following:

1. Develop practical and accessible training materials, including presentations, case studies, scenarios, exercises, worksheets, tools and reference materials.
2. Delivery of Partner Training (The partner training will comprise three online sessions delivered over a two-month period)
3. Delivery of Staff Training (The staff training will comprise three online sessions delivered over a two-month period)

The trainer will be expected to:

- Participate in planning and coordination meetings.
- Submit draft materials for review and approval before delivery.
- Incorporate AWDF feedback into the final training design.
- Communicate promptly regarding any risks, challenges or changes to the agreed schedule.
- Submit a final report within an agreed period after completion of the training series.

Required Qualifications and Experience

AWDF is seeking an individual trainer or training team with the following qualifications and experience:

- Advanced degree or equivalent professional experience in humanitarian action, international development, women's rights, organisational development or a related field.
- At least seven years of relevant professional experience in humanitarian programming, humanitarian funding, capacity strengthening or related areas.
- Demonstrated experience designing and delivering online training.
- Strong knowledge of humanitarian principles, standards, systems and funding requirements.
- Demonstrated understanding of feminist, gender-responsive, locally led and community-centred approaches to humanitarian action.
- Bilingual, Fluency in English, Knowledge of French and/or Arabic will be an advantage.

Where a team is proposed, the application should clearly outline the roles, expertise and responsibilities of each team member.

How to Apply

Interested institutions may submit a proposal to consultancy@awdf.org by 2nd October 2026. Proposals should comprise the following;

- A technical proposal (maximum 5 pages) outlining the consultant's understanding of the assignment, proposed methodology and facilitation approach, work plan, and how they intend to deliver the required scope of work and expected outcomes.
- A detailed financial proposal presenting the proposed budget for the assignment, with a clear breakdown of all anticipated costs.
- Profile/CV of the consultant/s, highlighting relevant expertise and experience in individual and organisational capacity strengthening and delivery of similar assignments.