

# Terms of Reference

## **Consultant to Develop Training Materials for UNI Care - GIZ Training Project: Ghana and Colombia**

### **1. Background**

UNI Global Union's Care sector (UNI Care) is implementing a transformative training project for care workers in Ghana and Colombia, building on the successful "Together We Care" (TWC) project legacy. This initiative will deliver targeted training in three critical areas: Occupational Safety and Health (OSH), Prevention of Gender-Based Violence and Harassment (GBVH), and Women's Leadership in Union Organizing.

The project aims to strengthen collective representation, advance gender equality, and build sustainable training capacity within partner organizations. Training materials must be context-aware, grounded in local legal frameworks, and aligned with international labor standards while being designed for peer-to-peer replication and cascade training.

### **2. Objective**

To engage an experienced labor education consultant to develop three comprehensive, participatory training modules that will serve as the foundation for capacity-building workshops in Ghana and Colombia, with materials suitable for long-term use and replication throughout the broader labor movement.

### **3. Scope of Work**

#### **3.1 Training Module Development**

In consultation with UNI staff and relevant affiliates, the consultant will refine and build on the existing training curriculum to develop three distinct training modules:

##### **Module 1: Occupational Safety and Health (OSH)**

- Risk assessment and hazard identification specific to care settings
- Worker rights and employer obligations under national and international law
- Practical tools for union representatives to advocate for safer workplaces through safety committees
- Case studies from successful OSH improvements in the care sector
- Alignment with ILO Convention 155 standards

##### **Module 2: Prevention of Gender-Based Violence & Harassment**

- Implementation of ILO Convention 190 in workplace contexts

- GBVH: Definitions and drivers
- Prevention and response strategies for gender-based violence and harassment in the workplace
- Bystander intervention techniques and peer support strategies
- Legal remedies and union-led advocacy approaches
- Engaging men as allies to combat GBVH

### **Module 3: Women's Leadership in Unions**

- Leadership development tailored to care worker contexts
- Collective bargaining skills with a focus on gender-responsive contract language
- Organizing strategies for informal and precarious workers
- Mentorship and succession planning frameworks
- Women's empowerment in union structures

The curriculum and teaching methods should be embedded with union perspectives that promote worker organizing, collective bargaining, and social dialogue, as fundamental tools to empower workers in relation to these modules.

## **3.2 Localization Requirements**

### **Ghana-Specific Context**

- Integration of Ghana's OSH and GBVH legal frameworks
- Consideration of public sector hospital constraints and workload pressures
- Adaptation for outsourced and contract care workers
- Cultural sensitivity and local language considerations
- Alignment with Health Services Workers' Union (HSWU) structures

### **Colombia-Specific Context**

- Integration of Colombia's labor law and violence prevention legislation
- Specific focus on informal homecare workers in marginalized neighborhoods
- Consideration of high informality levels and employer resistance
- Adaptation for community-based delivery in neighborhoods like Bosa, Suba, and Soacha
- Alignment with the Home-based Care Workers Network framework

## **3.3 Design Specifications**

### **Methodology Requirements:**

- Participatory learning approaches (working groups, role-playing, peer discussions)
- Adult education principles recognizing diverse literacy levels and learning styles

- Real experiences integration from care workers in both countries
- Interactive and engaging content suitable for 25-participant workshops

#### **Language and Accessibility:**

- All materials available in both English and Spanish
- Clear, accessible language appropriate for diverse educational backgrounds
- Visual aids and practical tools included
- Cultural sensitivity across both countries' contexts

#### **Sustainability Features:**

- Materials designed for peer-to-peer replication
- Train-the-trainer and facilitation guides and components included
- Open-source format for broad distribution
- Integration protocols for union annual projects

## **4. Key Deliverables**

### **4.1 Training Materials Package**

#### **A. Three comprehensive training modules** (each designed for multi-day delivery)

- **Module 1: Occupational Safety and Health** - 2-day curriculum
- **Module 2: Prevention of GBVH** – 1-day curriculum
- **Module 3: Women's Leadership in Unions** - 2-day curriculum
- Facilitator guides with detailed session plans
- Participant handbooks with key concepts and tools
- Interactive exercises and case studies
- Assessment tools (pre- and post-training)

#### **B. Supporting Materials**

- Visual aids and presentation materials
- Role-play scenarios and simulation exercises
- Reference materials and resource lists
- Evaluation forms and feedback tools

#### **C. Train-the-Trainer Components**

- Mentorship frameworks
- Quality assurance protocols
- Cascade training methodologies

### **4.2 Localization Deliverables**

- Ghana-specific versions incorporating local legal frameworks
- Colombia-specific versions with contextual adaptations
- Cultural adaptation notes and implementation guidance
- Local case studies and examples

### 4.3 Digital and Physical Formats

- Digital versions suitable for online distribution
- Print-ready formats for handbook production
- Creative Commons licensing documentation
- GIZ branding integration guidelines

## 5. Consultant Qualifications

### Essential Requirements

- Minimum 7 years' experience in labor education and curriculum development
- Demonstrated expertise in adult education methodologies
- Strong knowledge of international labor standards (ILO Conventions 155 and 190)
- Experience working with trade unions, particularly in health/care sectors
- Proven track record in developing participatory training materials
- Fluency in English and Spanish (written and spoken)

### Preferred Qualifications

- Experience in Ghana and/or Colombia labor contexts
- Gender expertise and women's leadership development experience
- Knowledge of informal sector organizing strategies
- Experience with train-the-trainer program development
- Familiarity with OSH and GBVH prevention in healthcare settings
- Previous work with international development organizations

## 6. Working Arrangements

### 6.1 Supervision and Coordination

- Direct reporting to UNI Care Project Coordinator
- Regular coordination meetings with UNI Global Union oversight team
- **Mandatory participation in validation workshops** (September 11-20, 2025)
- Consultation with partner unions (HSWU in Ghana and Colombian affiliates)
- Collaboration with local stakeholders for contextualization
- **Materials must support Train-the-Trainer sessions** scheduled for October 11-20, 2025
- Coordination with AHK Colombia for local support and logistics

### 6.2 Timeline and Milestones

**Total Duration:** 8 weeks (August 4 - September 28, 2025)

### **Phase 1: Development (August 4 – September 14, 2025)**

- **Week 1 (Aug 4 – Aug 10):** Stakeholder consultations & needs assessment
- **Week 2 (Aug 11 – Aug 17):** Module framework development & internal review
- **Week 3 (Aug 18 – Aug 24):** Content development (initial drafts for Modules 1–3)
- **Week 4 (Aug 25 – Aug 31):** Draft revisions & case-study integration
- **Week 5 (Sep 1 – Sep 7):** Finalize draft materials; prepare facilitator guides & handouts
- **Week 6 (Sep 8 – Sep 14):** Develop supporting exercises, visual aids & pre/post assessment tools

### **Phase 2: Validation and Finalization (September 15 – September 28, 2025)**

- **Week 7 (Sep 15 – Sep 21):** Virtual validation workshops in Ghana & Colombia; gather feedback
- **Week 8 (Sep 22 – Sep 28):** Incorporate feedback; complete English/Spanish translations; final quality review

\* **September 28 – 29:** *Hand-off of all digital and print-ready materials*

## **6.3 Review Process and Validation**

- Weekly progress reports to UNI Care Project Coordinator
- Mid-term presentation of draft materials to stakeholder group (early September)
- **Mandatory virtual validation workshops** (September 11-20, 2025) with union partners in both countries:
  - Ghana: Validation session with HSWU leadership and members
  - Colombia: Validation session with Home-based Care Workers Network
- Incorporation of feedback from partner unions and target beneficiaries
- Final quality assurance review before delivery (September 28, 2025)
- Materials must be ready to support Train-the-Trainer sessions in October 2025

## **7. Intellectual Property and Usage Rights**

- All materials developed will be owned by UNI Global Union
- Materials will be published under a Creative Commons license for broad distribution
- Consultant retains the right to reference work in a professional portfolio
- GIZ branding and acknowledgment required on all materials
- Open-source distribution throughout labor movement networks

## **8. Quality Standards and Expectations**

### **Content Quality**

- Technically accurate and up-to-date information
- Culturally sensitive and contextually appropriate

- Aligned with international labor standards and best practices
- Evidence-based approaches with practical applications

#### **Educational Design**

- Interactive and engaging methodologies
- Suitable for diverse learning styles and literacy levels
- Clear learning objectives and measurable outcomes
- Sustainable for long-term use and replication

#### **Professional Standards**

- Timely delivery according to agreed schedule
- Professional presentation and formatting
- Responsive to feedback and revision requests
- Collaborative approach with all stakeholders

### **9. Application Process**

#### **Required Documents**

1. Technical proposal outlining approach and methodology
2. Detailed CV highlighting relevant experience
3. Portfolio of similar training materials developed
4. Three professional references from labor education contexts
5. Financial proposal within specified budget parameters

#### **Evaluation Criteria**

- Technical expertise and relevant experience (40%)
- Proposed methodology and approach (25%)
- Language capabilities and cultural competency (20%)
- Cost-effectiveness and value for money (15%)

#### **Submission Details**

**Application Deadline:** July 10, 2025. **Selection Process:** July 14<sup>th</sup>-18th, 2025 (shortlisting and interviews) **Contract Finalization:** July 28-August 1, 2025. **Work Commencement:** August 4, 2025. **Submission to:** [hr@uniglobalunion.org](mailto:hr@uniglobalunion.org).

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