



**TERMS OF REFERENCE**

**GROUP THERAPY CURRICULUM REVIEW (ON SHORT TERM BASIS)**

**FOR**

**Carolina for Kibera (CFK)**

**26th April 2021**

**Background:**

CFK is a registered Non-Governmental Organization (NGO) headquartered in Kibera, Nairobi.

Over the last Nineteen years, CFK's approach to participatory community development has been rooted in the conviction that sustainable impact and solutions to poverty are only possible when the community that is most affected by it are the real change-makers.

CFK envisions a community where every person, regardless of ethnic or economic background, has a voice and an opportunity to realize their full potential.

The Girls Empowerment Program (GEP) is a program that offers adolescent girls and young women the opportunity for a better life through leadership and mentorship, life skills, relevant networks, skills, financial resources and basic human rights.

The program is recruiting a psychologist with experience on supporting survivors of sexual violence and curriculum development skills to support in reviewing a group therapy curriculum.

**Key Areas of Responsibility and Deliverables:**

1. Review content and process in the group therapy curriculum
2. Refine content and process in the curriculum
3. Train counsellors on the manual in order to implement the sessions.

**Methodology and scope of work**

1. The Psychologist will be required to review and identify the gaps and loop-holes in the developed group therapy curriculum that are required to be revised in consultation with the CFK team and refine the content of the curriculum.
2. The Psychologist is expected to conduct sessions in English using multiple methods such as power point, practical exercises, analytical case studies on best practices and ready reference take away notes for participants. The sessions will be based wholly on the group therapy manual
3. Based on the assessment and engagement with CFK GEP team, drafting the methodology and training/workshop schedule and submission to CFK for approval.
4. Finalizing the methodology and training/workshop schedule.
5. Based on the assessment and engagement with CFK GEP team, review and submit the proposed final draft of the manual for approval by CFK.

**Trainer/facilitator deliverables**

1. Use the developed group therapy curriculum/ manual that will meet learners' needs and training objectives.

2. Work plan for reviewing and refining manual content and the TOT training/workshops, including strategy and proposed methodologies, as well as quality assurance plan;
3. Evaluation of the trainer/facilitator work, based on evaluation forms received from participants;
4. Successful facilitation of the training/workshop.
5. Technical advice and support to participants during the training/workshop
6. Final training report on the implementation of the tasks after finishing the training/workshops inclusive of pictorials where necessary to inform on the impact of the training.
7. Selection of the training/workshop dates and period in coordination with the CFK;
8. Based on the adopted methodology and training/workshop schedule, conduct the training/workshop;
9. Lead and provide expert input on specific sessions during the training.
10. Provide materials as needed in various contexts including breakouts, group session and ensure timely completion of activities and events.
11. Continuously gauge and solicit feedback from participants formally and informally.
12. Provide a report on the conducted trainings/workshops with detailed feedback on lessons learnt and outputs.

#### **Duration and time frame**

Three (3) days after signing of the contract the trainer/facilitator will have to provide to CFK with plan for reviewing and refining the manual as well as implementing trainings/workshops that will articulate the overall requirements of the ToR including proposed methodology, work plan with clear timelines, and division of labor where necessary.

#### **Application's requirements and considerations:**

Please submit your technical and financial proposal detailing your interpretation of the terms of reference and methodology for carrying out the assignment in plain sealed envelope to The Head of Operations, Carolina for Kibera (CFK), P. O. Box 10763, 00100 Nairobi or via email to [procurement@carolinaforkibera.org](mailto:procurement@carolinaforkibera.org) on or before close of business **on 10<sup>th</sup> May, 2021**

Please provide; Technical financial proposal and expression of interest, names and contacts of three recent professional referees (previous clients) for whom similar work has been conducted, an example of similar pieces of work completed recently and Curriculum vitae (CV) outlining relevant qualifications and experience.