

# KOFI ANNAN INTERNATIONAL PEACEKEEPING TRAINING CENTRE

## TERMS OF REFERENCE FOR EXTERNAL CONSULTANT/ AGENCY ENGAGEMENT FOR COACHING SERVICE UNDER THE INSPIRING AFRICAN WOMEN LEADERS IN PEACE AND SECURITY PROGRAMME



### Background

The Kofi Annan International Peacekeeping Training Centre (KAIPTC) is an internationally preferred centre of excellence that provides globally recognised capacity for international actors on African peace and security through training, education, research and policy engagements to foster peace and stability in Africa. It was established in 1998 and commissioned by the Government of Ghana in 2004, and is one of the three Economic Community of West African States (ECOWAS) Training Centres of Excellence with a mandate to train civilians, police and military police for multidimensional peace operations. While the KAIPTC is supported strategically, technically and financially by international partners, it remains an institution of the Ghana Armed Forces (GAF), under Ghana's Ministry of Defence.

To promote gender mainstreaming in African peace and security, the KAIPTC established the Women Youth Peace and Security Institute (WYPSI), focused on promoting the implementation of the Women Peace and Security Agenda as established by the United Nations Security Council Resolution 1325(2000) (UNSCR 1325), as well as the Youth Peace and Security Agenda established by the UNSCR 2250(2015).

The Inspiring African Women Leaders in Peace and Security (IAWL-PS) programme was established as an inaugural project following the establishment of the KAIPTC Women Support Scheme which seeks to increase capacity building opportunities for women at the KAIPTC. The IAWL-PS is a year-long woman leadership programme which includes an initial leadership training course and followed with one-on-one coaching sessions, webinar series and a final mentorship training course. The programme falls in line with the KAIPTC strategic objective 3, which is focused on *Promoting Gender Equality and Youth Empowerment to foster peace, stability and development in Africa*. Specifically, the programme speaks to Output 3.1 of the strategic document - *Training and capacity building programmes enhance knowledge, skills, awareness, attitude, motivation of member states to implement the principles of Maputo Protocol and UNSCR 1325*.

The objectives of the IAWL-PS programme are as follows:

- To build the capacity of women in peacekeeping, government and communities to effectively lead and influence others;
- To provide the participants with skills to lead, mentor and support other women within their organisations and communities;
- To develop a project to address a challenge affecting women in your work or community; and
- To create a cross-sector network to enable more inclusive peace processes through the exchange of experiences - challenges and solutions;

The training course component of the programme was organized by the KAIPTC in partnership with the Geneva Center for Security Policy (GCSP) and with funding from the German Ministry for Economic Cooperation and Development through its implementing agency GIZ-EPSAO. The programme has so far provided leadership training to two cohorts of African women leaders working on African peace and security.

The third cohort are being engaged on the programme from October 2023 – May 2024. The leadership training program was delivered onsite in October 2023 to 20 participants from across the African continent. Each participant has committed to undertake a change initiative in their respective country over the next few months. As part of the process in undertaking this initiative a coach will be engaging with the participants to address their unique challenges and learning objectives.

## **Scope of Work**

To facilitate the coaching sessions, the KAIPTC will require the services of a Consultant/Agency to perform consulting services specifically outlined below:

- a. Engage with each participant and agree on a meeting date during the block coaching period;
- b. Organize individual coaching sessions for each participant addressing their unique challenges and learning objectives;
- c. Create a safe space to discuss each participant/coachee unique challenges as it may relate to their change initiative;
- d. Offer support to participants as they work on their projects by talking through challenges and ensuring continuous progress is made.

## **Deliverables by Consultant/Agency**

In the context of this assignment, the Consultant/Agency is expected to deliver the following outcomes:

- a. 3 one-on-one virtual coaching sessions organized with each participant/coachee;
- b. Submit a report detailing the progress of each participant at the end of each coaching session;
- c. Ensure participants have the needed support to deliberate and sound off ideas and challenges in the implementation of their change initiative.
- d. Facilitate a two-hour webinar to address cross-cutting challenges based on engagement with participants/coaches and provide a report on the webinar.

## Schedule of Assignment

The consultant will undertake the coaching within 9 sessions. Currently these activities are confirmed for the consultant's participation:

Srl.	Sessions	Date	Remark
i.	Coaching Session 1	March 2024 (1 week)	Coach will engage with Participants to schedule a suitable date and time within this period
ii.	Coaching Session 2	April 2024 (1 week)	Coach will engage with Participants to schedule a suitable date and time within this period
iii.	Coaching Session 3	May 2024 (1 week)	Coach will engage with Participants to schedule a suitable date and time within this period
iv.	Webinar	May 2024 (2 hr)	This will be a 2-hour webinar with participants to address cross-cutting challenges

## Timeline

The consultancy will take place from March - May 2024.

## Reporting

The Consultant/Agency, during the term of this Agreement shall report to the Director of the Women Youth Peace and Security Institute (WYPSI) of the KAIPTC, who will also serve as the point of contact between the Centre and the Communications Agency/Expert. The Director, WYPSI will have the responsibility to confirm the completion of task for each phase and issuing of directives for the processing of all payments.

## Reference Documents

To carry out this assignment, the successful Consultant/Agency will receive the following documents as reference:

- A list of participants and their contact details;
- A list of participants and their agreed change initiatives.

## Mode of payment

Payment will be made as follows;

	Schedule	% of total payment due	Prerequisite for Disbursement
1.	Payment 1	30	Signing of contract, organizing of first coaching session and submission of first coaching report
2.	Payment 2	30	Organizing of second coaching session and submission of second coaching report

3.	Payment 3	30	Organizing of third coaching session and submission of third coaching report
4.	Payment 4	10	Organizing of webinar session and submission of webinar report

### How to Apply

KAIPTC invites interested communication agencies/specialists to submit a detailed proposal covering the points outlined above. The documents to be provided include:

- i. A technical proposal
- ii. An itemized financial proposal for each sub-category (coaching sessions and webinar session) quoted in Ghana Cedis. The proposal shall include all costs relevant for the implementation of the assignment.
- iii. A draft work plan and schedule for executing the consultancy with an expected commencement and end dates.

### Submission process

Proposals and supporting documents should be submitted to [Adelaide.MOtoo@kaiptc.org](mailto:Adelaide.MOtoo@kaiptc.org) with [director.wypsi@kaiptc.org](mailto:director.wypsi@kaiptc.org) and [daniel.kwarko@kaiptc.org](mailto:daniel.kwarko@kaiptc.org) in copy before/by 16:00hrs GMT on the 12<sup>th</sup> March 2024.

### Proposals Evaluation criteria

The bids will be evaluated using the following criteria;

Evaluation Criteria for Technical and Financial Proposals	Maximum score
1. Experience in women leadership development	25
2. Capacity and proven relevant experience in coaching	40
3. Knowledge and experience in African peace and security and the Women, Peace and Security Agenda	25
4. Financial consideration	10
<b>Total</b>	<b>100</b>

KAIPTC reserves the right to negotiate further on the scope and pricing with the selected consultant to best ensure that the services are delivered within the available budget and time.