



#### TERMS OF REFERENCE (ToR):

ASF IS LOOKING FOR A CONSULTANT TO FACILITATE A TRAINING ON HUMAN RIGHTS DOCUMENTATION, FOUNDATIONAL PARALEGALISM AND RISK MANAGEMENT FOR SELECT CIVIL SOCIETY ORGANIZATIONS & HUMAN RIGHTS MONITORS IN ISIOLO AND MOMBASA, IN THE MONTH OF JULY 2025.

### 1. Background

**Avocats Sans Frontières** has been working with Civil society organizations and community-based human rights monitors in Isiolo and Mombasa who operate in contexts characterized by serious, yet distinct, human rights challenges. In Isiolo, the main issues pertain to natural resource governance, communal land rights, and militarized security operations. In contrast, Mombasa contends with civic space violations, police abuses, and counter-terrorism-related misconduct.

Despite their frontline role in defending rights and providing access to justice, many of these actors face significant capacity gaps in legal empowerment, documentation, and organizational risk management. This training aims to address these gaps by equipping CSO actors with the knowledge, tools, and systems necessary for safe, effective human rights monitoring and justice support.

### 2. Objective of the Assignment

The selected consultant will facilitate two **five-day** residential trainings (one in Isiolo and one in Mombasa), aimed at building the technical and institutional capacity of CSOs and monitors in human rights documentation, legal support, and safety protocols.

### 3. Scope of Work

The consultant will be expected to:

- Develop a training methodology and agenda based on the thematic areas outlined in the ToR.
- Deliver participatory sessions combining theoretical and practical components using adult learning techniques.
- Facilitate sessions on:
  - Human rights frameworks and local contexts
  - Paralegal skills (arrest, detention, fair trial rights, statement recording)
  - Standards for data collection, evidence preservation, and documentation
  - Risk assessment, safety planning, and digital security
  - Organizational system development (SOPs and action planning)
- Support peer-learning and institutional exchange activities.
- Guide the development of institutional safety protocols for CSOs.
- Prepare and submit detailed training reports including participant

evaluations, outputs, and recommendations.

#### 4. Deliverables

The consultant will be required to submit:

- **Inception Report** – Detailing understanding of the assignment, final agenda, and methodology (within 5 days of contract signing).
- **Facilitation of Two Trainings** – 5 days each in Isiolo and Mombasa (content, tools, activities).
- **Training Materials** – Handouts, case studies, safety planning tools, documentation templates, and evaluation tools.
- **Two Comprehensive Training Reports** – Including process narrative, participation data, session summaries, key outputs, action plans developed, and recommendations.
- **Templates and Tools Developed** – Any SOPs, reporting formats, risk management tools co-developed with participants.

#### 5. Consultant Profile and Qualifications

The ideal consultant (individual or firm) will have the following:

- Proven experience in human rights training, legal empowerment, and civil society strengthening.
- Deep understanding of the human rights landscape in Kenya, particularly in relation to land rights, civic space, and access to justice.
- Experience designing and facilitating participatory trainings with grassroots organizations and frontline defenders.
- Demonstrated ability to deliver training materials in accessible, localized formats.
- Fluency in English and Swahili (additional local language understanding in Isiolo is an asset).
- Ability to travel and stay on-site in Isiolo and Mombasa during the training period.

#### 6. Submission Requirements

Interested applicants are invited to submit:

- **Technical Proposal** – Outlining understanding of the assignment, approach/methodology, and work plan.
- **Profile of Consultant** – Including CV(s) of all session facilitator(s), and organizational profile if applying as a firm.
- **Relevant Experience** – Evidence of similar assignments conducted (3 examples minimum), including references.
- **Financial Proposal** – Including daily professional fees and reimbursable costs (transport based on actual verifiable costs). Logistics for the participants (venue, meals, printing, transport etc) will be covered by the contracting organization. ASF will also cover the consultants accommodation.
- **Availability** – Proposed availability for the training timeline.

#### 7. Evaluation Criteria

Criteria	Weight
Understanding of the ToR	20%
Relevant experience and expertise	30%
Methodology and training approach	25%
Cost effectiveness of the proposal	15%
References and sample past work	10%

## 8. Submission Deadline

Applications and queries must be submitted to Jim India ([jindia@asf.be](mailto:jindia@asf.be)) and Grazia Scocca ([gscocca@asf.be](mailto:gscocca@asf.be)) with the following subject line: KE COMBINED HUMAN RIGHTS TRAINING – [Name of applicant] **before the 13<sup>th</sup> of July 2025.**

## About Avocats Sans Frontières (ASF)

Established in Brussels in 1992, Avocats Sans Frontières (ASF) is an international NGO specializing in defending human rights and access to justice. The organization fights against injustices in our societies and promotes the principle of the rule of law based on human rights.

From Kinshasa to Tunis, from Bangui to Kampala, our teams contribute to:

- Develop the power of action of populations;
- Strengthen the capacities of actors in access to justice (magistrates, court clerks, lawyers, paralegals, social workers, community leaders, etc.) to better support those subject to trial;
- Promote legislative reforms for a better respect of human rights.

ASF intervenes in situations where the full and effective realisation of rights and individual and public freedoms is seriously endangered. These situations are mainly characterised by: structural dysfunctions of the justice institutions, a lack of independence of these institutions, the manipulation of the law by political, military or economic groups, at the expense of the general interest, shortcomings in terms of willingness and/or capacity of the State to ensure the provision of basic public services, including the public service of justice; economic development prospects severely compromised; or significant social tensions.

In recent years, ASF has also asserted itself as an organisation that has the will and the capability to mobilise, create links and animate collaborative dynamics between actors who fight for the promotion of access to justice and the defence of human rights.

All our activities are carried out in partnership with local entities: organisations and civil society groups, lawyers, bar associations, local institutions and authorities, community leaders, paralegals, social workers, international NGOs and other institutions. Our activities fall into three categories: provision of legal aid services, capacity building, and advocacy.

## The project

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With funding from the Belgian DGD, Avocats Sans Frontières (ASF) is implementing a five-year programme (2022-2026) in various East African countries. Through civic participation, the programme aims to operate a paradigmatic change towards socio-economic development that is sustainable, inclusive, and respectful of the rule of law and human rights.

The outcome sought through this project is to empower Kenyan communities and civil society organizations to engage government and industry in fostering access to justice, good governance and human rights in natural resource governance. The project works around three main pillars, including documentation, remedy and advocacy. Under the second pillar dedicated to remedy, legal assistance will be provided to communities whose human rights have been affected by businesses. This research aims to pave the way for this legal assistance activity by mapping out remedies and communities' challenges in engaging with them.