



**Request For Proposal: GBV Capacity-Building Consultant**

**Issued by:** ACSA Community Services (ACSA)

**Project:** Gender-Based Violence (GBV) Violence Against Women (VAW) Capacity-Building Project

**Deadline for Submission:** September 28, 2025

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## **1. Introduction & Background**

ACSA Community Services has received a Gender-Based Violence (GBV) Violence Against Women (VAW) Capacity-Building Fund from the Ontario Ministry of Children, Community and Social Services. The project aims to strengthen organizational capacity by improving policies, systems, and staff training to effectively address GBV.

ACSA seeks a Capacity-Building Consultant to review policies, deliver trainings, and develop practical tools.

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## **2. Scope of Work**

The Consultant will:

- Review policies, procedures, and practices through a GBV/GBA Plus lens.
  - Facilitate in person workshops and trainings for staff, leaders, and partners.
  - Develop a GBV organizational toolkit.
  - Provide recommendations for HR, finance, and governance integration.
  - Coordinate with Program Evaluator to align outcomes.
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## **3. Deliverables & Timeline**

- Policy review report.
  - Training/workshop materials.
  - GBV toolkit (draft + final).
  - Final summary report.
- Duration: September 2025 – June 2026.
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## **4. Proposal Submission Requirements**

- Cover letter and statement of interest.
- Proposed methodology and approach.
- Relevant experience and qualifications.
- Samples of similar work.

- At least two references.
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## **5. Evaluation Criteria**

- Expertise in GBV, GBA Plus, and organizational capacity-building.
  - Proven facilitation and policy review skills.
  - Quality of methodology and tools.
  - Cost-effectiveness.
  - References and track record.
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## **6. Terms of Reference (ToR)**

Purpose: Strengthen ACSA's systems and staff capacity to prevent and respond to GBV.

Objectives: Policy review, training delivery, toolkit development.

Deliverables: Policy recommendations, toolkit, workshops, final report.

Qualifications: Advanced degree or equivalent, 5+ years GBV/capacity-building experience, facilitation skills, knowledge of GBA Plus.

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## **7. Contractual Arrangements**

- Type: Fixed-term consultancy
  - Reporting Line: Senior Manager, ACSA Community Services
  - Budget: Up to \$20,000 CAD total, covering the period September 2025 – March 2026
  - Payment: 30% on work plan, 40% on interim outputs (training/policy drafts), 30% on final toolkit/report
  - Intellectual Property: All materials belong to ACSA
  - Confidentiality: Consultant must uphold strict confidentiality.
  - Termination: 30 days' written notice by either party.
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## **8. Submission Details**

Submit proposals by September 24, 2025, to:

Jamillah T. Mananghaya-Poernama  
Senior Manager, ACSA  
Email: MJamillah@ACSA.ca