



## **Consultant -TOR -Trauma-Informed Care Training**

**Type of Contract: Consultant**

**Location: Kampong Cham**

**Time Period: 03rd to 04th September 2024**

**Application Deadline: 02nd August 2024**

### **1. About Chab Dai Coalition:**

Chab Dai Coalition is an organization dedicated to the eradication of human trafficking and sexual abuse. As we work to eliminate modern slavery, we also continue to develop relationships with our partners and our community. Founded in 2005, “Chab Dai” means “joining hands” in the Khmer language. Keep reading to see how you might join hands with us in the effort against worldwide oppression.

### **2. Project Background:**

The Community-Based Client Care (CBCC) Project, implemented by Chab Dai Coalition, funded by USAID through Winrock International (WI) has a goal to empower survivors of human trafficking to restore their lives. The CBCC team works with survivors of human trafficking and their families across 25 provinces by focusing on four main components such as improving emotional wellbeing, improving access services in their communities, strengthening survivor’s leadership through engaging with survivors in all aspects of anti-trafficking efforts by raising their voice (including the development of practices, policies, and strategies) and improving livelihood.

The project is dedicated to providing comprehensive support to survivors of human trafficking, with a focus on trauma-informed care. Trauma-informed care recognizes the widespread impact of trauma and aims to create an environment that promotes healing, empowerment, and resilience. As part of this initiative, the project seeks to conduct 2 times of Trauma-Informed Care Training in 2024 and 2025 for local authorities including Sub Village Leaders, Village Chiefs, Commune Chiefs, Department of Social Affairs officials, Veterans and Youth (DoSVY) officials, Commune Committees for Women and Children (CCWC) officials, and Department of Women's Affairs (DoWA) officials to enhance their capacity in supporting survivors effectively.



### 3. Objective:

The objective of the Trauma-Informed Care Training is to equip the participants with the knowledge, skills, and tools necessary to provide trauma-informed support to survivors of human trafficking. The training will focus on understanding the impact of trauma, adopting trauma-informed approaches, and implementing best practices in survivor care. The primary objective of the Trauma-Informed Care Training is to empower participants with the essential knowledge, skills, and tools required to deliver compassionate and effective trauma-informed support to survivors of human trafficking. The training will center on enhancing participants' understanding of trauma's profound impact, guiding them in adopting trauma-informed practices, and equipping them with best-in-class strategies for providing holistic survivor care.

### 4. Scope of Work (SoW):

- Initial Assessment: Include pre-training assessment tools such as pre-tests to gauge participants' baseline knowledge and understanding of trauma-informed care.
- Evaluation Plan: Outline a comprehensive evaluation plan in the SoW detailing post-training assessments, feedback mechanisms, and methods for tracking participants' progress.
- Monitoring and Reporting: Clearly define in the SoW the requirement for regular reports after each training session to document outcomes, challenges faced, and recommendations for improvement.
- Continuous Improvement: Ensure that the training curriculum and materials are regularly updated based on feedback and evaluation results to enhance effectiveness and relevance.
- Participant Engagement: Emphasize the importance of interactive and participatory training methodologies to engage participants actively in the learning process and foster a collaborative learning environment.
- Develop a comprehensive training curriculum on trauma-informed care tailored to the needs of participants involved in supporting survivors.
- Cultural and Gender Equality and Social Inclusion (GESI) sensitivity: Ensure that the training curriculum and materials are culturally sensitive and relevant to the local context of participants



- Cover key topics such as understanding trauma and its effects, principles of trauma-informed care, creating safe and supportive environments, and promoting survivor resilience.
- Incorporate interactive learning methodologies, case studies, and practical exercises to enhance participants' understanding and application of trauma-informed approaches.
- Facilitate training sessions for participants, ensuring active participation and engagement throughout the sessions.
- Provide guidance and support to participants in implementing trauma-informed practices within their respective roles and institutions.
- Offer ongoing mentorship and follow-up support to reinforce learning and address any challenges faced in implementing trauma-informed care.

#### 5. Target Participants:

The target participants for the Trauma-Informed Care Training includes:

- Project staff members of the CBCC Project and WI team involved in direct survivor support.
- Local authorities, including Sub Village Leaders, Village Chiefs, Commune Chiefs, DoSVY officials, CCWC officials, and DoWA officials.

#### 6. Deliverables:

- Training curriculum on trauma-informed care and providing the training to the target participants.
- Training Agenda: Consultant will provide a detailed outline of topics, methods, and time allocation for each session, serving as a training program blueprint.
- Training Materials: Consultant will create comprehensive materials (presentations, handouts, case studies) in both English and Khmer languages for inclusive learning.
- Evaluation Reports: Consultant will submit reports summarizing participant feedback, assessments, and improvement suggestions to enhance training effectiveness.
- Final Training Report: Consultant will present an overview of the training program, outcomes, lessons learned, and future recommendations for comprehensive evaluation and guidance in Khmer and English language.



- Post-training assessment and evaluation reports should be submitted no later than one week after the training.

#### 7. Timeline:

The Trauma-Informed Care Training is expected to be conducted over a period of two days, with sessions scheduled on 03rd to 04th September 2024.

#### 8. Reporting and Coordination:

The Consultant/Trainer will report directly to the CBCC Project Manager, Mr. Ou Sopheara, [ou.sopheara@chabdai.org](mailto:ou.sopheara@chabdai.org) and Head of Programs Management, Ms. Hang Rasmey, [hang.rasmey@chabdai.org](mailto:hang.rasmey@chabdai.org), and maintain regular communication throughout the duration of the training. Any issues or concerns arising during the training sessions will be promptly addressed and resolved in collaboration with project stakeholders.

#### 9. Budget:

The applicants are required to submit a detailed budget for the Trauma-Informed Care Training, including consultant/trainer fees, materials, logistics, and any other relevant expenses for consideration including withholding tax 15%. In accordance with Cambodian tax law, Chab Dai Coalition will withhold tax from the consultancy fee if the consultant is from an unregistered agency/freelancer.

#### 10. Evaluation:

The effectiveness of the Trauma-Informed Care Training will be evaluated based on participants' feedback, changes in knowledge and attitudes, and the application of trauma-informed practices in survivor support. The consultant is suggested to incorporate feedback mechanisms or evaluation processes within the Trauma-Informed Care Training program to gather insights from participants on how the training has impacted their understanding and ability to support survivors effectively.



### 11. Confidentiality:

The consultant must operate on principles that are in line with the vision, mission and values of Chab Dai and follow Chab Dai's standards when interacting with Chab Dai's stakeholders and beneficiaries. The consultant will sign Chab Dai's Safeguarding Policy and SEAH Policy upon being hired and a criminal check is needed from the successful selected consultant and all information shared during the Trauma-Informed Care Training, including case studies and participant discussions, will be treated with strict confidentiality to ensure the privacy and dignity of survivors and stakeholders involved. A more detail code of conduct will be oriented to the selected consultant.

### 12. Diversity and Inclusion

Chab Dai's vision and ethos of collaboration with diverse groups and organizations informs our values of inclusion, non-discrimination and diversity. We aspire to be an inclusive workplace that embraces diversity and values difference. Our staff are committed to our vision, mission and core values. In line with best practices we do not discriminate against individuals on the basis of:

- Mental and Physical Disability
- Age
- Sexual Orientation and Gender Identity
- Ethnicity and Nationality
- Religion
- Socio-Economic Background

### 13. Qualifications:

The Consultant/Trainer should possess the following qualifications:

- Degree and experience in relevant field
- Extensive experience in providing trauma-informed care training and capacity-building initiatives.
- In-depth knowledge of trauma and its effects, as well as principles and best practices in trauma-informed care.
- Strong facilitation and communication skills, with the ability to engage diverse stakeholders effectively.



- Previous experience working with survivors of human trafficking or similar vulnerable populations is highly desirable.

#### 14. Documents

While submitting the Training curriculum on trauma-informed care, the Applicant shall, in particular, ensure to attach the following:

- Profile of the consultant (max 1 page) explaining why they are the most suitable for the work.
- CV and Relevant Experience.
- Detailed Training curriculum on trauma-informed care
- Financial proposal

#### 15. Amendment:

Any amendments or modifications to this ToR will require mutual agreement between the Consultant/Trainer and the CBCC Project Management Team.

#### 16. Approval:

This ToR is subject to approval by the CBCC Project Management Team.

Interested consultant should submit the required documents to Chab Dai Coalition to Email address: [careers@chabdai.org](mailto:careers@chabdai.org) by the closing date **on Friday 02<sup>nd</sup> August 2024**