

Date: 12.05.2025

CALL FOR TENDER AP0484 / K210

IKI CREAM-project Gender Responsiveness training

With this invitation to tender, the Common Wadden Sea Secretariat (CWSS) of the Trilateral Wadden Sea Cooperation (TWSC) is seeking a qualified consultant to deliver Gender Responsiveness training to staff in the project titled “*Climate Resilience for Critical Sites for Migratory Birds and People along the East Atlantic Flyway (CREAF)*”. The expert should deliver two sessions on how to implement gender responsiveness in conservation projects, using their own and existing materials (provided by IKI). The sessions are expected to be suitable for all members of the IKI-CREAM consortium, including researchers, technical staff and managers.

CWSS invites qualified consultants to submit a written proposal with the subject line “Gender Responsiveness training” to Rebecca Stewart, Common Wadden Sea Secretariat, (stewart@waddensea-secretariat.org) **no later than 1 June 2025 / EOB.**

Please find the terms of reference and further information following.

1. Background

Project title: *Climate Resilience for Critical Sites for Migratory Birds and People along the East Atlantic Flyway (CREAF)*

Funder: *International Climate Initiative (IKI), Federal Ministry for the Environment, Nature Conservation, Nuclear Safety and Consumer Protection (BMUV), Germany*

Summary: The CREAM project is a large-scale, multi-country conservation initiative along the East Atlantic Flyway, working with local communities, site managers, researchers, and policymakers along the Atlantic Coast of West Africa to improve wetland conservation for the benefit of migratory birds. The project is obligated and committed to applying IKI's Gender Strategy and an important part of this is the integration of gender responsive approaches in project activities. As such the project must deliver *gender responsive training* for project staff and partners to build capacity in gender-responsive and gender-transformative approaches.

Purpose: To ensure all project partners (local and international) understand and can apply gender-responsive principles in their work, in line with IKI requirements and in line with UN gender goals. The training should increase awareness of gender-related risks, improve on the integration of gender considerations in planning, delivery, and monitoring of all project activities, and contribute to a stronger, more inclusive conservation approach.

2. Scope of work and key tasks

Target audience: Project staff and implementing partners across Africa and in Europe, including field workers, site managers, coordinators, MEL officers, and communications teams. A mixed level of familiarity with gender concepts is expected. The core consortium is aware of IKI's gender action plan and has been informed about the need to be gender aware and responsive in the project (e.g., encouraging women to participate, collecting gender disaggregated data and challenges therein).

Format: Online; interactive if necessary but bearing in mind, connection speeds vary for many partners so accessible formats are encouraged, to accommodate low bandwidth. Delivery can be in English or French (CWSS will provide translation); training/ follow up materials should be accessible and relevant to a cross-cultural, field-based audience.

Suggested duration: 2 sessions of 2-3 hours each (or as recommended by the trainer)

Next steps: We are looking for an experienced trainer/ organisation to propose a short training package and provide a quote. Familiarity with gender and conservation/climate projects in Africa is preferred.

Key tasks

- Introduce the [IKI Gender Strategy](#) and expectations for gender-responsive project implementation by the funder for a lay audience. There are existing pdfs referring to the IKI gender action plan that have been shared previously but can form part of the training package.
- Introduce the project specific gender strategy (to be shared with the selected trainer) and key gender-responsive activities that were outlined in the proposal
- Build understanding of gender equality and equitability in the context of the project and the wider contexts of climate change, biodiversity, and conservation and working with coastal communities along the East Atlantic Flyway.
- Clarify the difference between gender-sensitive, -responsive, and -transformative approaches, using plain language.
- Provide practical guidance on:
 - *Disaggregating workshop and event data by gender and age – especially around data protection – this question has been raised in some bilateral project meetings.*
 - *Designing inclusive consultations and participatory processes.*
 - *Monitoring and reporting gender-relevant indicators (linked to IKI MEL standards).*
 - *Applying relevant gender principles to community livelihoods, site management, and policy and advocacy.*
 - *Reference the IKI complaint mechanism (to be shared with the selected trainer)*
- Give all project staff insight into identifying and addressing gender-based risks in project delivery and safeguarding (reference the IKI Safeguard documents, to be shared with the trainer).

3. Key deliverables

- Training design and delivery of 2 online sessions (as recommended by the trainer)
- Presentation slides and participant materials (English and/or French) for later reference
- Optional: Short post-training report (participation, feedback, lessons learned)
- Post-assessment or survey

4. Budget

Tenders should provide a description of the approach as well as a budget proposal that best reflects the requested set of deliverables as needed.

Proponents are advised that this assignment is budgeted at ~5.000€, excluding VAT, depending on the project's agreed-upon list of tasks and timeline. If the consultant cannot fulfil all that this call for tender has laid out within the budget range, CWSS encourages you to submit a proposal that does fall within this range and clearly outline which key deliverables you would be able to fulfil.

Tender fees should be fully inclusive.

Costs for meeting translation and online delivery platforms are not part of this contract and will be covered by other budget lines.

5. Time schedule

Invitation to submit a tender	12 May 2025
Deadline for delivery of tenders	1 June 2025
Decision and selection of a trainer	2 June 2025
Session preparation	2 June 2025
Session 1) delivery	12 June 2025
Session 2) delivery	17 June 2025

First payment of 50% may be made when the contract is signed. The remaining is paid upon approval of the intermediate and final delivery of the training.

6. Proposed tender format

Proposals should be submitted electronically, in a format that allows uniform review and easy access to information to help CWSS make the selection. To assist the evaluation process, the proposal shall contain the following information:

Letter of interest and signature page (max. 2 pages per agency/consultant):

This letter should include general information about the consultant or trainer such as: description of all services offered, the total years in business, number of employees, office location(s), etc. include name, home address and email for authorised contact concerning proposal.

Budget (1 page)

Approach to delivery (max. 2 pages)

Short description of services offered describing how you would approach the specific training, and how you will work with the client (the project consortium members and CWSS). Explain the proposed methods that will be used and demonstrate a clear understanding of the project's objectives. Include a brief work plan and schedule.

Relevant qualifications of the consultant/trainer (max. 2 pages)

Outline experience in carrying out similar assignments (including references from previous projects). Include a CV of the trainer(s) as an appendix (appendix not included in the page count).

7. Selection criteria

Award of the contract will be based on the best value service, which may or may not be the tender with the lowest cost. Incoming offers will be compared according to:

- 30% price (value for money)
- 35% consistency and quality of the offer in terms of the proposed approach
- 35% Proven expertise (information on expertise, CV experience of the trainer).

8. Contact address

Please submit your proposal with the subject line “CREAF-project Gender Awareness training” **no later than 1 June 2025 / EOB to:**

Rebecca Stewart
Common Wadden Sea Secretariat
Virchowstrasse 1
D 26382 Wilhelmshaven
Phone: +49 4421 9108 16
Mobile: +49 170 9108016
Email: stewart@waddensea-secretariat.org

Note: This tender is issued with a 20-day submission period due to the limited scope, low value, and fixed training dates already confirmed with partners.