

Terms of Reference Facilitator

1. Profile of CEJ

The Centre for Equality and Justice (CEJ) was established as a company limited by guarantee in late 2017. CEJ's mission is the achievement of gender justice so that men and women and persons with diverse Sexual Orientation, Gender Identity and Expression, and Sex Characteristics (SOGIESC) live in a society that is free, just and equal. This will be achieved by promoting gender equality, advancing the rule of law, good governance and democratic principles, promoting women's advancement and economic empowerment, advocating for the commitment to international human rights standards and fostering partnerships with grassroots-level women's networks. CEJ is primarily a women's organization working on the rights of women in the private and public spheres. CEJ engages with policymakers and government officers and strengthens grassroots-level women's capacities to claim their rights.

2. Project Background/Context

CEJ aims to engage young people as vital new voices in the movement to abolish the death penalty. This Activity will cultivate their creative expression and provide them with advocacy skills focused on the interconnected injustices surrounding capital punishment. By connecting with youth clubs and university networks, CEJ will host a one-day in-person workshop in Colombo. Conducted in English, the workshop will prioritize the inclusion of young women, LGBTQIA+ individuals, and disability advocates. Facilitated by an experienced Resource person(s), the workshop will guide each young person in creating an individual artwork (such as a collage, painting, drawing, or poster) centered on themes related to the death penalty, its impact on incarcerated individuals and their families, and advocacy for abolition.

The workshop will incorporate three key elements:

Interactive Learning: An interactive session exploring death penalty trends, gender and racial disparities, and global abolitionist efforts to understand participants' current knowledge.

Artistic Skills Development: Instruction in techniques that effectively blend advocacy messages with visual storytelling.

Ethical Narrative Building: Emphasis on responsible storytelling methods, including anonymizing real cases to safeguard the identities of marginalized individuals and balancing advocacy with cultural sensitivities.

By involving young people as unique and important stakeholders – a key priority – this activity seeks to expand the abolitionist movement while highlighting intersectionality through themes that reveal gendered, queer, and disability-related discrimination within death penalty cases. The artwork created during the workshop will then be used in future advocacy campaigns, amplifying abolitionist narratives and broadening the movement's reach. This approach not only empowers young people with creative advocacy tools but also ensures their perspectives contribute to public discussions, directly supporting the call for diversifying the movement and addressing systemic inequalities in capital punishment.

3. Scope of Work

CEJ seeks the services of a Facilitator to conduct a one-day in-person workshop in Colombo for participants aged 18-30. Conducted in English, the workshop will prioritize the inclusion of young women, LGBTQIA+ individuals, and disability advocates. The Facilitator will guide each young person in creating an individual artwork (such as a collage, painting, drawing, or poster) centered on themes related to the death penalty, its impact on incarcerated individuals and their families, and advocacy for abolition.

The Facilitator will work closely with the project team and report to the CEJ Executive Director.

To this end, the Facilitator shall fulfill the following responsibilities;

- Participate in a pre-workshop planning meeting with CEJ to finalize agenda, materials and facilitation strategy.
- Design and prepare all necessary content for the workshop, including materials for the interactive learning session, the artistic skills development module, and the ethical narrative-building discussion.
- Design and deliver a one-day workshop in English, for youth in Colombo aged 18-30 years of age (20 participants).
- Ensure inclusive facilitation with specific attention on young women, LGBTQIA+ individuals, ethnic minorities (such as Tamil and Muslim communities), and youth with disabilities.
- Guide each participant in the creation of artwork (such as a collage, painting, drawing, or poster) centered on themes related to the death penalty, its impact on incarcerated individuals and their families, and advocacy for abolition.
- Create a safe, participatory and respectful environment where ideas can be shared and discussed.
- Address any challenges or needs related to the workshop that may arise during the workshop in coordination with the CEJ staff.
- Ensure proper documentation, feedback and collection of all completed artworks at the end of the workshop.
- Submit a brief report to CEJ after the workshop, summarizing key outcomes, participant feedback, and any recommendations for future activities.

4. Expected Deliverables

| Deliverables | Timeline (Tentative) |
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| 1. Pre-Workshop Planning Meeting with CEJ Staff | 20th August 2025 |
| 2. A detailed workshop plan- with objectives, session flow, material list, and facilitation techniques. | 25th August 2025 |
| 3. Facilitate a one-day workshop in Colombo. | Week of 15th September 2025 |

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| 4. Collection and submission of all artworks completed by participants at the workshop. | Week of 15th September 2025 |
| 5. Participate in a de-briefing session with the CEJ team after the workshop. | Week of 15th September 2025 |
| 6. A brief summary report on the workshop, including an overview of the workshop, participant feedback/engagement and artworks and any recommendations. | 25th September 2025 |

5. Duration

The time period of the consultancy will be **between 20th August 2025 and 1st October 2025.**

6. Consultancy Payment

- The payment will be based on a quotation submitted by the Facilitator and mutually agreed upon by both parties.
- The payment will be processed upon the deliverables submitted and approved by CEJ.
- As per the financial guidelines of CEJ, the contract will be between CEJ and the Facilitator.
- The payment will be made within 10 working days from the date of approval to the respective bank account indicated by the Facilitator..

7. Qualification and Experience

- A degree or relevant certification in arts/visual arts, social sciences or related field.
- Demonstrated experience in facilitating creative workshops, training and similar.
- Prior experience working with diverse, marginalized groups and especially youth.
- Prior experience integrating human rights and social justice themes into creative or educational programs.
- Excellent communication and interpersonal skills, with fluency in English.
- Experience working with Civil Society Organizations.

8. Confidentiality

Both during and after the end of the contract, the Facilitator must not disclose any matters that have come to their knowledge during the course of their duties. This shall not apply to communications made in the normal discharge of duties or to facts that are manifest to the public or which by their nature or importance do not require to be treated as confidential.

9. Copyright

Any material produced will be the sole property of CEJ. It may not be reproduced in whole or in part in any other production without the written approval of CEJ. Data collected under this consultancy must be treated as confidential and may not be shared with any person outside of CEJ.

Only short-listed candidates will be notified. Interested candidates may send a **detailed CV and quotation to himaja.cej@gmail.com** with names and contact details of two referees with the email subject line **DP2 - Workshop-Facilitator by 14th August 2025.**