

Terms of Reference

Facilitator to Conduct Stress-Releasing Workshops for CSOs

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

Between January and August 2022, in Sri Lanka, 60.25% of cyber violence was directed towards women. In a rapid assessment by CEJ, participants in stakeholder interviews from Anuradhapura, Batticaloa and Kilinochchi ranked 'young girls' as the target group associated with the highest prevalence of TFSGBV. The findings indicated that women human rights defenders, women undergraduates, and persons of diverse SOGIESC were particularly at risk. Moreover, another study reported instances of TFSGBV, rising to 16,376 incidents in 2020, which marked a staggering 460% increase compared to 2019. This trend underscores the urgent need for targeted interventions and support to address the specific vulnerabilities affected by these specific groups.

Organizations that provide counselling and shelter services to victim survivors of SGBV/TFSGBV play a critical role in ensuring the rights and well-being of affected individuals. As a result, staff and workers in such organizations are exposed to challenging work environments and may require support in order to continue their duties effectively. In this context, the project, *Digital Dystopia: A Holistic Approach to Addressing Technology Facilitated Sexual and Gender Based Violence (TFSGBV)* aims to make services and response mechanisms to cases of TFSGBV accessible and effective for all women, including women from marginalized communities such as women from ethnic and language minorities and women with disabilities, and persons of diverse SOGIESC in target districts of Kilinochchi, Batticaloa, Anuradhapura, Puttalam and Galle, and ensure service providers are equipped with the necessary knowledge, sensitivities and skills to provide support to victim-survivors of TFSGBV. Under this project, conducting workshops for staff of CSOs working in this area in terms of managing their stress will be key in strengthening the capacity and stability of such service providers who provide support to victim-survivors of TFSGBV/SGBV.

3. Scope of Work

CEJ seeks the services of a Consultant to conduct a full-day stress-releasing workshop for women's organizations that provide counselling and shelter services for victim-survivors of SGBV/TFSGBV, in selected five districts. The Consultant will work closely with the project team and report to the CEJ Executive Director.

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

- Attend meetings with the CEJ project team and other relevant stakeholders as and when required.
- Develop the content and agenda for the workshops and finalize it based on CEJ's input.
- Prepare relevant workshop materials in English and translate the material into Sinhala and Tamil languages.
- Design pre- and post-evaluation tools in consultation with CEJ's MEL Consultant.
- Conduct full day workshops in five (5) selected districts in Sinhala (Puttalam, Galle and Anuradhapura) and in Tamil (Kilinochchi and Batticaloa).
- Participate in de-briefing sessions with CEJ after the completion of workshops.
- Prepare and submit five workshop reports outlining observations and outcomes.
- Deliver work in a timely manner on deadlines agreed upon by CEJ.
- The consultant is expected to work with their own software and equipment as necessary.

4. Expected Deliverables

Deliverables	Timeline (Tentative)
1. Attend an initial virtual meeting with the CEJ project team.	Week of 1st September 2025
2. Develop the content and agenda for the workshops and finalize it based on CEJ's input.	8th September 2025
3. Prepare relevant workshop materials in English and translate the material into Sinhala and Tamil languages.	20th September 2025
4. Design pre- and post-evaluation tools in consultation with CEJ's MEL Consultant.	25th September 2025
5. Conduct full day workshops in five (5) selected districts.	1st October- 15th November 2025
6. Participate in de-briefing sessions with CEJ after the completion of workshops. Prepare and submit five workshop reports outlining observations and outcomes.	1st October- 15th November 2025

5. Duration

The time period of the consultancy will be **between 1st September 2025 and 15th November 2025**.

6. Consultancy Payment

- The payment will be based on a quotation submitted by the Consultant 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 Consultant.
- The payment will be made within 10 working days from the date of approval to the respective bank account indicated by the Consultant.

7. Qualification and Experience

- A Degree in psychology, counselling, social work, mental health or a related field.
- Additional certification or experience in trauma-informed care, stress management and wellness facilitation is desirable.
- At least five years of experience in facilitating workshops focused on mental health and related topics.
- Demonstrated experience and a strong understanding of trauma-informed care principles, particularly in the context of SGBV/TFSGBV and the ability to apply these in a workshop setting.
- Strong interpersonal and communication skills, with the ability to work with diverse groups of people.
- The ability to work independently, manage a project timeline, and deliver high-quality work with minimal supervision.
- Oral and written fluency in Sinhala/Tamil and English.
- Experience working with Civil Society Organizations, preferably within the context of gender justice, women's rights, etc.

8. Confidentiality

Both during and after the end of the contract, the Consultant 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 kamali@cejsl.org** with names and contact details of two referees with the email subject line **UF1 - Workshops for CSOs-Consultant by 23rd August 2025.**