



## TERMS OF REFERENCE FOR CONSULTANCY ON DEVELOPMENT OF A VIRTUAL TOOLKIT ON ONLINE SAFETY FOR WOMEN HUMAN RIGHTS DEFENDERS AND LEADERS

REF: CRAWN /VTWHRDS/042026

### 1. Organisation Background

CRAWN Trust is a women led non-state actor established in 2010 and registered as a Trust Corporation (PS2000). The organization aims to promote citizen's awareness of their human rights and non-discrimination of women, in the political, social, economic and cultural spheres of development as enshrined in the Constitution of Kenya 2010 from a gender perspective. CRAWN Trust works as a change catalyst to impact lives and transform communities and envisions a society where gender equity thrives, guided by a strategic framework and works with different stakeholders to advance the women's rights agenda in Kenya.

Our vision is a Just society guided by shared values where women, girls and all citizens thrive in dignity in all spheres while our mission is to impact lives and transform communities by creating opportunities for women and girls to realise their full potential.

CRAWN Trust executes her mandate through five programs; Transformative Leadership and Good Governance, Sustainable Livelihoods and Climate Action, Networking, Movement and Alliance Building, Research and Policy Advocacy and Institutional Effectiveness and Sustainability.

### 2. Project Background and purpose of the consultancy

CRAWN Trust with the support of the African Women's Development Fund (AWDF) is implementing the *Safe Spaces, Strong Voices: Combating TFGBV in Kenya* project. The project seeks to combat Technology Facilitated Gender Based Violence (TFGBV) in Kenya by empowering women and girls with digital literacy, strengthening access to justice, and fostering collective action. Through advocacy, civic participation, and collaboration among the executive, law enforcement, civil society, and technology actors, the project aims to contribute to safer online spaces and to enhance the freedom of women and girls to participate meaningfully in digital and public discourse.

Women Human Rights Defenders (WHRDs) and women leaders are central to public life, civic engagement and advocacy but face heightened, gendered risks in digital spaces, including harassment, cyberbullying, surveillance, and coordinated attacks that can spill into offline harm. Despite the growing reliance on digital platforms for activism, access to practical, context-specific online safety resources remains limited, particularly in resource-constrained and high-risk environments. CRAWN Trust intends to develop a virtual toolkit on online safety and train women leaders and WHRDs to navigate digital spaces safely. The toolkit will provide user-centered, practical strategies for online safety, including digital security guidance. Grounded in the lived experiences of women leaders and WHRDs and designed for accessibility and adaptability, it aims to strengthen resilience, enhance digital safety, and support sustained, safe participation in civic and public life.

CRAWN Trust seeks to engage a consultant/consultancy firm for this assignment.

### **3. Duties and Responsibilities**

**The selected consultant(s)/firm will be expected to:**

- a) Participate in briefings/consultations with CRAWN Trust to discuss the assignment, methodology and scope.
- b) Conduct literature review on relevant resources on the topic of interest and on the CRAWN Trust Gap Analysis on TFGBV to identify needs and gaps for action.
- c) Develop and submit the Virtual Online Safety Toolkit within the stipulated timelines.
- d) Conduct the virtual training of women leaders and WHRDs on online safety through adult learning methodologies
- e) Develop a facilitator's report on the training

### **4. Deliverables**

The consultant(s)/firm will be expected to submit;

- a) A draft and final Online Safety Toolkit with feedback from CRAWN Trust incorporated
- b) An activity program for the virtual training forum
- c) A PowerPoint presentation for the virtual training forum
- d) A professional activity report developed as per CRAWN Trust's writing style guide

### **5. Consultancy activity schedule / Timeline**

This is a short-term assignment, with the duration of the engagement being 6 working days.

### **6. Qualifications/ requirements / Desired Expertise**

The applicant should possess the following desired knowledge and expertise.

- I. An undergraduate degree in development studies, gender and development or relevant social sciences. A postgraduate qualification will be an added advantage.
- II. At least 5 years' demonstrable work experience on women's rights work
- III. Good facilitation and report writing skills

## 7. Expression of interest (EOI)

The consultant/firm meeting the above requirements should submit an Expression of Interest- EOI (five pages maximum) which should include the following:

- I. A capability statement or cover letter, entailing your understanding of the assignment and experience.
- II. An EOI entailing the proposed methodology and a budget proposal inclusive of 5% withholding tax, in consideration of modest budget available.
- III. An updated organization profile or Curriculum Vitae (with references) of the lead consultant(s)/firm who will undertake the work.
- IV. A Gantt chart outlining the tasks within the duration of the assignment.

Annexure should include:

- I. Contact information of two organizations that have recently and preferably in the last three years contracted the consultant to carry out a similar assignment.
- II. Samples of past related work conducted by the consultant(s)/firm.

## 8.Safeguarding, PSHEA, Anti-Corruption and Ethical Standards

CRAWN Trust is committed to the highest standards of safeguarding, integrity, and accountability throughout this recruitment process. A zero-tolerance approach applies to sexual, harassment, exploitation and abuse (PSHEA), discrimination, abuse of power, fraud, and corruption. These principles will guide the fair, transparent, and merit-based selection of the consultant/firm. Any attempt to influence the selection process through unethical means will lead to disqualification. Applicants are expected to demonstrate commitment to these standards and willingness to adhere to CRAWN Trust's safeguarding and anti-corruption policies if engaged. By applying, consultants agree to uphold these principles and to ensure safe, respectful, and ethical conduct in all aspects.

## 9. Submissions

Please send a soft copy zipped folder of your expression of interest by COB - close of business on 20<sup>th</sup> April 2026 to [procurement@crowntrust.org](mailto:procurement@crowntrust.org). The subject line should read; **TERMS OF REFERENCE FOR CONSULTANCY ON DEVELOPMENT OF A VIRTUAL TOOLKIT ON ONLINE SAFETY; REF: CRAWN /VTWHRDS/042026**

Only shortlisted consultants will be contacted.

**Note: Women and persons with disabilities are strongly encouraged to apply**