

## **Terms of Reference (ToR)**

### **Consultancy to Develop Mentorship Program Framework, Guideline, and Tools**

#### **1. Background**

The Ethiopian Women in Energy Association (EWiEn) is a civic association dedicated to empowering and connecting female professionals in Ethiopia's energy sector to advance economic and human development. Since its establishment, EWiEn has played a pivotal role in promoting gender inclusion, professional development, and leadership opportunities for women in energy. In partnership with GIZ, EWiEn successfully implemented a mid-level career development training program that equipped women professionals with critical skills in leadership, communication, and career advancement. Participants expressed strong demand for continued support to translate these newly acquired skills into tangible career progression and leadership opportunities.

To consolidate and sustain the outcomes of this prior investment, EWiEn is launching a Structured Mentorship and Leadership Development Program. This initiative will provide targeted, practice-oriented mentorship linking mid-level women professionals with senior energy sector experts, fostering knowledge transfer, leadership confidence, and professional advancement. By applying a capacity development approach, the program moves beyond short-term training to support participants during the critical transition from technical roles to leadership positions. Through individualized mentorship, peer learning, and exposure to senior sector leadership, the initiative addresses structural barriers limiting women's advancement and contributes to building a sustainable leadership pipeline aligned with Ethiopia's energy transition goals.

#### **2. Objective of the Assignment**

To engage a consultant who will design and deliver a comprehensive mentorship program framework, guideline, and tools that provide structured pathways for mid-level women professionals transitioning into leadership roles.

#### **3. Scope of Work**

The consultant will:

- **Framework Development:** Draft the overall mentorship program framework, including objectives, guiding principles, and implementation cycle.

- **Guideline Preparation:** Develop detailed mentorship guidelines covering roles, responsibilities, processes, and monitoring mechanisms.
- **Tool Design:** Create practical tools such as KPI trackers, feedback forms, and documentation templates.
- **Capacity Development tool:** Prepare thematic tool to capture the interest areas of the mentees and mentors on leadership, career planning, communication, and professional confidence for the monthly in-person session.
- **Monitoring & Evaluation Tools:** Establish performance indicators, feedback mechanisms, and reporting templates.
- **Best Practice Documentation:** Design tools for capturing lessons learned and recommendations for future cohorts.

#### 4. Deliverables

- Mentorship Program Framework document.
- Mentorship Guideline manual (donor-compliant, operational style).
- Toolkit including:
  - KPI Progress Tracker (Excel-ready)
  - Feedback and Reflection Forms
  - Documentation Template for lessons learned
- Capacity Development tool.

#### 5. Duration & Timeline

The consultancy will be conducted over a period of 20 days following the signing of the agreement contract. Within this timeframe, the consultant is expected to complete all tasks, validate outputs with EWiEn, and submit final deliverables.

#### 6. Consultant Qualifications

- Advanced degree in Organizational Development, Gender Studies, Education and Training Development, Program Management or other related fields.
- Minimum 7 years of experience in capacity development, mentorship program design, or leadership training.
- Proven track record in developing donor-compliant frameworks and tools.
- Strong knowledge of Ethiopia's energy sector and gender inclusion priorities.
- Excellent documentation, and communication skills.

#### 7. Reporting & Supervision

The consultant will report directly to EWiEn's Program coordinator and work closely with the team as needed.

## **8. Application Process**

- Email your CV, supporting documents and technical and financial proposal to: [career@ewien.org](mailto:career@ewien.org)
- Subject Line: Consultancy to Develop Mentorship Program Framework, Guideline, and Tools
- Submission Deadline: 30th June 2026, at 5:00 PM (EAT)