

Terms of Reference (ToR)

Recruitment of Trainer for Women Students' Energy Club Committee Members

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 is establishing Women Students' Energy Clubs at Addis Ababa University, Adama Science and Technology University, and General Wingate Polytechnic College. The clubs will provide platforms for women students to engage in leadership, networking, advocacy, knowledge sharing, and professional development related to the energy sector.

Following the establishment of the clubs, EWiEn will organize a one-day orientation and capacity-building training at each institution for the club committee members to equip them with the basic knowledge and skills required to effectively lead, coordinate, and sustain the clubs.

2. Purpose of the Assignment

The purpose of the assignment is to strengthen the capacity of Women Students' Energy Club committee members to effectively lead, organize, coordinate, and manage club activities and engage students and relevant stakeholders.

3. Objectives

The training aims to:

- Build committee members' understanding of their roles and responsibilities.
- Strengthen basic leadership and teamwork skills.
- Develop members' skills in planning and organizing club activities.
- Strengthen communication, coordination, and networking skills.
- Introduce basic advocacy and student engagement approaches.
- Equip committee members with practical skills to sustain active and inclusive clubs.

4. Key Training Topics

The one-day training will cover basic and practical topics, including:

- Roles and responsibilities of club committee members
- Leadership and teamwork
- Communication and coordination
- Planning and organizing club activities
- Student/member engagement and participation
- Networking and stakeholder engagement
- Basic advocacy and representation
- Conflict management and problem-solving
- Sustainability and effective functioning of the club

The trainer may use practical examples and group exercises relevant to university and college student clubs.

5. Methodology

The training should be participatory and practical, using:

- Short presentations;
- Group discussions;
- Practical exercises;
- Experience sharing; and
- Question-and-answer sessions.

6. Duration and Participants

Duration: One day at each institutions

Participants: Women Students' Energy Club committee members from the selected institutions.

7. Expected Deliverables

The trainer will:

1. Prepare a simple one-day training agenda.
2. Prepare relevant training materials/presentations.
3. Deliver the one-day training at each institution..
4. Facilitate practical exercises and discussions.
5. Conduct a brief participant feedback/assessment.

6. Submit a training report highlighting the training delivered, key issues discussed, and recommendations.

8. Required Qualifications and Experience

The trainer should have:

- A relevant university Masters degree in leadership, management, education, development studies, gender, energy, or a related field.
- Demonstrated experience of at least 5 years in training and facilitation.
- Experience in leadership development, youth engagement, organizational development, or related areas.
- Good communication and facilitation skills.
- Experience working with university/college students or youth organizations is an advantage.

9. Coordination and Reporting

The trainer will work closely with the EWiEn designated focal person and coordinate with the relevant institution during preparation and delivery of the training.

10. Application Requirements

Interested trainers should submit:

- Updated CV;
- Brief training approach and proposed agenda; and
- Financial proposal/consultancy fee.

11. Application Process

- Email your CV, supporting documents and technical and financial proposal to: career@ewien.org
- Subject Line: Consultancy to Develop Mentorship Program Framework, Guideline, and Tools
- Submission Deadline: 9th October 2026, at 5:00 PM (EAT)