



**COMESA FEDERATION OF NATIONAL ASSOCIATIONS OF
WOMEN IN BUSINESS(COMFWB)**

**Request For Technical and Financial Proposals to Develop
Training Materials on Transformative Leadership, Gender
Mainstreaming, Gender-Based Violence, and Reproductive
Health For COMFWB**

REF: COMFWB/CS/COYWA/TM/ 25/3/2026

**REQUEST FOR EXPRESSION OF INTEREST
SELECTION OF INDIVIDUAL CONSULTANTS**

REFERENCE NUMBER: COMFWB/CS/COYWA/TM/ 25/3/2026

DATE: March 25, 2026

REQUEST FOR SERVICES TITLE: TO DEVELOP TRAINING MATERIALS ON TRANSFORMATIVE LEADERSHIP, GENDER MAINSTREAMING, GENDER-BASED VIOLENCE, AND REPRODUCTIVE HEALTH FOR COMFWB

1. **The COMFWB Secretariat** is inviting individuals, organizations, or firm Consultants (individual or consortium) to submit their CV and Financial Proposal for the following services:

SHORT TERM CONSULTANCY TO DEVELOP TRAINING MATERIALS ON TRANSFORMATIVE LEADERSHIP, GENDER MAINSTREAMING, GENDER-BASED VIOLENCE, AND REPRODUCTIVE HEALTH FOR COMFWB.

The Terms of Reference defining the minimum technical requirements for these services are attached as Annex 1 to this Request for Expression of Interest.

2. Individual, organizational, or firm Consultants (individual or consortium) **are eligible for this assignment.**
3. The maximum budget for this contract is **US\$10,000.00** for expert service/ consultants' fees only. Proposals exceeding this budget will not be accepted.
4. Your Expression of Interest must be presented as per Expression of Interest Forms attached as Annex 2 to this Request for Expression of Interest, in the English language and be accompanied by copies of all the indicated supporting documents. If the supporting documents are not in English, these shall be accompanied by a certified translation into English.

Your application documents clearly marked and email bearing the subject “: **SHORT TERM CONSULTANCY TO DEVELOP TRAINING MATERIALS ON TRANSFORMATIVE LEADERSHIP, GENDER MAINSTREAMING, GENDER-BASED VIOLENCE, AND REPRODUCTIVE HEALTH FOR COMFWB**”.

should be emailed to the following addresses: jmasanche@comesa.int with a copy to comfwb@comesa.int

5. The deadline for submission of your application, to the address indicated above, is:

April 10th, 2026, at 16:00hours Malawi time

6. **Physical submission of applications is not allowed.**

7. Your CV will be evaluated against the following criteria.

S/No.	Criteria	Maximum allocated points
1	General qualifications	20
2	Adequacy for the assignment	60
3	Experience in the region	15
4.	Language proficiency	5
	Total	100

8. Your proposal should be submitted as per the following instructions:

(i) **PRICES:**

The financial proposal shall be inclusive of all expenses deemed necessary by the Individual Consultant for the performance of the contract.

(ii) **EVALUATION AND AWARD OF THE CONTRACT:**

Expressions of Interest determined to be formally compliant to the requirements will be further evaluated technically.

An Expression of Interest is considered compliant to the requirements if:

- The financial proposal does not exceed the maximum available budget for the contract.
- The award will be made to the applicant who obtains the highest technical score. Expressions of Interest not obtaining a minimum score of 70% will be rejected.

(iii) **VALIDITY OF THE EXPRESSION OF INTEREST:**

Your Expression of Interest should be valid for a period of 90 days from the date of deadline for submission indicated in Paragraph 4 above.

9. The assignment is expected to commence within two (2) weeks from the signature of the contract.

10. Additional requests for information and clarifications can be made until 7 working days prior to deadline indicated in the paragraph 6 above, from:

The Procuring entity: **COMFWB Secretariat**

Contact person: **Head of Procurement**

E-mail: jmasanche@comesa.int with a copy to comfwb@comesa.int

ANNEXES:

ANNEX 1: Terms of Reference

ANNEX 2: Expression of Interest Forms



ANNEX 1: TERMS OF REFERENCE

**COMMON MARKET FOR EASTERN AND SOUTHERN AFRICA (COMESA)
FEDERATION OF NATIONAL ASSOCIATION OF
WOMEN IN BUSINESS (COMFWB)**

**SHORT - TERM CONSULTANCY TO DEVELOP TRAINING
MATERIALS ON TRANSFORMATIVE LEADERSHIP,
GENDER MAINSTREAMING, GENDER-BASED VIOLENCE,
REPRODUCTIVE HEALTH FOR COMFWB**

1. BACKGROUND

The **Common Market for Eastern and Southern Africa Federation of Women in Business (COMFWB)** is a regional institution established under the **COMESA Treaty Articles 154 and 155**, which mandate the promotion of women in business and the strengthening of their participation in programmes that promote regional integration, economic development, and gender equality across its 21 COMESA member states. COMFWB serves also as the continental voice of women entrepreneurs, advancing their visibility, competitiveness, and leadership across the region by providing a platform for women entrepreneurs to participate in trade and regional markets, always recognizing that addressing gender-based violence (GBV) and sexual and reproductive health (SRH) is essential for inclusive growth.

In line with its mandate, COMFWB has launched its new **Medium-Term Strategic Plan (2026–2030)**, which prioritizes institutional capacity building to position COMFWB as regional hub for women economic empowerment and enhance the participation of women and youth in trade industry and investment in the COMESA region.

The MTSP emphasizes capacity-building, institutional prominence, and partnerships that empower women and youth to drive regional integration and sustainable development.

COMESA Secretariat in partnership with COMFWB Secretariat are implementing the **creating opportunities for youth and women in AFRICA (COYWA)-funded by Spanish government through the AUDA-NEPAD program**, designed to nurture young women leaders and entrepreneurs.

A primary objective of COYWA is to provide participants with the necessary knowledge, skills, and resources to challenge disadvantageous norms, advocate for gender equality, and promote health and empowerment. The development of training materials on Transformative Leadership, Gender Mainstreaming with a Transformative Gender Approach, Gender-Based Violence, and Sexual & Reproductive Health will directly support COYWA's mission and contribute to the realization of COMFWB's MTSP goals.

In addition to its economic mandate, COMFWB recognizes that sustainable economic empowerment of women must be grounded in social inclusion, cultural identity, and the transformation of societal norms. Cultural values, social structures, and community practices significantly influence women's participation in business, leadership, and decision-making processes across the region.

The persistence of gender inequalities, gender-based violence, and barriers to sexual and reproductive health is deeply rooted in socio-cultural norms and

practices. Addressing these challenges therefore requires not only technical capacity building but also social and behavioral change approaches that are context-specific, culturally sensitive, and community-driven.

These materials will serve as core resources for COYWA/BIAYWE training and mentorship programs, equipping participants with knowledge, skills, and tools to lead effectively and advocate for gender equality and health rights.

2. Objectives of the Consultancy

2.1. To Develop training materials that reflect COMESA's treaty obligations, COMESA Gender Policy, and other frameworks and regional integration agenda, Incorporating COYWA's youth-centered, grassroots approaches, Integrating COMFWB's focus on women's economic empowerment and entrepreneurship and BIAWE's incubation and innovation strategies for youth and women entrepreneurs in the following thematic areas:

- Transformative leadership
- Gender mainstreaming
- Gender-based violence (GBV) prevention and response
- reproductive health (RH)
- Integrate socio-cultural factors (norms, values, beliefs, and community dynamics) influencing gender equality, leadership, and access to health and economic opportunities.

2.2. Ensure materials are inclusive, practical, culturally sensitive, and aligned with COMESA gender policy, gender mainstreaming guidelines, COMESA Gender Policy COMFWB Strategic pillars, COYWA objectives, and other related frameworks. Materials should also be adaptable for diverse audiences (youth and women from grass root level to policy makers level) and should :

- Provide tools that empower facilitators and participants to apply knowledge in real-world contexts.
- Deliver comprehensive packages adaptable for both in-person and online training.
- Align content with national policies, international frameworks, and best practices.
- Ensure materials reflect socio-cultural diversity across COMESA Member States and promote gender responsiveness cultural practices while addressing harmful norms and practices that hinder women and youth empowerment.

3. Scope of Work

The consultant will:

- Conduct a desk review of existing resources and frameworks.

- Design training modules for each topic, including facilitator guides, participant manuals, and presentation slides.
- Integrate case studies, role plays, and interactive exercises relevant to women and youth in Africa.
- Ensure cross-cutting themes (gender equality, inclusivity, human rights, intersectionality) are embedded. Analyze socio-cultural barriers and enabling factors affecting women and youth participation in leadership, entrepreneurship, and access to services across the COMESA region.
- Present draft materials for validation and incorporate feedback.
- Deliver final training packages ready for implementation

4. Thematic Areas and Modules

A. Transformative Leadership

- Fundamental concepts of leadership
- Foundations of transformative leadership: principles and distinctions from transactional/transformational leadership
- Communication, including Self-awareness and emotional intelligence with practical theories and models (Johari model, Maslow's Hierarchy) in leadership.
- Leading for social change: inclusive decision-making and participatory governance
- Practical tools: strategic communication, negotiation, conflict resolution, and action planning

B. Gender Mainstreaming with a Transformative Gender Approach

- Understanding gender concepts: Gender analysis, Gender Responsive budgeting, Gender Auditing and monitoring, gender mainstreaming, Gender disaggregation and sex disaggregation, Unconscious bias and , glass ceiling barrier
- Gender and women empowerment frameworks: Beijing Platform for Action 1995(12 critical areas of women and girls) CEDAW, SDGs, AUC Gender frameworks AU Agenda 2063, COMESA Gender Policy
- Transformative gender approach: moving beyond inclusion to structural change, challenge harmful gender forms, roles and power relations.
- Practical application: case studies, gender-sensitive indicators, and monitoring tools
- Gender and culture: analyzing how cultural norms and practices influence gender roles, access to resources, and participation

C. Gender-Based Violence (GBV)

- Understanding GBV: forms, root causes, and risk factors
- Socio-cultural drivers of GBV: norms, stigma, silence, and power dynamics
- Legal and policy frameworks: Maputo Protocol, national laws

- African Union Convention on Ending Violence Against Women and Girls (CEVAWG) 2025.
- Prevention strategies: community mobilization, awareness campaigns, education
- Response and support services: survivor-centered approaches, referral pathways, psychosocial support
- Practical exercises: role plays, project design for GBV prevention

D. Reproductive Health (RH)

- Introduction to SRH: reproductive health, family planning, maternal and neonatal health
- Youth and RH: adolescent health, early marriage, access to services
- RH challenges and emerging issues: HIV/AIDS, STIs, unsafe abortion, access barriers
- Addressing stigma and social barriers to RH, especially for young women and marginalized groups
- Cultural beliefs and practices affecting access to RH services.
- Practical tools: designing RH education programs, integrating RH into broader development initiatives.

4. Deliverables

- Inception report with methodology and work plan.
- Draft training materials (modules, guides, handbooks).
- Validation workshop facilitation and report.
- Final training package (print-ready and digital formats).
- Recommendations on integrating social and behavioral change communication (SBCC) approaches within training delivery
- Summary report with recommendations for effective training delivery

5. Duration & Timeline

- Assignment duration: 4 weeks
- Milestones:
 - Week 1: Inception report
 - Week 2: Draft submission
 - Week 3: Validation workshop
 - Week 4: Final delivery (as requested under article 4)

6. Required Qualifications

- Advanced degree in Gender Studies, Public Health, Social Sciences, education or related field.
- Proven experience in designing and developing training materials on transformative leadership, gender mainstreaming, GBV, and SRH
- Demonstrated experience in integrating social and cultural dimensions into gender, GBV, Develop RH, or leadership programming.

- Experience working with community-based approaches and understanding of socio-cultural dynamics in Africa
- Experience working in regional or international development contexts, preferably with women and youth programs with strong facilitation and communication skills
- Strong facilitation and participatory training skills and ability to deliver high-quality outputs within deadlines

7. Required experiences

- Experience on Transformative leadership and Gender mainstreaming and related fields
- Strong background in gender analysis, gender-sensitive programming, and integrating gender perspectives into policies, projects, or institutional frameworks.
- Practical experience in developing or implementing Gender Mainstreaming tools, frameworks, gender audits, gender-responsive budgeting, etc.).

8. Reporting & Supervision

With over all supervision of COMFWB Director Programs Management, The consultant will report to **COYWA Program coordinator**. Regular progress updates will be required.

9. Application Process

Interested consultants should submit: E-mail: jmasanche@comesa.int

with a copy to comfwb@comesa.int

10. The deadline for submission of your application, to the address indicated above, is:

April 10th, 2026, at 16:00hours Malawi time

ANNEX 2: EXPRESSION OF INTEREST FORMS

A. COVER LETTER FOR THE EXPRESSION OF INTEREST FOR THE PROJECT..... 10
B. CURRICULUM VITAE 13

A. COVER LETTER FOR THE EXPRESSION OF INTEREST

REQUEST FOR SERVICES TITLE: - SHORT TERM CONSULTANCY TO DEVELOP TRAINING MATERIALS ON TRANSFORMATIVE LEADERSHIP, GENDER MAINSTREAMING, GENDER-BASED VIOLENCE, & REPRODUCTIVE HEALTH FOR COMFWB.

Country, Date

To: COMFWB Secretariat

Dear Sirs:

I, _____ the undersigned, offer to provide the consulting services for the **SHORT-TERM CONSULTANCY TO DEVELOP TRAINING MATERIALS ON TRANSFORMATIVE LEADERSHIP, GENDER MAINSTREAMING, GENDER-BASED VIOLENCE, AND REPRODUCTIVE HEALTH FOR COMFWB.**

in accordance with your Request for Expression of Interests REF NO **COMFWB/CS/COYWA/TM/ 25/3/2026** dated March 25, 2026.

I hereby declare that all the information and statements made in my CV are true and accept that any misinterpretation contained in it may lead to my disqualification.

My proposal is binding upon me for the period indicated in Paragraph 8(iii) of this Request for Expression of Interest.

I undertake, if my Proposal is accepted, to initiate the consulting services related to the assignment not later than the date indicated in Paragraph 9 of the Request for Expression of Interest, and to be available for the entire duration of the contract as specified in the Terms of Reference.

I understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Signature [*In full and initials*]:

Name and Title of Signatory:

B. CURRICULUM VITAE

1. Family name:
2. First names:
3. Date of birth:
4. Nationality:

5. Physical address:
6. Postal address
7. Phone:
8. E-mail:
9. Education:

Institution: [Date from – Date to]	Degree(s) or Diploma(s) obtained:

10. Language skills: (Indicate competence on a scale of 1 to 5) (1 – excellent; 5 – basic)

Language	Reading	Speaking	Writing
English			
Arabic			
French			

11. Membership of professional bodies:

12. Other skills:

13. Present position:

14. Years of experience:

15. Key qualifications:

16. Specific experience in the region:

Country	Date from - Date to

17. Professional experience:

Date from – Date to	Location of the assignment	Company & reference person (name & contact details)	Position	Description

18.
information:

Other relevant

19. Statement:

I, _____ the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

I hereby declare that at any point in time, at the COMFWB Secretariat's request, I will provide certified copies of all documents to prove that I have the qualifications and the professional experience as indicated in points 9 and 14 above¹, documents which are attached to this CV as photocopies.

By signing this statement, I also authorize the COMFWB Secretariat to contact my previous or current employers indicated at point 17 above, to obtain directly reference about my professional conduct and achievements.

_____ Date: _____

ATTACHMENTS: 1) *Proof of qualifications indicated at point 9*
2) *Proof of working experience indicated at point 14*

¹ *The proof of stated qualifications shall be in the form of the copies of the degrees and diploma obtained, while for the professional experience the proof shall be either acknowledgement letters from the previous employers or copies of the Purchase Order/ Contract signed with them.*