**SCOPE OF WORK**

**Part 1. Anti-Sexual Harassment and Discrimination Training – Senior Management Team & HR Practitioners:**

ICAP at Columbia University is requesting the services of an experienced vendor to design and facilitate trainings on the following topics:

* Identification of sexual harassment and discrimination
* Prevention of sexual harassment and discrimination
* Overview of Columbia University and ICAP policies on anti-sexual harassment, discrimination, anti-retaliation
* Reporting mechanisms available to ICAP employees and stakeholders

The target audience will include approximately 100 participants and will be broken into three sessions, 30 or 40 participants per session.

* Senior Management across all ICAP offices (2 sessions)
* All ICAP HR practitioners (1 session)

The training is expected to include case studies, questions and answer segments, breakout rooms and other activities that respond to different styles of learning, engage participants and enable them to apply concepts learned to future situations that may arise in the workplace or during fieldwork.

**Part 2. Anti-Sexual Harassment and Discrimination Training of Trainers Program:**

ICAP at Columbia University is requesting the services of an experienced vendor to design and deliver training of trainer sessions to five senior human resources practitioners who can learn the content of the anti-sexual harassment and discrimination training and deliver the training to country office employees, specifically:

* Senior management, managers and other employees who are required to report incidents of sexual harassment or discrimination.
* Employees and stakeholders (eg. Community health workers, volunteers, interns, etc.) who may have witnessed and/or been a victim of sexual harassment or discrimination.

The training session for the trainers should be delivered over 2 days in 2 hours sessions and the sessions should be delivered to 2 separate groups.

The HR practitioners should also be equipped to train other trainers should the program need to be expanded or there is turnover of existing trainers.

The goal of the training of trainers is to equip the identified human resources practitioners to deliver multiple training sessions to various country offices as part of onboarding of new employees and during the fiscal year.

The proposal should include the following

* Highlight best practices in terms of participant size and types of participants that should join each session.
* Delivery methodology and types of activities to be used during the training
* Time frame during which the content will be finalized and sent to ICAP for review

Duration of each training and training of the trainer session(s)

The preferred delivery platform will be Zoom but will accept proposals using other online reputable and secure meeting platforms. All content (PowerPoint, case studies, handouts, etc) will need to be translated from English into French, Spanish, Portuguese, Swahili, Burmese, and Russian. We anticipate delivery of the trainings to occur in August or September 2021.

Proposals should be submitted by 5 pm EST on Monday, March 29, 2021 to icap-hr@columbia.edu