

CALL FOR APPLICATIONS

Senior Trainers on Ethical Leadership for an Inclusive Future in Sub-Saharan Africa (ELIF) Project

Terms of Reference (ToR)

1. Background

The *Ethical Leadership for an Inclusive Future in Sub-Saharan Africa (ELIF)* project is a strategic, multi-country initiative jointly implemented by **Globethics** and the **All-Africa Conference of Churches (AACC)** from March 2025 to December 2026. Building on the long-standing African Church Assets Programme (ACAP), the project supports the AACC Strategy 2024–2028, which prioritises strengthening the capacity of churches and church-related organisations in ethical leadership, conflict transformation, and responsible resource management. ELIF aims to tackle corruption at both organisational and societal levels within the sub-Saharan countries where anti-corruption efforts have largely stalled or deteriorated, disproportionately impacting vulnerable groups such as women, children, youth, and persons with disabilities. The project is focusing on six Sub-Saharan countries: Ghana, Nigeria, Zambia, Cameroon, Togo, and the Democratic Republic of Congo (DRC).

Recognising the moral mandate of Church and Church-Related Organisations (CCROs) and Civil Society Organisations (CSOs) to uphold ethical values and advocate for justice, the project emphasises the need for internal reform. By strengthening governance structures and leadership integrity within these institutions, ELIF seeks to drive internal transformation and foster external advocacy for ethical, inclusive, and accountable leadership across the region. In this way, by the end of the project, the key expected outcomes include participating CCROs and CSOs adopting anti-corruption policies and enhancing inclusive governance by establishing youth or women quotas in leadership. The project also aims to facilitate a minimum of five joint advocacy initiatives promoting ethical leadership, spark at least two national-level policy discussions on anti-corruption and engage at least one media outlet and one public figure in each country to publicly endorse and promote the project's outcomes as a model for fostering integrity in society.

2. Purpose of the Assignment

Globethics and AACC are recruiting **four Senior Trainers** to co-develop, deliver and support a **comprehensive training framework and toolkit** on Ethical Leadership for an Inclusive Future (ELIF). These trainers will collectively support the **online training of 30 Master Trainers** across participating countries.

The trainings will be conducted **online** in both **English and French**. Therefore, at least **two Senior Trainers must be fluent in English and two in French**, to ensure full linguistic and contextual coverage across Anglophone and Francophone regions.

3. Scope of Work

A. Curriculum & Competency Framework

- Define core competencies, values, and behaviours for ethical leadership.
- Align training content with international ethics standards and potential certification pathways.
- Develop a multilingual (EN/FR) online training curriculum with facilitation guides and case studies.

B. Toolkits for Training (indicative list)

- Develop a Master Trainer Toolkit, Participant Workbook, presentation slides, and exercises.
- Ensure content is context-sensitive and suitable for both Anglophone and Francophone countries.
- Adapt materials for online delivery, ensuring user-friendly formats for remote learning.

C. Toolkits for Organisational Change (indicative list)

- ***Ethical Self-Assessment and Planning Kit***
(Tools for assessing current practices and planning reforms.)
- ***Organisational Integrity Toolkit***
(Templates for ethics policies, codes of conduct, and team commitment statements.)
- ***Advocacy and Engagement Toolkit***
(campaign design resources)

D. Monitoring, Evaluation & Assessment

- Design baseline and endline surveys aligned with project indicators (e.g., trust, inclusion, ethics).
- Create online assessment tools for individual and group learning.
- Provide feedback mechanisms, such as session-level feedback and digital peer evaluations.

E. Train-the-Trainer (TTT) & Support

- Deliver a series of online TTT sessions for Master Trainers.
- Offer ongoing mentoring and coaching support virtually.

F. Participation in one National Event

- Travel to participate in at least one national level event on advocacy for broader societal changes where organizations will share the progress of their organizations, advocating specific changes for further internal changes and external/societal level reforms.

G. Recommendations for Certification Pathways

- Provide strategic input and practical recommendations for future certification of trained Master Trainers and/or Ethical Champions within CCROs and CSOs.
- Explore alignment with existing certification standards or propose development of new ones based on ELIF competencies.
- Advise on criteria, process, and institutional partnerships for certification, ensuring relevance, credibility, and accessibility.

3. Deliverables and Timeline

Deliverables	Description	Timeline
1. Online Curriculum & Competency Framework	Bilingual (EN/FR) curriculum defining ethical leadership competencies, values, and behaviors. Includes learning outcomes and objectives, adult learning-based session outlines, digital facilitation guides, and case studies.	25/07/2025
2. Master Trainer Toolkit	Digital toolkit for online facilitation: slide decks with notes, interactive exercises, participant workbook, and session planning templates.	08/08/2025
3. Ethical Leadership and Governance Toolkit	This is an indicative list and description of the tools to be developed aimed at guiding the participating CCROs and CSOs in advancing accountable, inclusive, and sustainable	31/03/2026

	transformation for an inclusive future of the participating organizations. – Ethical Self-Assessment & Planning Kit – Organisational Integrity Toolkit (policy templates, ethics statements) – Advocacy & Engagement Toolkit (campaign design resources)	
4. Monitoring & Evaluation Package	Tools for tracking learning and project impact, including: – Baseline and endline surveys aligned with project indicators – Assessments, peer/self-evaluations, and online session feedback forms.	<i>September 2025</i>
5. Online TTT Session Delivery	Live facilitation of structured, engaging Train-the-Trainer sessions using adult learning principles and digital collaboration tools.	<i>August and September 2025</i>
6. Post-Training Mentoring & Coaching	Virtual support for Master Trainers: Q&A sessions, technical guidance on tools, feedback on implementation plans, and readiness assessment.	<i>October 2025 to June 2026</i>
7. Certification Pathway Recommendations	Strategic recommendations for certifying Master Trainers and Ethical Champions in organizations, including competency mapping, draft criteria, and proposed institutional models.	<i>October 2026</i>
8. Participation in one National Event	Participation in at least one national advocacy events	<i>May to June 2026</i>
9. Final technical report	Summarising methodology, deliverables, participant insights, challenges, and recommendations for scaling.	<i>31/03/2026</i>

5. Duration and Modality

Each Senior Trainer will be engaged for **12 working days**, beginning 07 July 2025, broken down as follows:

- **6 days** – Development of training content, toolkits, and materials
- **3 days** – Delivery of online training sessions to Master Trainers
- **3 days** – Post-training mentoring and coaching support

Work will primarily be conducted **remotely** through online platforms. However, each trainer is expected to travel once to participate in a national event, with costs covered as per Globethics' policy.

6. Reporting and Supervision

The Senior Trainers will report to the **ELIF Project Manager at Globethics** and collaborate closely with the Globethics and AACC project teams.

All training content and toolkits will be submitted to the **Globethics Academy** for review and approval. The **Project Steering Committee** will provide strategic oversight and stakeholder engagement but will not be involved in technical content validation.

An **online kick-off session** will be convened between the Senior Trainers, Project Team, Globethics

Academy, and Steering Committee to align on objectives, timelines, and expectations. Ongoing coordination meetings will ensure coherence, quality, and contextual relevance throughout the assignment.

7. Qualifications and Experience

- Advanced degree in Ethics, Leadership, Governance, Social Sciences, Education, or a related field.
- Proven expertise and experience in ethical leadership, sustainable development, and inclusive governance, particularly in African contexts.
- Minimum of 10 years of experience in training, facilitation, and curriculum development, preferably with prior experience in designing and delivering Train-the-Trainer (TTT) programs.
- Strong experience with online facilitation and use of digital learning platforms (LMS).
- Professional knowledge of the Sub-Saharan African context, including experience working with faith-based and civil society organizations.
- Familiarity with online learning platforms and learning management systems (LMS).
- Strong cross-cultural facilitation skills and team collaboration experience.
- Ability to collaborate remotely and manage deadlines in a distributed team.
- Language requirements:
 - Fluency in English for Trainers delivering in English.
 - Fluency in both French and English for Trainers delivering in French.
 - English is the working language of the ELIF project and the Senior Trainers team.
- Experience with bilingual or multilingual curriculum development is an asset.
- Knowledge of certification frameworks and experience supporting certification processes or developing professional pathways is a strong asset.

8. Selection Process

The recruitment and selection of the four Senior Trainers will be conducted by the **Globethics Academy** and the **Project Steering Committee** of the ELIF project. The committee will assess candidates based on technical expertise, experience in ethical leadership and training, language proficiency (with at least two trainers fluent in English and two in French) and understanding of the Sub-Saharan African context. Final selection will ensure a balance of linguistic, regional, and thematic expertise.

9. Confidentiality and Intellectual Property

All training materials, toolkits, and outputs developed under this assignment remain the property of Globethics and AACC. The expert will not share any confidential information without prior written consent.

10. Remuneration and Payment Terms

Each Senior Trainer will be contracted for **12 working days**, at a daily honorarium of **USD 500/day inclusive of taxes**. Payment will be made in tranches upon the submission and approval of deliverables.

Travel costs related to the national event (including flights, accommodation, visa fees, and ground transportation) will be **covered by the project**, in accordance with Globethics' travel and reimbursement policy. Expenses must be pre-approved and submitted with valid receipts.

11. Application Process

Interested candidates are invited to submit their application **in a single PDF file**, named as follows:

“YourName_ELIF_ST”. The file must include the following and, in this order, **(all saved in one PDF File)**:

1. **A Curriculum Vitae** (maximum 2 pages), including contact details for two referees at the end.
2. **A Motivation Letter** (maximum 2 pages), outlining relevant experience and motivation for the role. Please include links or attachments to at least two examples of similar training roles or deliverables.
3. **Portfolio of Relevant Work**, including at least two examples of similar training roles or deliverables (e.g., curricula, toolkits, facilitation materials, or recordings of training sessions). Please include direct links or attach relevant files within the PDF where possible.

Applications should be sent via email to: jobs@globethics.net

Email subject line: ELIF ST

Application Deadline: Friday, 20 June 2025, 23:59 EAT

Please note that only shortlisted candidates will be contacted.