

CALL FOR APPLICATIONS

Master 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 (ELIF) in Sub-Saharan Africa* 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 work of the African Church Assets Programme (ACAP), this project strengthens the capacity of Churches, Church-related Organisations (CCROs), and Civil Society Organisations (CSOs) in ethical leadership, conflict transformation, and responsible resource management. The ELIF initiative addresses corruption at both organisational and societal levels in sub-Saharan Africa, particularly in contexts where progress against corruption has stalled or worsened. Such corruption disproportionately affects vulnerable groups, including women, children, youth, and persons with disabilities. The project focuses 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.

The project focuses on Ghana, Nigeria, Zambia, Cameroon, Togo, and the Democratic Republic of Congo (DRC). It uses a **cascade training model**: Senior Trainers develop toolkits and deliver the Train-the-Trainers programme to Master Trainers, who then adapt and deliver training to local organisations. (See Annex 1).

By the end of the project expected results include:

- **Stronger Governance and Leadership Integrity:** Participating CCROs and CSOs will adopt formal anti-corruption policies. Inclusive governance will be strengthened through the introduction of youth or women quotas in leadership positions.
- **Advocacy and Policy Influence:** At least five joint advocacy initiatives promoting ethical leadership will be carried out, and at least two national-level policy discussions on anti-corruption will be launched.
- **Public Engagement and Endorsement:** In each participating country, one media outlet will publicly endorse and promote the project's outcomes, and one public figure will publicly support the project as a model for fostering integrity in society.

2. Purpose of the Assignment

Globethics and AACC are recruiting **Thirty (30) Candidates** from the six participating countries in the Ethical Leadership for an Inclusive Future (ELIF) project, to be trained as ELIF Master Trainers. Five

candidates from each of the participating countries will be competitively selected to participate in the training. After successful completion of their training, they will proceed to train leaders from selected CCROs and CSOs in their respective countries.

These Master Trainers will:

1. Complete the Senior Trainer-led Training of Trainers (ToT) by attending all sessions, completing assignments, and demonstrating mastery of the ELIF training package, including use of baseline survey tools, organisational change templates, advocacy planning resources, and case study materials.
2. Adapt and deliver the ELIF programme to leaders from CCROs and CSOs in their country by tailoring content to the political, cultural, and linguistic realities of their country, integrating local case studies, and facilitating 3-day in-person plus 3-day online training for staff of CCROs and CSOs.
3. Mentor and support organisations in implementing ethical leadership and advocacy initiatives by providing ongoing guidance to 2–3 assigned organisations per trainer, helping them integrate ethical leadership principles into governance practices.

The trainings will be conducted **online** and **in-person** in both **English and French** depending on the lingua franca of the country.

3. Scope of Work

A. Participate in a training programme

- Participate in an online Training of Trainers programme designed and conducted by the ELIF Senior Trainers.
- Participate in the ongoing mentorship programme by the Senior Trainers.
- Gain practical familiarity and be able to apply with provided resources such as:
Survey tools
Organisational change toolkit and templates
Advocacy planning guides
Ethical leadership case studies

B. Localise and contextualise the training programme on Ethical Leadership for an Inclusive Future (ELIF) to the trainees' contexts. (Localisation and Contextualisation)

- Participate in sessions on adapting ELIF training content, including baseline survey tools, master trainer toolkits, organisational change toolkits, and advocacy planning templates developed by Senior Trainers.
- Translate core concepts of ethical leadership to local political, cultural, and linguistic realities.
- Integrate real-life case studies from participants' own organisations and communities into the training delivery.
- Tailor session plans and materials to address country-specific governance, inclusion, and accountability challenges.

C. Deliver the localised training programme to the staff members mandated by participating CCROs and CSOs (Delivery of National Training Workshops)

D.

- Facilitate sessions using participatory and inclusive adult learning approaches (e.g. group discussion, storytelling, community mapping).
- Apply adult learning principles and adapt teaching based on learner feedback.

E. Mentor participants of two or three organisations design and implement their advocacy project for their organisational changes, which is a mandatory assignment of the training. (organizational mentoring)

- Participants from the same organisation work in a group.
- The master trainer monitors and mentors the collaborative assignment of trainees, answer practical questions and facilitates peer learning among trainees.

D. Monitoring and Evaluation

- Collect, analyse and synthesise participants' outputs (e.g. action plans, ethical roadmaps).
- Write reports summarising learning achievements and institutional change programmes.

F. Support the organisation of national events (national event support)

- Participate in the national events organised in the country.

4. Deliverables and Timeline

Deliverables	Description	Timeline
1. Participate in Training of Trainers Programme	Complete all training modules, assignments, and mentorship activities, demonstrating competency in applying the ELIF training package and tools.	01–30 Nov 2025 (exact dates TBC)
2. Develop Localised Training Programme - adopted based on ELIF Curriculum	Design and adapt training content for their national contexts in line with ELIF objectives, including session plans and materials.	15/12/2025
3. Deliver National Training Workshops	Conduct 3 days in-person + 3 days online training in their country (approx. each trainer responsible for at least two of three organisations).	15/12/2025 to 30/04/2026
4. Train on Baseline Survey	– Train CCRO/CSO participants to conduct baseline assessments on governance, inclusion, and financial accountability within their organisations.	10 - 31/01/2026
5. Prepare National Baseline Reports	– Prepare one report per country summarising baseline findings based on data collected from the CCROs/CSOs.	On/before 28/02/ 2026
6. Mentor Advocacy Projects	Coach trainees to collaboratively design and implement organisational advocacy projects as a mandatory training assignment.	01/03/2026 to 31/05/2026
7. Document Monitoring and Coaching	Provide documentation of mentorship, peer learning sessions, and support offered to trainees during advocacy project implementation.	By 30/06/2026
8. Produce Synthesis Reports	Compile all advocacy assignments; analyze achievements, learning, and challenges; identify outstanding projects for regional/continental recognition.	By 31/07/2026
9. Contribute to Midterm MEAL Review	Participate in MEAL expert meeting to review midterm progress, validate final survey tools, and propose adjustments.	15/03/2026

5. Duration and Modality

Each Master Trainer will be engaged from the beginning of November 2025 as a trainee and will serve as a trainer from December 2025 to September 2026. During the training phase, Master Trainers are expected to participate in online training. Therefore, each trainee must ensure they have access to a stable and reliable internet connection.

6. Reporting and Supervision

The Master Trainers will report to the **ELIF Project Manager at Globethics** with support from AACC project teams.

An **online kick-off session** will be convened between the Master Trainers, Globethics Academy, and the Project Steering Committee to align with the objectives, timelines, and expectations. The ongoing coordination meetings is to ensure coherence, quality, and contextual relevance throughout the assignment.

7. Qualifications and Experience

- Degree or Advance diploma 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 5 years of experience in training, facilitation, and curriculum development.
- Demonstrated experience in online facilitation and e-learning platforms.
- Professional knowledge of the local context in their country, including experience working with faith-based and civil society organisations.
- Familiarity with online learning platforms and learning management systems (LMS) and comfortable using collaborative online tools (e.g. ZOOM, TEAMS etc.).
- Strong advocacy skills and proven experience collaborating in a team environment.
- A commitment to ethical practices and sustainable development.
- Commitment to stay in the training all through
- Ability to relate with and influence change in own organization
- Ability to collaborate remotely and manage deadlines in a distributed team.
- Language requirements:
 - For candidates in English-speaking countries: fluency in English is required.
 - For candidates in French-speaking countries: fluency in French is required. For trainees in these countries, a working proficiency in English is also expected.
- Prior experience in delivering training workshops for adult participants will be an added advantage.
- Proven ability to integrate gender and inclusion perspectives in training.

8. Selection Process

The recruitment and selection of the Thirty Master Trainers will be conducted by a Selection Committee comprised of members from 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, advocacy skills, language proficiency and understanding of their local contexts.

9. Confidentiality and Intellectual Property

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

10. Remuneration and Payment Terms

Each Master Trainer will be contracted for **8 working days**, at a daily honorarium of **USD 250/day inclusive of taxes**. Payment will be made in tranches upon the submission and approval of deliverables.

11. Application Process

Interested candidates are invited to **submit their application via Jotform** (<https://form.jotform.com/Globethicsnet/master-trainers-application-form>). The form requires the attachment of supporting documents as **a single PDF file**, named as follows:

"YourName_ELIF_MT". The file must include the following and, in this order:

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.
3. **Portfolio of Relevant Work**, including at least two examples of similar training roles or deliverables (e.g., facilitation materials, or recordings of training sessions). Please include direct links or attach relevant files within the PDF where possible.

Application Deadline: Monday, 08 Sept 2025, 23:59 EAT

Please note that only shortlisted candidates will be contacted.

Annex 1

