**SOLIDARITY CENTER**

**CONSULTING OPPORTUNITY**

**DEVELOPING A PROGRAM TO PREVENT AND ADDRESS GENDER-BASED VIOLENCE AND HARASSMENT IN THE WORKPLACE**

**SCOPE OF WORK**

**Location:** Remote

**Dates of Consultancy:** January–July 2021

**Level of Effort:** Approximately 100 hours

**About the Organization:**

Solidarity Center is a U.S.-based international worker rights organization. Its programs are based on the principle that, by exercising their right to freedom of association and forming trade unions and civil society organizations, people can improve their workplaces, hold government accountable, and be a force for democracy, social justice and inclusive economic development. Its programs in more than 60 countries focus on human and worker rights awareness, union skills, occupational safety and health, gender equality, migration and human trafficking, and pro-legal strategies, bolstering workers in an increasingly informal economy. Founded in 1997 by the AFL-CIO to tackle the enormous challenges workers face in the global economy, Solidarity Center promotes democratic rights and respect for workers, raises public awareness about abuses of the world’s most vulnerable workers, and helps the world’s workers secure a voice in their societies and the global economy.

**The Role:**

Solidarity Center seeks a consultant with expertise in developing and implementing programs that address and prevent forms of Gender Based Violence and Harassment (GBVH) in the workplace, ideally with international nongovernment organizations (NGOs). This consultant will engage the Solidarity Center staff in examining our existing GBVH policies/practices and identifying ways to improve them. This will involve determining the best methods for gathering information from individual staff and synthesizing it into a report with recommendations.

*Due to the challenges of COVID-19 and associated travel restrictions, outreach to field staff may be limited to on-line, virtual platforms.*

**Desired Outcomes:**

1. The design and implementation of a process that engages Solidarity Center staff in developing an improved program to address and prevent GBVH in the workplace, which may include confidential individual interviews, focus groups, and/or online surveys.
2. A report that analyses the data and provides recommendations for further action.

Solidarity Center intends for the data collection and analysis to be accessible and replicable. These should address the complex gender dynamics that women and non-binary staff must navigate, particularly while working abroad, assessing the efficacy of existing tools and systems to support them and amplifying the voices of staff affected by GBVH as part of the solution. The organization seeks to lead by example by demonstrating the inherent value of including and elevating the voices and needs of staff members throughout this process.

Solidarity Center anticipates that this will be the first phase of a longer-term initiative. The second phase will be based on the recommendations provided under this consultancy.

**Key Activities:**

* Design a methodology for assessing GBVH awareness and understanding of relevant internal policies/practices among Solidarity Center field and headquarters staff, in collaboration with the Deputy Director for Organizational Development (OD) and in consultation with the Equality and Inclusion Department.
* Work with Solidarity Center’s OD Department to develop a timeline and communication plan for introducing the project to staff, explaining the data collection process, and preparing them to participate.
* Consult with Solidarity Center’s EID Director in developing questions for any written or oral components of the data collection methodology.
* Conduct any oral interviews and/or focus groups with staff and review data from any written surveys.
* Cooperate with interpreters and translators as needed to ensure that all staff can participate and have access to survey materials in English, Spanish, and Arabic.
* Analyze all data collected and provide both a briefing to Solidarity Center managers as well as a written report with recommendations for training, workshops, and other steps to prevent and/or address GBVH.

**Requirements:**

* Experience developing and implementing programs to prevent and address GBVH at work, including sexual harassment, preferably with international non-governmental organizations,
* Extensive experience working with diverse cultures, specifically outside the United States and ideally in the Global South
* Deep understanding of international development and the dynamics that exist between local and expatriate staff and partners on the ground
* Firsthand experience with the labor movement, worker rights, human rights, and/or social justice issues and their corresponding organizations
* Strong writing and editing skills, with full fluency in English; the ability to work in a second language is desired
* Experience using Survey Monkey or similar tools; experience with statistical software and graphic design tools is desired
* Exceptional analytic, interpersonal, and oral communication skills
* Keen attention to detail and organizational skills
* Exceptional critical thinking and problem-solving skills
* Demonstrated flexibility and openness in responding to changing work priorities
* Ability to work independently and in a team environment

Although the work will be done remotely, the consultant must be available for regular communication with the Washington, DC headquarters while also interacting with field offices worldwide as needed.

To apply for this opportunity, please submit a cover letter and resume that reference your experience developing programs to prevent and address GBVH in the workplace.

The Solidarity Center cultivates the values of diversity, equality, and inclusion among its staff and partners. It does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, age, marital status, disability, veteran status, or any other status protected under applicable law. **Candidates from traditionally underrepresented groups are strongly encouraged to apply**.