*Additional requirements under these terms of reference*

14. The following seven provisions must also be taken into consideration under these terms of reference:

|  |  |
| --- | --- |
| **#** | **ITEM** |
| 14.1 | **Managing expectations**Managing trainees’ expectations is key to ensuring smooth project implementation, particularly during the business and job placement phase. Counseling trainees about the risks of entrepreneurship and the reality of entry-level jobs is very important. EPAG trainees sign “Trainee Commitments” which spell out what is expected of them and what the project will and will not do. The project also periodically issues factsheets to all trainees on specific topics to ensure clear communication and prevent misunderstandings. The importance of managing expectations cannot be overemphasized for skills training programs with youth, particularly in many post-conflict contexts in which a small misunderstanding can quickly escalate into something more serious. |
| 14.2 | **Girl-friendly environment**Working with girls takes a lot of time and a lot of patience. At the start of the training, some girls may exhibit poor attitudes and behavior. Social change and behavior change is a slow process; it takes time. EPAG staff are instructed to be patient and keep these three basic tips in mind: 1) Be a positive role model—“talk the talk and walk the walk.” It’s especially important to have women trainers and staff for the girls to look up to. 2) Maintain a safe space for training—both physically and emotionally. Many girls are socially very isolated, and the project is one of their only social networks. 3) Friendship and fun are paramount! The social empowerment aspect of the EPAG project is just as important as the economic empowerment aspect. |
| 14.3 | **Preventing sexual exploitation and abuse**During Round Three the EPAG project will continue to take strong measures to prevent sexual exploitation and abuse (SEA). During the trainee orientations and continually throughout project implementation, service providers must educate trainees about SEA and how to report it. Each service provider is required to take all reasonable steps to prevent acts of sexual exploitation and abuse. For example, a service provider’s internal Code of Conduct should be upheld by its staff and any of its implementing partners at all times. In the event of any allegation of SEA, the service provider is to immediately investigate the allegations and take appropriate action. If one or more cases of sexual exploitation and abuse are reported, investigated, and confirmed, MoGD reserves the right to terminate the contract if it deems that the actions taken by the implementing partners are not sufficient. |
| 14.4 | **Trainers**During Round Three, it is required that 65% or more of EPAG all trainers are female. For any male trainers, it is required that they are always paired with a female trainer or accompanied by an EPAG Coach or other training assistant (who will all be females). Training facilitation styles should be girl-friendly, i.e. that trainees should be able to respect and identify with the trainers. Trainers should have enough energy to serve as a magnet for the participants, since this will influence whether girls appreciate and retain the lessons from the training. Please note: As detailed above, all EPAG service providers are required to take all reasonable steps to prevent acts of sexual exploitation and abuse (SEA). A key mechanism to minimize SEA is to employ only women classroom trainers. |
| 14.5 | **Working with EPAG grads** Service providers are highly encouraged to work with EPAG graduates during Round Three as trainers, training assistants, child caregivers, security guards, painters, caterers, cleaners, Trainee Mobilizers, guest speakers, etc. Every possibility to engage or hire an EPAG graduate should be taken. Moreover, EPAG reunions will be organized by the EPAG / MoGD team during EPAG Round Three. The service providers are required to support these activities and assist with planning and mobilization. |
| 14.6 | **Signboards, ID cards, t-shirts, umbrellas, tools**During Round Three, each training venue must have a signboard identifying it as an EPAG site. As with previous rounds, all trainees should receive EPAG t-shirts. Trainees should also receive picture ID cards. BDS girls should be issued umbrellas. JS girls should be issued a tool of equal or greater value related to their trade. When producing / procuring these materials, service providers must seek pre-approval from the EPAG PIU. The Ministry of Gender & Development’s logo should be used in all cases. Implementing partners’ logos should also be included. |
| 14.7 | **Coordination**Under the motto, “united we stand, divided we fall,” regular coordination meetings will be arranged by EPAG / MoGD in order to facilitate smooth project implementation, information-sharing, and cross-learning. Participation in these meetings is mandatory for all service providers, including representation of senior level management. In the event that the World Bank’s Adolescent Girls Initiative (AGI) program provides an opportunity for cross-learning, the service providers are required to participate accordingly. |