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TERMS OF REFERENCE (TOR): ENGAGEMENT OF INDIVIDUAL FACILITATOR(S) OR INSTITUTION TO CONDUCT QUARTERLY HEALING SPACES FOR RWAFFEM MEMBERS

A. Background

RWAFFEM is a feminist movement that brings together women and feminist activists committed to advancing gender justice, solidarity, and collective action. As a movement grounded in activism and community engagement, members often experience emotional strain, burnout, secondary trauma, and psychosocial stress resulting from their work and lived experiences.

To sustain activism and strengthen internal solidarity, RWAFFEM seeks to institutionalize quarterly healing spaces aimed at providing structured mental health support, nurturing collective care, and fostering resilience among members.

B. Purpose of the assignment

This Terms of Reference seeks to engage qualified individual facilitator(s) or a competent institution/mental health center to design and conduct quarterly healing spaces for RWAFFEM members.

The engagement aims to:

- Provide safe and confidential spaces for emotional expression and reflection
- Strengthen psychosocial well-being of RWAFFEM members
- Foster collective resilience and solidarity
- Promote sustainable feminist activism through collective care practices

C. Objectives

The specific objectives of the quarterly healing spaces are to:

1. Provide professional psychosocial support tailored to feminist activists.
2. Create structured spaces for processing stress, burnout, trauma, and movement-related challenges.
3. Promote coping mechanisms, emotional regulation, and self-care practices.
4. Strengthen trust, solidarity, and collective resilience among RWAFFEM members.
5. Equip members with practical mental wellness tools applicable in their activism and personal lives.

D. Scope of work

The selected individual facilitator(s) or institution will be responsible for:

- Designing a healing space framework aligned with feminist principles and trauma-informed approaches.
- Conducting four (4) quarterly healing sessions per year (physical).
- Facilitating interactive, participatory, and culturally responsive sessions.
- Ensuring a safe, inclusive, and confidential environment for all participants.
- Integrating techniques such as group therapy, guided reflection, mindfulness, somatic practices, storytelling, and collective dialogue as appropriate.
- Providing brief session reports (non-confidential) summarizing themes discussed, participation, and recommendations for future sessions.
- Advising RWAFFEM leadership on emerging psychosocial needs and referral pathways where necessary.

E. Deliverables

The service provider is expected to deliver:

1. An inception report outlining methodology and session structure.
2. Four (4) quarterly healing sessions annually.
3. Session facilitation materials and tools.
4. Four brief summary reports (one after each session).
5. A final annual reflection report including lessons learned and recommendations.

F. Duration of assignment

The assignment will be for a period of 4 months, renewable based on performance and availability of funds. Healing sessions will be conducted quarterly as per an agreed schedule.

G. Required qualifications and experience

For individual facilitators:

- Proven experience in mental health, psychosocial support, counseling, or group therapy.
- Demonstrated experience working with feminist movements, activists, human rights defenders, or civil society organizations.
- Strong understanding of trauma-informed and gender-sensitive approaches.
- At least 5 years of relevant professional experience.
- Relevant professional certification (e.g., psychologist, psychotherapist, licensed counselor, or equivalent).
- Strong facilitation skills and adherence to confidentiality and ethical standards.

For institutions/Mental health centers:

- Demonstrated organizational experience in providing psychosocial support services.
- Qualified and licensed mental health professionals within the team.
- Proven experience facilitating group healing or therapeutic sessions.
- Strong understanding of gender-sensitive and trauma-informed approaches.
- Organizational policies on safeguarding and confidentiality.

H. Ethical considerations



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The selected facilitator(s) or institution must:

- Adhere to strict confidentiality and professional ethical standards.
- Ensure informed consent of participants.
- Apply a non-discriminatory, inclusive, and feminist approach.
- Establish clear safeguarding and referral mechanisms where deeper psychological support is required.

I. Reporting and supervision

The selected facilitator(s) or institution will report to the Afro Ark. All deliverables will be submitted electronically unless otherwise agreed.

J. Payment terms

Payment modalities will be agreed upon in the contract and may be structured per session or per deliverable, subject to satisfactory completion of agreed outputs.

K. Application requirements

Interested **individual facilitators or institutions** should submit:

- Technical proposal outlining methodology and approach
- Financial proposal
- CV(s) of facilitator(s) or organizational profile
- Evidence of relevant experience
- At least two professional references

Submission details

All applications must be submitted electronically no later than **13th March, 2026 at 5:00 PM** .

Applications should be sent to: humanresources@afroark.org applicants must also cc: rwandafem@gmail.com in their submission, late submissions will not be considered.