



# REQUEST FOR PROPOSALS

## Consultancy

### **Consultancy to Co-Design the methodology for the “Data to Action” Workshop DTZ SUFASEC Project – ECPAT International**

**August 2025**

*(estimated 6-8 working days)*

#### **ORGANISATIONAL CONTEXT**

ECPAT International is a global network of organisations working together for the elimination of the sexual exploitation of children (SEC) in all its manifestations i.e., exploitation of children in prostitution, online child sexual exploitation, sale and trafficking of children for sexual purposes, sexual exploitation of children in travel and tourism and some forms of child, early and forced marriage. The ECPAT Network currently consists of 142 members working at national and local levels in 115 countries.

The ECPAT International Secretariat coordinates the global work of the organisation and is based in Bangkok, Thailand. The Secretariat designs and implements global and regional level programmes, and undertakes programming, advocacy and research and facilitates a range of network initiatives.

ECPAT’s **Down to Zero – SUFASEC project** is a regional initiative working to strengthen legal and institutional responses to SEC in Latin America, particularly through cross-border coordination, data-informed advocacy, and the protection of children in situations of mobility. The initiative is implemented in close collaboration with national partners and regional stakeholders, including Plan International, Conexión, and national NGOs.

#### **BACKGROUND AND RATIONALE**

As part of its regional strategy, ECPAT is organising a **“Data to Action” workshop in Lima, Peru, on 25–27 August 2025**, with approximately **25 civil society experts** from Latin America. The workshop will bring together frontline practitioners, advocates, and researchers to translate a rich body of research—collected under the DTZ SUFASEC project—into common advocacy agendas, priorities, and concrete actions.

The workshop aims to **transform technical findings into accessible, usable, and mobilising knowledge**, fostering inter-country alignment and stimulating cross-sector strategies against SEC.

To move beyond traditional “strategic planning” meetings, the workshop will incorporate **innovative facilitation methods** (e.g. role play, storytelling, visual metaphors, collective mapping) that centre creativity, inclusion, and action-oriented design. A facilitation consultancy is required to design and deliver this process in **close collaboration with three ECPAT International experts**, who will co-facilitate the sessions and support the design and adaptation of the methodology.

#### **OBJECTIVE OF THE CONSULTANT**

To design an adaptable and innovative facilitation methodology and accompanying resource package for participatory advocacy workshops that move from data and analysis to joint advocacy

action. This consultancy will involve observing and engaging in the “Data to Action” workshop in Lima (25–27 August 2025) and delivering a workshop package that can be reused by DTZ SUFASEC partners and ECPAT members in other contexts. The package should include a proposed agenda, facilitator notes, techniques for participatory data-to-advocacy processes, and guidance for replication.

To provide solid methodological support for a participatory and innovative advocacy workshop methodology for the “Data to Action” workshop, in partnership with the assigned ECPAT International team. This includes pre-meeting coordination, development of simplified methodological guidelines, synthesis and other required materials, and shared delivery of the three-day workshop.

### SCOPE OF WORK

The selected consultant (individual or team) will:

- Participate in preparatory sessions (approx. 1 working day) with the three assigned ECPAT International experts to align expectations and understand the workshop's strategic goals.
- Design a facilitation methodology that fosters movement from data analysis to identifying shared advocacy priorities, stakeholder and power mapping, and strategic planning. The methodology should include creative and participatory techniques (e.g., role play, collective mapping, visual tools), tailored for advocacy-oriented outcomes.
- Join and observe the three-day workshop in Lima, engaging with participants and documenting facilitation dynamics, techniques, and learnings.
- Develop a facilitation package to support the replication of similar workshops across regions.

The selected consultant (individual or team) will:

- **Participate in preliminary preparation sessions** (equivalent to approx. 1 working day) with the three assigned ECPAT International experts to align expectations, review workshop goals, and jointly shape the facilitation strategy.
- **Design a tailored facilitation methodology** for the three-day in-person workshop, using creative techniques such as role playing, gamification, visual tools, and other non-traditional formats. The consultant will take the lead in design but must be willing to iterate and adjust methodology jointly with the ECPAT team.
- **Digest and simplify technical materials** provided by ECPAT, producing brief and accessible synthesis products to support shared understanding during the workshop.
- **Submit a report** (2–3 pages) with insights, recommendations and key takeaways from the workshop, as well as a methodological guideline for future similar events.

## ABOUT THE WORKSHOP

### *a. Participants:*

- Approximately 25 civil society professionals from 9 Latin American countries.
- All speak Spanish; 2 speak Brazilian Portuguese only (interpretation provided)
- Profiles range from grassroots activists to regional advocates and technical leads

### *b. Structure and Sessions Overview:*

The workshop is framed around the **metaphor of a puzzle**. Each country has been gathering pieces—research, experiences, data, and lessons—from their national contexts. The workshop is the space to **lay those pieces on the table**, identify how they fit together, and **assemble a collective picture** that can guide regional advocacy efforts.

### ***Day 1 – From Pieces to Picture: Building a Shared Understanding***

- Presentation of cross-country findings from DTZ SUFASEC studies
- Dynamic exercises to surface **common threads and blind spots**
- Role-based exchanges (e.g. assume the position of a child, a frontline worker, a policymaker) to **reframe findings through diverse lenses**
- Shared reflection: What do we now know? What don't we?

### ***Day 2 – Prioritising the Edges: Framing the Collective Agenda***

- Identification of **common policy targets and gaps**
- Scenario mapping to understand what strategies work across borders
- Collaborative prioritisation of regional and country-specific goals
- Introduction of building blocks for coordinated advocacy: regional spaces, actors, timelines

### ***Day 3 – From Picture to Plan: Moving from Knowledge to Action***

- Design of **national and cross-country action roadmaps**, including who leads what, and when
- Mapping of allies and entry points: OAS, national authorities, CSO coalitions, others
- Development of principles for **solidarity-based coordination**
- Final reflection: What will we do differently next week because of this workshop?

The consultant will co-lead the facilitation of these sessions in a **highly participatory and energising way**, while coordinating closely with the ECPAT team to ensure alignment with project goals and regional strategies.

## DEVERBALS

- Participation in virtual preparatory sessions with the ECPAT team (1 day).
- Written synthesis of technical inputs
- An engaging and accessible summary (3–5 pages max) of key research findings to support workshop participants' understanding (based on research materials to be provided by ECPAT)
- Observation and active participation in the Lima workshop (3 days), including note-taking to inform the refinement of the facilitation materials.
- Reusable facilitation package, prepared in advance of the workshop and updated following the event. The final version must include:
  - Workshop agenda templates
  - Methodology and session design templates
  - Facilitator notes and scripts
  - Visual tools and participatory techniques
  - Practical tips for adaptation in different contexts
  - Adaptation guidance for replication across countries
- Final report, including:
  - Key takeaways from the Lima workshop
  - Lessons learned
  - Recommendations for future workshops and participatory advocacy facilitation

## CONSULTANT PROFILE

We welcome applications from individuals or teams, including organisations or companies. Organisations must be legally registered and operating in Latin America.

- Proven experience in facilitation of workshops using **non-traditional, participatory workshop methodologies**
- Fluency in **Spanish**; working proficiency in **English** is an asset
- Ability to develop user-friendly and adaptable facilitation materials
- Familiarity with civil society and/or the development sector in Latin America
- Ability to collaborate with other facilitators and project staff
- Strong capacity to simplify complex information into participatory formats

## TIMELINE

Activity	Estimated Date
Submission Deadline	August 13, 2025
Selection and contracting	By August 18, 2025
Preparation meetings (virtual)	Week of August 18–21, 2025
Workshop facilitation in Lima	August 25–27, 2025
Final deliverables due	September 5, 2025

## OUR COMMITMENT

As ECPAT's International Secretariat we recognise that our strength lies in the diversity of the people who make up our global network, staff, volunteers and consultants. We are committed to being an inclusive workplace where people of all backgrounds and cultures can strive and be themselves. This means we will challenge ourselves to do better and to continue learning, to create and maintain a working environment steeped in respect, tolerance, safety, and where all parties are valued equally.

As a child-focused organisation, ECPAT has a strong commitment to child safeguarding and rigorous procedures, and the successful candidate will be required to sign our 2 codes of conduct.

## EXPRESSION OF INTEREST

Please submit an email to [vacancy@ecpat.org](mailto:vacancy@ecpat.org), with the subject line: **[Your Name] – “Methodology Consultant”**. Kindly include the following documents:

- I. Technical Proposal**
  - a. Description of your proposed methodology
  - b. How you would approach this specific workshop
  - c. Brief explanation of expected delivery formats and how you would coordinate with co-facilitators

*Note: Proposals will be treated confidentially. While we encourage creative approaches, ECPAT commits not to use or replicate any specific ideas from non-selected proposals.*

- II. Economic Proposal**
  - a. Daily fee (in USD or local currency)
  - b. Do not include travel or accommodation costs
- III. CV or Team Profile**
  - a. Brief bios of all involved personnel
  - b. Relevant past experiences
- IV. Sample(s) of Past Similar Work**
  - a. Materials, workshop design tools, reports or documentation showcasing your facilitation style or methodology

Due to the high volume of applications, we receive, we are not able to respond to every application. If you have not heard back from us within 3 weeks from the deadline, it means that your application has not been successful.

## SUBMISSION DEADLINE

All proposals must be submitted by **13<sup>th</sup> August 2025 (end of day, Peru time)**.