



REQUEST FOR PROPOSALS

Consultancy

Development of a Training of Trainers Manual

(November 2025 - January 2026)

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 member organisations 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.

BACKGROUND OF THE PROJECT

ECPAT International is working on alignment of training standards across its network organisations, based on the [evaluation](#) of The Code of Conduct for the Protection of Children from Sexual Exploitation in Travel and Tourism ([The Code](#)).

CONSULTANCY OBJECTIVES

ECPAT International is seeking an Adult Education Specialist or a team of educational specialists, with demonstrated expertise in developing high-quality Training of Trainers Manuals. The selected consultant/s will work closely with ECPAT International to review the existing manual and training materials and develop a new Training of Trainers Manual that will allow to align standards across its members organisations in terms of the content and modalities of in-person trainings and workshops provided to professionals in the travel and tourism industry to protect children from sexual exploitation, including its technological dimensions.

EXPECTED OUTPUTS

The consultancy will result in the delivery of the **Training of Trainers Manual that is practical, user-friendly, and contextually relevant**, that will serve as a reference and guide for trainers conducting in-person training sessions with the travel and tourism industry. The Manual will set a minimum standard on training content and duration as relevant for different contexts.

The consultant/team will be responsible for:

1. Needs Assessment:

- Review existing training materials, manual and core competencies framework.
- Conduct consultations with stakeholders, including trainers, program managers, and target audiences, to identify training needs, gaps, and desired outcomes.

Identify a set of standards on training content and duration as relevant for different contexts, that will allow us to align the training across the countries.

2. Develop a structured Training of Trainers manual including:

- Learning objectives for trainers; session plans, modules, and activities; training methodologies, facilitation techniques, and adult learning principles; assessment tools and evaluation methods and practical exercises, case studies, and examples.
- Ensure content is clear, user-friendly, and adaptable to different contexts.
- Integrate inclusive and participatory training approaches.

3. Validation and Review:

- Circulate the draft manual to relevant stakeholders for feedback.
- Revise the manual based on feedback to ensure accuracy, relevance, and usability.

4. Finalization and Delivery:

- Provide a 'checklist' to monitor alignment with the established minimum quality standards, as guidance for trainers.
- Produce the final Manual in digital graphically designed formats (note: if this task is outside the work of the consultant's team, alternatively the graphic design can be prepared by ECPAT International).

TIMELINE

The assignment will be carried out between November 2025 to January 2026. A detailed plan and timeline will be defined and agreed with the selected consultant/s at the start of the assignment.

Key milestones include: Detailed workplan, review of the existing manuals and materials, consultations, draft manual submission, review and feedback period and final manual delivery.

CONSULTANT'S PROFILE

- Proven experience in curriculum/training manual development.
- Strong knowledge of adult learning principles and participatory training methods.
- Excellent writing, communication, and facilitation skills.
- Knowledge and expertise in child protection, in particular in travel and tourism context will be an advantage.

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 thrive 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.

ADDITIONAL INFORMATION

- This is a home-based position using own equipment and communication tools.
- The consultants should be available for online calls in Asia time zone.
- The project will be delivered in English; the materials will be also adapted and translated in other languages by ECPAT International.
- The Consultants are expected to act at all times in a manner consistent with the values of ECPAT International and in compliance with the organisation's policies and procedures including Child Safeguarding Policy and the Code of Conduct.

EXPRESSION OF INTEREST:

Please submit an email to vacancy@ecpat.org, with the subject line: **Consultant's name/company name and "Training of Trainers Manual"**. Kindly include the following documents:

1. **A proposal with your educational approach for the development of the Training of Trainers (ToR) Manual**, reflecting variety of training methods for in-person training and workshops, with examples of your previous similar work.
2. **Financial proposal** for the development of the content of the training, and if applicable financial proposal for the graphic design and publication of the Manual.

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 **6th November 2025**