

Terms of Reference (ToR)

Consultancy: Cultural Awareness Training

1. Background

Right To Play is committed to fostering an inclusive, respectful, and equitable workplace across its global operations. To strengthen staff capacity to work effectively in multicultural environments, especially during working visits to projects and offices in Africa and Asia with or without external visitors, the INGO seeks a qualified consultant to design and deliver a **half-day in person training in London for RTP UK staff and 2 hours multiple online sessions for USA, Canada and European offices** focused on cultural awareness with the possibility of extending the training with a follow up session during RTP DEAL week in the second half of 2026. Applications should be sent to Laura Cuzzuol: lcuzzuol@righttoplay.com, by **31st March 2026**.

2. Objective

To enhance staff understanding of:

- Cultural differences and intercultural communication
- Respect for diverse norms, values, habits, and practices
- Understanding the difference between SEAH, safeguarding abuses and cultural practices

3. Scope of Work

Preparation

- Conduct brief inception meeting with People & Culture staff of Right To Play
- Review relevant internal policies (e.g., Code of Conduct, DEI policies)
- Design interactive in person training (slides + practical exercises) and a 2 hour interactive online training session (slides + practical exercises)

Delivery

- Facilitate one half day in person training in London (RTP UK office premises) and one 2 hours online sessions (once for USA and Canada staff, once for Canada HQ staff, once for Switzerland and Germany staff, once for Netherlands and Norway staff = four separate sessions in time)
- Ensure high participant engagement (e.g., polls, breakout groups, case discussions)
- Create a safe and constructive learning environment for sensitive discussions

Post-Session

- Share training materials and resource list
- Submit post training report (5 pages circa)

4. Key Content Areas

- Cultural awareness beyond nationality (values, communication styles, hierarchy, time perception)
- Respecting different habits, religious practices, and social norms
- Definitions: SEAH, safeguarding abuses and harm
- Power dynamics and privilege in global organizations
- Practical strategies for identifying and understanding the difference between safeguarding risks and concerns in comparison with regional, local, country cultural customs and practices

5. Deliverables

- In person training and Webinar outline and agenda
- Presentation materials
- Delivery of half day training in person and 2 hours interactive multiple online sessions
- Resource list
- Post training report

6. Duration

Estimated level of effort: 4-6 working days (including preparation and reporting).

Delivery date: TBD between May and August 2026.

7. Qualifications

- Proven experience in DEI, intercultural communication and SEAH/safeguarding training
- Experience with international or multicultural teams
- Strong online facilitation skills
- Excellent English communication skills
- Fluency in German, Norwegian or Dutch not necessary, but desirable

8. Application Requirements

- Technical proposal (approach and methodology)
- Financial proposal
- CV(s)
- Two references from similar assignments