

Call for a Panel of Trainers to Deliver CBO/CSO Capacity-Building

Climate, Energy and Resources Governance Programme

Civic Transitions for Inclusive Climate Action (CTICA)

Reports to:	Programme Manager, Climate, Environment and Resources Governance Programme
Provinces of activity:	Gauteng, Mpumalanga and Limpopo
Assignment type:	Short-term consultancy; panel of trainers, engaged on a call-off basis.
Language of work:	English

ABOUT DEMOCRACY WORKS FOUNDATION

Democracy Works Foundation (DWF) is a Southern African non-profit organisation dedicated to strengthening democratic resilience in the face of institutional decline, corruption and shrinking civic space. Established in South Africa in 2014, with additional offices in Angola, Lesotho and Malawi, DWF works to build inclusive, sustainable democracies by developing tools, platforms and research to enhance democratic culture, institutions and leadership.

Through its Climate, Energy and Resources Governance Programme, DWF is implementing projects to strengthen inclusive climate governance and advance a Just Energy Transition (JET) in South Africa, aiming to promote socio-economic development and inclusive participation in decision-making.

ABOUT THE CTICA PROGRAMME

The Civic Transitions for Inclusive Climate Action (CTICA) programme is a multi-year DWF initiative implemented across the provinces of Gauteng, Mpumalanga and Limpopo, working through selected target municipalities. CTICA aims to develop the capacity of citizens, community-based organisations (CBOs), and civil society organisations (CSOs) to participate meaningfully in the Just Energy Transition, and to strengthen local leaders' ability to facilitate and encourage that participation.

CBOs and CSOs are central to this intervention. They are the primary conduits through which communities articulate their priorities, engage local government on Integrated Development Plans (IDPs) and Local Economic Development (LED) commitments, and hold Independent Power Producers (IPPs)

accountable to Socio-Economic Development (SED) obligations. Under CTICA, DWF is rolling out a structured capacity-building curriculum for CBO and CSO representatives across the target provinces.

Purpose of this Call

DWF is establishing a panel of short-term consultants (trainers) to deliver the CTICA training curriculum to CBO and CSO stakeholders in the programme's target municipalities. Trainers will be drawn from and based in the provinces of activity and will be engaged on a call-off basis to deliver training workshops as scheduled over the life of the programme.

SCOPE OF THE ASSIGNMENT

DWF expects to appoint a panel of six trainers, two trainers in each province of activity, Gauteng, Mpumalanga, and Limpopo. Appointment to the panel does not guarantee a specific volume of work; assignments will be issued on a call basis as workshops are scheduled.

The curriculum equips CBO and CSO representatives in the areas of climate literacy and the Just Energy Transition; energy governance and energy democracy; advocacy and lobbying; negotiation and multi-stakeholder engagement; community-based planning and evidence collection; and the municipal policy decision-making cycle, including IDPs, LED planning and IPP SED processes.

RESPONSIBILITIES OF APPOINTED TRAINERS

- Attend the DWF Training of Trainers (ToT), either virtually or in person.
- Deliver CTICA training workshops to CBO/CSO participants in the assigned province, using the DWF-supplied curriculum, facilitator guide, participant workbook and assessment tools without material deviation.
- Facilitate workshops, coordinating logistics, session pacing and participant support with the co-trainer and the DWF programme team.
- Administer pre- and post-training assessments and capture participant attendance and feedback in the formats provided by DWF.
- Uphold DWF's participatory, adult-learning pedagogy, ensuring inclusive participation of women, youth, persons with disabilities and other marginalised groups.
- Submit a short workshop report to the DWF programme team after each engagement, using the DWF template, and flag any material issues or adaptations required.
- Represent DWF professionally and in a non-partisan manner in all interactions with participants, local partners, municipal officials and community stakeholders.

TRAINING OF TRAINERS (TOT)

All appointed trainers are required to participate in a Training of Trainers (ToT) session organised by DWF. The ToT may be attended either virtually or in person, at the trainer's election, subject to the ToT format offered by DWF for the relevant cohort. Attendance at the full ToT is a condition of deployment to workshops.

WHAT DWF WILL PROVIDE

- The full curriculum package for use in workshops, including the facilitator guide, participant workbook, slide decks and pre- and post-training assessment instruments. Trainers are not required to develop training materials.
- Reasonable transport costs for travel to and from workshop venues within the assigned province, in line with DWF policy.
- Reasonable food and refreshment costs for trainers and participants during workshop days, in line with DWF policy.
- Access to a Training of Trainers (ToT) session, offered virtually or in person.
- Ongoing coordination support from the DWF programme team, including workshop scheduling, participant recruitment and venue arrangements.
- Trainer fees will be paid at a daily rate of R4 000-00, as specified in the individual consultancy agreements issued to successful applicants. Trainers remain responsible for their own tax and statutory compliance.

PERSON SPECIFICATION

- Minimum of a Bachelor's degree in development studies, environmental governance, public policy, political science, education or a related field. A postgraduate qualification is an advantage.
- Experience, knowledge and key skills
- Minimum of three years proven experience in workshop facilitation, adult training or capacity building with civil society, community-based or grassroots audiences.
- Demonstrable experience delivering training in one or more of: climate change and the Just Energy Transition, energy governance, community-based planning, advocacy and lobbying, or municipal engagement.
- Established professional presence and networks in the assigned province of activity. Trainers must reside in, or be able to operate from, the province for which they apply reliably.
- Strong ability to work in a non-partisan manner and to engage a wide range of stakeholders, including CBOs, CSOs, municipal officials and private-sector actors.
- Demonstrable experience working with marginalised groups, including women, youth and persons with disabilities.

- Excellent oral and written English communication skills. Working proficiency in a relevant local language spoken in the assigned province is a strong advantage.
- Comfort with participatory, experiential and case-based facilitation methods, including role-plays, scenario analysis and group work.
- Competent in MS Office Suite, and able to deliver PowerPoint-based content confidently.
- Willingness and ability to travel within the assigned province to deliver workshops as scheduled.

OTHER CHARACTERISTICS

The role requires energetic, self-motivated facilitators who pay close attention to detail and can prioritise in a fast-moving programme environment. Trainers must be comfortable using diplomatic and constructive strategies to advance workshop objectives and be confident in engaging with local civil society groups, municipal officials, and community stakeholders.

OTHER POINTS TO NOTE

- Applicants must be South African citizens or have legal status to work in South Africa.
- A valid driver's licence is a strong advantage given the requirement to travel within the assigned province.
- The working language of all DWF offices is English.

HOW TO APPLY

Interested candidates should submit: (i) a CV of no more than three (3) pages; (ii) a short cover letter; (iii) contact details for two professional references; and (iv) an indicative daily rate. Applications should be sent to: recruitment@democracyworksfoundation.org by the closing date of 11 September 2026.

Applicants should clearly indicate the province of activity: Gauteng, Mpumalanga, or Limpopo. Applications for more than one province are permitted but must be separately motivated.

Democracy Works Foundation seeks to ensure that all qualified people have an equal opportunity to be considered for this call, and that those who have been discriminated against unfairly in the past are treated in accordance with the legal obligations imposed by the country in which employment is taking place, as well as the affirmative principles of the organisation.