

Terms of Reference (ToR)

Workshop Facilitator

Project Title: Empowering Migrant Households for a Just Energy Transition in Frankfurt (Oder)

1. Background

Impact Circle Germany e.V. is implementing the project "**Empowering Migrant Households for a Just Energy Transition in Frankfurt (Oder)**" with financial support from the European Union.

The project aims to empower migrant women and households with practical knowledge and skills to reduce household energy costs, improve energy efficiency, and actively participate in the transition to a more sustainable future. Through a series of interactive workshops, participants will gain practical information on energy saving, financial benefits, and climate action while strengthening community leadership.

To support the successful delivery of the project, Impact Circle Germany e.V. is seeking a qualified and motivated Workshop Facilitator.

2. Purpose of the Assignment

The Workshop Facilitator will lead four participatory workshops, ensuring that sessions are engaging, inclusive, interactive, and responsive to the needs of participants. The facilitator will work closely with the project team and guest experts to create a positive learning environment.

3. Scope of Work

The Facilitator will:

- Facilitate four interactive workshops in Frankfurt (Oder).
- Prepare for each workshop using the materials provided.
- Encourage active participation and group discussions.
- Create an inclusive and respectful learning environment.
- Introduce guest speakers and manage workshop sessions.
- Keep the workshops on schedule.

- Support practical group exercises.
- Collect participant feedback where required.
- Submit a brief report after each workshop.

4. Expected Deliverables

The Facilitator shall deliver:

- Four successfully facilitated workshops.
- Four brief workshop reports (maximum one page each).
- Recommendations for improving future workshops.

5. Duration of the Assignment

The assignment covers the implementation period of the workshop series.

Workshop Dates

- Saturday, 5 September 2026
- Saturday, 19 September 2026
- Saturday, 3 October 2026
- Saturday, 17 October 2026

Preparation meetings may be arranged prior to the workshops.

6. Required Qualifications

Applicants should have:

Essential

- Experience facilitating workshops, training sessions or community events.
- Strong communication and presentation skills.
- Ability to engage participants from diverse cultural backgrounds.
- Excellent organisational and time management skills.
- Fluency in English and German.

Desirable

- Experience working with migrants, refugees or multicultural communities.
- Knowledge of energy efficiency, sustainability, climate action or environmental issues.
- Additional community languages.

7. Reporting

The Facilitator will report directly to the Project Coordinator of Impact Circle Germany e.V.

8. Remuneration

The Facilitator will receive an agreed professional fee for successfully completing the assignment.

The amount will be discussed with shortlisted candidates and confirmed in the Service Agreement.

Reasonable travel expenses may be reimbursed in accordance with the project budget and organisational policies.

9. Application Procedure

Interested applicants should submit:

- A Curriculum Vitae (CV)
- A short motivation letter (maximum one page) explaining their interest and relevant experience

Applications should be sent by email to:

Impact Circle Germany e.V.

 info@impactcirclegermany.eu

Subject: *Application - Workshop Facilitator*

Application Deadline: Sunday, 16 August 2026 (23:59 CEST)

Only shortlisted candidates will be contacted.

10. Selection Process

Applications will be assessed based on:

- Relevant facilitation experience
- Communication and interpersonal skills
- Experience working with diverse communities
- Motivation and suitability for the assignment
- Availability for all workshop dates

Shortlisted candidates may be invited for a brief interview, either online or in person.

11. Equal Opportunity

Impact Circle Germany e.V. is committed to equal opportunities and welcomes applications regardless of gender, nationality, ethnic origin, religion, disability, age, or other protected characteristics. We particularly encourage applications from individuals with experience working in multicultural communities.

12. Data Protection

All applications will be treated confidentially and processed in accordance with applicable data protection legislation. Personal information will be used solely for the purpose of this recruitment process.

Impact Circle Germany e.V.

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