



FORUM FOR AFRICAN WOMEN EDUCATIONALISTS (FAWE) UGANDA CHAPTER

TERMS OF REFERENCE (ToR) FOR STAFF TRAINING ON ARTIFICIAL INTELLIGENCE (AI)

1. Background

Forum for African Women Educationalists (FAWE) Uganda Chapter, established in February 1997, is part of a network of 34 FAWE National Chapters across Africa. FAWE was founded by five African women Ministers of Education to address the low levels of girls' education and bridge gender gaps in education across the continent.

In line with FAWE Uganda's mission "to enhance opportunities for girls to attain quality education and skills through sponsorship, social protection, institutional strengthening, and advocacy," FAWE Uganda recognizes the growing importance of technology in modern education and administration.

Artificial Intelligence (AI) is increasingly shaping how organizations operate, communicate, and make decisions. To stay relevant, efficient, and innovative, FAWE Uganda seeks to build her staff's capacity to understand and responsibly utilize AI tools in their daily work. This ToR outlines the framework for conducting staff training on AI fundamentals, ethical considerations, and practical applications.

2. Purpose of the Training

To equip FAWE Uganda staff with the foundational knowledge and skills to understand and responsibly use Artificial Intelligence in their work (AI Literacy). The training will also enhance awareness of the legal, ethical, and privacy implications surrounding AI tools and applications in organizational operations.

3. Objectives of the Training

The training specifically aims to:

- Introduce staff to the fundamental concepts and principles of Artificial Intelligence.
- Highlight the advantages and potential applications of AI in the workplace.
- Discuss the disadvantages and potential risks associated with AI adoption.
- Explore the legal, ethical, and privacy implications of AI use.
- Encourage responsible and informed use of AI tools within the organization.
- Promote understanding of policies and safeguards necessary for managing AI use effectively.

4. Scope of Work

The facilitator/consultant will be expected to:

- Develop and share a comprehensive training plan and materials tailored to FAWE Uganda's context.
- Deliver a four-hour in-person training session on Artificial Intelligence.
- Facilitate interactive discussions and practical demonstrations on AI tools relevant to FAWE Uganda's operations.
- Provide case studies or examples of AI applications in the work environment.
- Address the ethical, legal, and data privacy aspects of using AI in organizational settings.
- Prepare and submit a detailed training report summarizing the key discussions, lessons learned, and recommendations.

5. Expected Outputs

The consultant will deliver the following outputs:

- A detailed AI training agenda and presentation materials.
- Conduct of a four-hour in-person AI training session.
- Post-training evaluation forms and analysis of participants' feedback.
- A final training report summarizing outcomes, recommendations, and suggested next steps for FAWE Uganda.

6. Date and Duration of the Training:

Tuesday 16th December 2025 from 8:30am to 12:45pm

7. Qualifications and Experience of the Facilitator

The facilitator or consulting firm should possess the following qualifications:

- A minimum of a bachelor's degree in any relevant field.
- Proven expertise in Artificial Intelligence, Machine Learning, and Digital Ethics.
- Experience conducting capacity-building workshops or trainings for NGOs or similar organizations.
- Strong communication and facilitation skills with the ability to simplify technical concepts for non-technical audiences.

7. Submission Requirements

Interested applicants are invited to submit a technical proposal outlining their understanding of the assignment and proposed methodology along with a financial proposal, to procurement@faweuganda.org no later than **5:00 p.m. on Tuesday, 25th November 2025**.