

TERMS OF REFERENCE

INCLUSIVE HUMANITARIAN ACTION TOOLS' & TEAM CAPACITIES' DEVELOPMENT

*Inclusive Governance and Humanitarian Action Unit –
Protection and Risk Reduction Department*

Opening Date: 26/05/2022

Ending Date: 16/06/2022

Starting date: 01/07/2022

Duration: 6 months

Contact: l.bourbe@hi.org

Budget:>10K

1. CONTEXT

Within Humanity & Inclusion (HI), the unit in charge of Governance and Inclusive Humanitarian Action is looking for a consultant with an expertise on inclusive humanitarian action and in particular disability inclusion.

The consultant will be in link with an established team of global specialists in the headquarters and will focus on:

- *finalizing a tool box on promoting inclusive humanitarian action for HI inclusive humanitarian action teams*
- *Support in managing a community of practice/ exchange platform in order to support cross-learning, develop the inclusive humanitarian action staff skills and to collectively improve the approaches and tools at disposal,*
- *updating and delivering training sessions on IHA subjects,*
- *upon request technically support the field teams,*
- *upon request participate in the field team induction & recruitment process.*

In line with HI's federal strategy, a four-year technical strategy specific to inclusive humanitarian action has been developed, which is monitored and adapted in line with new developments over the period. The missions of inclusive humanitarian action cover a specific sector while establishing synergies with all HI technical sectors. The technical strategy focuses on qualitative technical support in the following areas:

- Enhanced participation and leadership of persons with disabilities and organizations of persons with disabilities for a meaningful participation and equitable access to emergency preparedness, humanitarian response and protection
- Prevention and removing discriminatory barriers of access to and participation in humanitarian programming and coordination across relevant sectors of humanitarian intervention.
- Promotion of inclusive disaggregated disability data collection, analysis and use in humanitarian settings.
- Support of humanitarian actors and coordination bodies by building their capacity and becoming more inclusive.

2. DESCRIPTION OF THE REQUIRED SERVICE PROVISION

➤ Beneficiary/Beneficiaries

- IHA staff team
- Potentially sectorial staff team & external partners

➤ Overall and specific goals

To improve the technical know-how and capacities in IHA sector.

Working with the IHA team in HQ and field, the consultant will be:

- finalizing a tool box on promoting inclusive humanitarian action for HI inclusive humanitarian action teams,
- supporting in the animation of a community of practice/ exchange platform in order to support cross-learning, develop the inclusive humanitarian action staff skills and to collectively improve the approaches and tools at disposal,
- developing, updating and delivering training sessions on IHA subjects and dispensing the trainings,
- upon request technically supporting HI field teams,
- upon request participating in the field team recruitment process.

➤ Services requested

Finalization of the tool box _ Training package

Task	Specification (sub-tasks)	Estimated time needed
Update and finalize induction pathways and tools for HI IHA staff	<ul style="list-style-type: none"> - Technically review PPT, reading pack for junior and senior specialist staff using internal IHA session content - Support final review and uploading of IHA toolbox tools, guidance, introduction materials - Support to develop a structure/ planning to familiarize new staff with IHA and tools 	2 days
Finalize a number of capacity development materials on IHA	<ul style="list-style-type: none"> - Linked to IPCM package, technically update and test disability data package (focus on analysis, using, reporting data) and supportive tools for senior staff and enumerators - Linked to IPCM package, technically update and test package on inclusive accountability - Linked to IPCM package, the Emergency division, Leave No Behind Project and in close collaboration with HI sector specialist technically update short training on inclusive MHPSS, rehabilitation, EORE and basic needs 	10 days
Finalize general IHA training packages for different audiences, lengths	<ul style="list-style-type: none"> - Technically review and complete of all introductory modules on IHA for different audiences and align with the Disability Reference group e-learning and online training modules - Review and update awareness rising exercises and materials reflection tools using existing sample exercises, video etc 	5 days
Update and review technical	<ul style="list-style-type: none"> - - review TOR and guidance technically 	10 days

tools of the toolbox for promoting meaningful participation and empowerment of persons with disabilities	<ul style="list-style-type: none"> - review and update capacity development package for OPDs - Construct in a collaborative manner tools and guidance for enhancing meaningful participation of persons with disabilities at community level develop 	
Update repository of barriers and enabler assessments		2 days
Total time		29 days

Exchange group/ Community of Practise animation

Total time		22 days
------------	--	---------

Participation in recruitment & inductions

Total time		8 days
------------	--	--------

Participation in field support

Total time		8 days
------------	--	--------

Briefing, coordination meeting, debriefing

Total time		5 days
------------	--	--------

3. CONSULTANT'S PROFILE

Training, experience, references and grade required for each expert

Postgraduate degree in a field related to disability studies, Social Work/ Community Development, Sociology, Human rights, Occupation Therapist, Gender Studies, Humanitarian Response and/or any other relevant training related to the expected expertise.

At least 5 years of experiences working in disability inclusion, including a significant international work experience in several low - middle income countries, including or plus three years of experience in humanitarian emergency settings.

Relevant experience providing technical support/ capacity development to humanitarian actors, networks and coordination systems.

Demonstrated knowledge on the legal, operational and conceptual frameworks related to inclusive humanitarian action, human rights, international cooperation mechanisms.

Experience in empowering and promoting meaningful participation with organizations of persons with disabilities and other humanitarian actors.

Past successful experiences in developing technical tools and guidance, technical trainings and being able to provide trainings and animate technical discussions

Strong capacities in training & coaching.

Good analytical skills.

Well organized and able to collaborate with a multidisciplinary team.

Ability to work and support projects remotely.

Good communication skills and

Successful experiences with HI is a must have.

➤ Working languages

English compulsory, French will be a supplementary asset

4. SERVICE DURATION AND LOCATION

➤ Start date

01/07/22

➤ Mission end date

31/12//22

➤ Mission timetable and number of days to be spent by the Consultant, including week-ends and bank holidays & days required for briefings, debriefings and reports.

- 72 days
- 24 hours per week
- Online half day briefing and debriefing will be provided
- Monthly meeting on progress will be set up

➤ Service location

- Worldwide

5. WORK SCHEDULE

- On the basis of the proposed timetable laid down in these Terms of Reference, the Consultant must set up a work schedule for the performance of the service.
- The work schedule must clearly specify the manner in which the Consultant will approach the activities required to perform the service.
- The schedule must indicate the progress and/or the standard of service performance, including the criteria and/or indicators to check that the service provision is proceeding smoothly.

6. REPORT

A monthly written report is provided and a final mission report.

- Contents (schedule), language, format and quantity
 - -in English
 - Word 2-page report mentioning
 - progress on previous month, for each objective evaluation of progress plus encountered difficulties, provided solutions,
 - objective for following month
 - End report 15-page max with annex & a presentation summary
- Submission date
 - Monthly report each on the 5th of each month
 - Final report due 30 days after the contract ending date.

7. RESOURCE PERSON

- Within the framework of the service provision, the Consultant will be asked to collaborate with Handicap International's teams, mainly the IHA global specialists and in particular with LUDOVIC BOURBE who will be the point of contact.

8. BUDGET

- Cost of service provision:
- Ancillary expenses: None if the need of an expense arises, the costs and modalities of payment will be discussed prior to any expense and agreed in written
- Service cost allocation budget code

9. VALIDATION

Contractor (Last name Forename Position Date and Signature)		Consultant (Last name Forename Date and Signature)

Administrative and technical appendices

(List of contract documents, e.g. training plans, any communication media (DVDs, CD-ROMs, etc), price breakdown, methods, general purchasing conditions, etc.).

- I. Methodological approach/Work schedule adopted for the service provision
- II Consultant's CV
- III Other including consultant's registration & administrative justifications