



## -Terms of Reference -

### Review of HI's disability inclusion good practices in WASH, food & shelter interventions

<b>Title of the study/research:</b>	Review of good practices to ensure inclusion of persons with disabilities in HI's WASH, Shelter, food assistance and CVA related activities.
<b>Objective of the mission:</b>	Lead the overall process of the Review of practices mentioned above in close collaboration with the technical specialist and staff of identified projects
<b>Duration of the mission:</b>	20 days
<b>Location of the mission:</b>	Home based with potential travel to some countries

#### 1- Introduction/Context

Persons with disabilities are estimated to represent 15 per cent of the world's population. In humanitarian contexts, they may form a much higher percentage. They are among the most marginalized people in crisis-affected communities and are disproportionately affected by conflict and emergency situations. In disasters, their mortality rate is two to four times higher than that of persons without disabilities.<sup>1</sup>

The responsibility to support persons with disabilities during natural disasters and emergencies is part of the core humanitarian principles of equality, impartiality and independence and clearly described in the United Nations Convention on the Rights of Persons with Disabilities (UNCRPD).<sup>2</sup> Since, numerous policies, guidelines and tools have been produced at the global level, such as the [IASC guidelines on the inclusion of persons with disabilities](#), developed in 2019 with the support of HI. Despite this, both governmental agencies and humanitarian organizations fail to adequately include persons with disabilities in disaster preparedness and emergency response activities. This is the case for responses under sectors such as Food Security, WASH and Shelter&NFI, but also, in using the modality Cash & Voucher Assistance, which is increasingly used by humanitarian actors as an effective modality to deliver humanitarian assistance (21% of humanitarian funding in 2021<sup>3</sup>).

After 3 years since the launch of the [IASC guidelines on the inclusion of persons with disabilities](#), there is still a need to promote and gathering experiences within the humanitarian sectors on how to effectively ensure inclusion of persons with disabilities for humanitarian practitioners in each specific areas and sectors of humanitarian interventions.

[Humanity and Inclusion](#) (HI) – previously known as Handicap International - is an independent and impartial aid organization working in situations of poverty and exclusion, conflict and disaster. We work alongside people with disabilities and vulnerable populations, taking action and bearing witness in order to respond to their essential needs, improve their living conditions and promote respect for their dignity and fundamental rights. HI is working in more than 60 countries over the World.

HI believes that no intervention can be successful if basic needs such WASH, Shelter, food, health or protection are not addressed. In acute and chronic crises, it is therefore at the core of HI's interventions to respond to those

<sup>1</sup> IASC guidelines on inclusion of persons with disabilities in humanitarian actions

<sup>2</sup> UNCRPD quote

<sup>3</sup> The State of the World Cash 2022 - CALP



immediate needs directly or indirectly, while taking a comprehensive and holistic approach to vulnerability and considering complementarity with other services. In 2022, HI has implemented over 35 projects in over 20 countries with component of WASH, food assistance or Shelter & NFIs, as well as 60 projects using Cash and Voucher assistance. As part of HI core mandate on inclusion, all its projects aim to be inclusive of persons with disabilities align with the IASC guidelines mentioned above.

Building on its various experiences across the globe, HI is looking for a consultant to support a review of its good practices to ensure inclusion of persons with disabilities in its WASH, Shelter, food assistance and CVA related activities. Working closely with the technical specialists of each targeted sectors, the consultant will lead on gathering those good practices and produce a report providing practical recommendations to practitioners based on case studies within HI. This work contributes also to another initiatives supported by HI: “Phase 3: *Leave no one behind*”. It supports the operationalization of the global Inter-Agency Standing Committee (IASC) Guidelines on Inclusion of Persons with Disabilities in Humanitarian Action through capacity and tool development, local technical support and surge capacity mechanisms and applied research – *more information* [here](#).

## 2- Presentation of the review of practices

The objective of its review of practices is to:

**“Promote and support the humanitarian sectors, including HI, on how to effectively ensure inclusion of persons with disabilities for humanitarian practitioners for WASH, Shelter&NFI, Food Assistance, and CVA related activities”**

Specific objectives:

- Gather experiences and lessons learned from HI programmes on inclusion of persons with disabilities through case studies for WASH, Shelter & NFI, Food assistance and CVA related activities;
- Provide concrete good practices and recommendations based on case studies to mainstream inclusion of persons with disabilities for WASH, Shelter & NFI, Food security and CVA practitioners;
- Contribute to the operationalization of the IASC guidelines on inclusion of persons with disabilities in humanitarian action (LNOB Phase 3)

The *Review of Practices* will identify a set of projects implemented by HI or its partners in various countries (around 10) that took specific actions and approaches to ensure inclusion of persons with disabilities effectively under the different sectors: WASH, Shelter & NFI, Food assistance; and CVA.

The *Review of Practices* will present identified barriers, proposed mitigation measures adopted by the project, and the challenges and lessons learned in implementing them. It should tackle different categories of barriers such as:

- ✓ Attitudinal barriers in humanitarian contexts: Social misconceptions or prejudices against persons with disabilities may generate incorrect assumptions.
- ✓ Environmental barriers in humanitarian contexts: Some environmental barriers are likely to be present already. Humanitarian actors and local populations may unintentionally create others.
- ✓ Institutional barriers and enablers in humanitarian contexts: In many countries, few or no policies promote or ensure the inclusion of persons with disabilities.

The *Review of Practices* should also present different aspects and steps of the project cycle managements (Needs analysis, design, targeting, distribution, monitoring, evaluation, etc.).



*The methodology and structure of the review of practices will be defined jointly with the consultant based on the technical proposition during the inception phase (written protocol), which include (but not limited to): a desk review of existing projects and resources, key informant interviews, Focus Group Discussion, field visits.*

### **Ethics**

Please refer to the Handicap International guidance note “Studies and research at Handicap International: Promoting ethical data management”<sup>4</sup>. The methodology must respect the eight recommendations promoted by the organization and the protocol must clearly detail how these recommendations will be implemented operationally:

- Guarantee the security of subjects, partners and teams
- Ensure a person or community-centered approach
- Obtain subjects’ free and informed consent
- Ensure referral mechanisms are in place
- Ensure the security of personal and/or sensitive data at all stages of the activity
- Plan and guarantee the use and sharing of information
- Ensure the expertise of the teams involved and the scientific validity of the activity
- Obtain authorization from the relevant authorities and organise an external review of the proposed study/research

## **3- Presentation of the mission**

### **Objective and expected results**

The **objective of the mission** is to lead the overall process of the *Review of practices* mentioned above in close collaboration with HI’s technical specialists and staff of identified projects. This includes: developing a methodology and protocol, supporting the data collection, producing a report.

The expected results are:

#### **(1) A written protocol is finalized (5 pages maximum).**

Based upon the technical proposal, and in collaboration with Handicap International’s reference person, a protocol is drafted. This document provides the key elements of the study’s implementation and contains, *a minima*: an introduction specifying the study/research context, providing a brief situational analysis; presentation of the objectives (general & specific), with target population, location; presentation of the methodological framework (incl. criteria to identify good practices and strategies to document them), study design, selection of projects/participants, data collection, data processing, data analysis; responsibilities of the expert; timeline; budget; ethical considerations.

#### **(2) Data collection and data analysis tools are developed;**

Data collection tools (questionnaires and guide) are the result of a participatory process and are validated by Humanity&Inclusion. All collected data is compared and confronted, analyzed and interpreted in the light of the political, social and cultural context.

#### **(3) A final report of the review of practices is produced (30 pages maximum)**

The final report should followed the agreed upon structure and reflect the data collected and discussion with the different parties involved. The report will be considered final after validation from Humanity & Inclusion.

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<sup>4</sup> Humanity & Inclusion. 2015. Studies and research at Handicap International: Promoting ethical data management. Available here: [https://hinside.hi.org/intranet/jcms/prod\\_2225308/fr/ethicaldatamanagementn-04](https://hinside.hi.org/intranet/jcms/prod_2225308/fr/ethicaldatamanagementn-04)



- (4) **Two (2) workshops** are organized to present the study/research findings to partners and to define action priorities for Handicap International.

#### **Timeline and Deliverables**

	Timeline	Expected number of days	Deliverables
1-	Final Protocol (max 5p)	5 days	Written protocol document validated
2-	Final data collection and analysis tools	2 days	Validated tools files shared
3-	Data collection	5 Days	Mission report (if field visit planned)
4-	Data analysis and preliminary findings report	3 days	End of mission
5-	Workshops & presentation (3h each)	2 days	Pwp presentation
6-	Final report	3 days	Final report
<b>TOTAL</b>		<b>20 days</b>	<b>Note: over a period of 3 months maximum</b>

The consultant accepts that Handicap International may reproduce the methodological proposal and use the tools developed for data collection in other contexts or projects.

#### **Budget**

To be discussed based on the technical and financial proposal.

*Note: All expenses will be under the responsibility of the consultant. HI will be able to provide transportation in country to field sites for the consultant; as well as enumerators, data collection systems (Kobo), training materials and facilities for staff, and other related cost if data collection is planned.*

#### **4- Requested profile**

##### **Consultant Profile and Expertise:**

- ✓ Proven successful experience as a consultant conducting analysis and research on various sectors in humanitarian settings;
- ✓ Proven and recognized experience in methods of data collection, processing and analysis (quantitative and/or qualitative and/or secondary data)
- ✓ Demonstrated skills and experiences in designing and engaging in disability and gender sensitive qualitative data collection research and analyzing qualitative data;
- ✓ Experience working on disability inclusive humanitarian action;
- ✓ Demonstrated some level of understanding on WASH, food security and shelter sectors
- ✓ Strong facilitation skills and experience guiding learning processes
- ✓ Minimum of five years of field experience.
- ✓ Excellent written and spoken English (+French would be an asset)
- ✓ Ability to travel to project sites.

**Requested availability: 20 days over the period from October to December 2023**

#### **5- Application process**



Applications must include [to adjust depending on the context]:

- **In relation to the consultant:**

- ☐ A curriculum vitae (training, experience in the areas mentioned above, list of key publications)
- ☐ References
- ☐ A letter of motivation

- **In relation to the technical proposal:**

- ☐ A methodological proposal to conduct this study/research, including, *a minima*:  
Understanding of the study's issues and of the terms of reference; background of the study/research; presentation of the objectives (overall & specific); location; target population; presentation of the methodological framework: study design, selection of participants, data collection, data processing, data analysis, quality monitoring mechanisms; ethical considerations
- ☐ A timeline, clearly detailing the study/research's implementation, execution, monitoring and use-of-findings activities
- ☐ A financial proposal including, *a minima*, details of the study/research's consultancy fees and operational costs (travel, accommodation, investigator per diems, translator pay, software, etc.).

Please, send all required documents before **October 8<sup>th</sup> 2023** to **Alexandre GOUTCHKOFF**, Economic Recovery Global Technical Specialist at the following address: [a.goutchkoff@hi.org](mailto:a.goutchkoff@hi.org)