

Terms of Reference: Documentation of 3 Case Studies Oct-Nov 2023

1. Context / Background

Humanity and Inclusion / Handicap International (HI) is implementing a 24-month ECHO financed project entitled 'From Guidelines to Action': Promoting Learning, Localisation and Adaptation of the IASC Guidelines on Inclusion of Persons with disabilities in humanitarian action (IASC GL) for disability-inclusive coordination, data collection and programming.

The project is working in synergy with ongoing initiatives to promote the IASC Guidelines on the Inclusion of Persons with disabilities in humanitarian action at the Global level, and in two pilot countries: Somalia and Syria. It seeks to address three main gaps identified by humanitarian actors, including representatives of persons with disabilities working in humanitarian assistance globally:

1. Gaps in knowledge & evidence relating to inter-sectoral coordination mechanisms for disability and age inclusion.
2. Lack of available toolsets to review, adapt and revise data collection tools to ensure disability-specific needs, barriers, risks, and capacities are considered.
3. Gaps in knowledge, confidence, and skills of field-based humanitarian partners, including organisations of persons with disabilities relating to the IASC guidelines and their application.

The project's methodology is built around facilitating case studies, peer and expert reviews, and adaptation of existing, undocumented field methodologies for Disability-Inclusion (DI) coordination mechanisms, generating DI data and related programming and monitoring tools, starting with food security and protection.

Under result 2, the members of Working Group 1 of the global [Reference Group on Inclusion of Persons with disabilities in humanitarian action \(DRG\)](#) have received multiple requests and expressions of interest for more elaborate case studies of good and promising practices that examine the implementation of the IASC

Guidelines on disability-inclusion. Moreover, members of the DRG, Working Group 1 themselves observed how humanitarian actors have adapted or changed their programming to become more disability-inclusive. However, very few of those practices have been documented and few inter-agency learning opportunities on disability-inclusive humanitarian action exist.

Therefore, the DRG through Working Group 1 decided to launch a call for good and promising practices with the aim to foster learning between humanitarian agencies, which is financed by funding from the Center for Disaster Philanthropy, CDP. The documentation and dissemination of these practices shall help accelerate the use of the Guidelines and address the long-standing marginalization of persons with disabilities in humanitarian action and crises. The DRG Working Group 1 will establish a technical review committee as part of this process. Further background can be found attached [here](#) and as an Annex.

2. Purpose of the Consultancy

The Consultant will document and illustrate 3 selected quality case studies from the DRG CoP on operationalizing the IASC Guidelines.

The good practices took place in different contexts and three case studies are to document more in-depth the process of how the good practice was achieved. The aim is to inspire replication and/or scaling and/or mutual learning. The case studies are to be:

- ✓ Shared via 10- 15 pages with an executive summary.
- ✓ Summarize the essence of each of the three good practices from the perspective of the practice holder, the partners/ stakeholders and the affected population with disabilities and/or target group of the good practice.

The aim of the in-depth documentation via a case study is that other humanitarian actors including organizations of persons with disabilities, in particular can learn from the practice, have information about the potential to replicate and/or scale the practice. It hopes also to connect interested learning organizations with the good practice holders for partnership, more information and/or further exchange.

The Consultant will conduct or support field visits and/or online consultation for documentation, of the final selected 3 case studies to further investigate promising good practices, and produce case study production.

If there are field visits, the consultant is expected to provide photographs and/or video snapshots which ideally should be applicable in different accessible formats such as: documented in briefs as well as through detailed versions, graphic recordings, and/or photography. HI is also keen to explore the possibility of including storytelling and podcasts into this Service.

3. Key Deliverables

It is expected that the consultant will deliver:

1. An agreed Plan of Action in consultation with HI staff (note: at the commencement of this Service an introductory meeting will be held between the Consultant and relevant HI staff).
2. Familiarise with the three selected case studies (pre-reading)
3. Prepare methodology for each case study
4. Undertake the case study (field visit and/or online, as appropriate) with documentation in word & with photographs, when appropriate. *Note: If field visits are required, this will be incorporated into the Plan of Action.*
5. All case studies will need to be validated by the good and promising practice holders.

The deadline for completion is the end of November 2023.

4. Accessibility Policy

All documents should follow international standards of accessibility. This means that the documents (including pdf, word files, and ppts), texts, images, forms, sounds, etc. should be accessible, meeting the varying requirements of persons with different types of impairments and being understandable by as many people as possible without discrimination based on impairment, gender, age, or other factors.

5. Time and Location of the Service

We anticipate that the field visits and/or online consultations of the engaged actors in the three case studies will take place between October and November 2023. As locations are still to be determined, we estimate that each case study will require 7-10 days work; in total between 21-30 days for this Service.

This timeline can be slightly adapted, if needed.

6. Mechanisms for Communication and Monitoring

For all contractual purposes the primary contact person for the selected Consultant will be Charles Lunn, Project Manager. The Consultant will work closely with HI's Technical Specialists and Selected Nominees.

At the commencement of the Service there will be an online kick off meeting to introduce the Consultant to the relevant HI team members.

7. HI Policies, Procedures and Ethics

The Consultant shall commit to comply with all Protection Policies, Code of Conduct, Good Business Practices, General Purchasing Conditions available for consultation on [HI's website](#). HI's data protection policy can be viewed via [this link](#).

In addition the selected Consultant must adhere to:

- ✓ Respecting copyright and intellectual property, obtain permissions to use all visual elements;
- ✓ Ensure that the final outputs are not used for commercial purposes;
- ✓ Ensure the respect of basic accessibility standards for print and digital material.
- ✓ No sub-contracting: we intend to conclude one contract for the service as described

8. Consultant(s) Profile

Eligibility requirements

At the time of the closing date for applications, candidates must fulfil all the following conditions:

- Be legally registered as a company / consultant
- Have fulfilled fiscal obligations;

Selection requirements – Essential

- Masters-level degree in international humanitarian action, international development, international relations, disability studies, human rights, journalism or similar.
- Excellent writing and analytical skills, with experience in documentation of good and/or promising practices via qualitative case studies in the field disability- inclusive humanitarian action.

- Experience in and skills on quality, qualitative research, and participatory applied research methodology utilised in humanitarian action and protracted crisis contexts
- Experience working in a multi-cultural environment and on a remote-basis with large number of stakeholders.
- Excellent knowledge of English and/or French
- Experience in working with Persons with Disabilities.

Selection requirements - Desirable

- Experience in the field of humanitarian response in a UN agency, non-governmental organization or a reputable international or national organization
- Knowledge of other languages such as Spanish, Arabic.
- Skills on photography

9. Application process

Applications must include:

1. Letter of Motivation and Technical Proposal, 2. Financial Proposal, 3. Curriculum Vitae, 4. Evidence / copies of previous similar work

Please note: for the financial proposal, please provide daily rates (including VAT) and any associated costs with the exception of travel (as field visits are to be confirmed).

Please note: all applications will be assessed on the following weighting:

- ✓ 30% Motivation and Technical Proposal
- ✓ 10% Financial Offer
- ✓ 40% CV and professional experience
- ✓ 20% Examples of Relevant work

Please send all required documents **by 13th September 2023** to Charles Lunn at the following address: c.lunn@hi.org. Additional information requests are welcome and should be directed to Charles Lunn.